

**HOUSING AUTHORITY OF THE COUNTY OF  
STANILSAUS**

**Quotes for Small Purchase (QSP) #1819-16:  
Fire Damage Repair, 543 Castor, Turlock CA 95381**

**QUOTE FORM**

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Due to the estimated cost of this procurement falling under the State and Federal Small Purchase Threshold of \$150,000.00, the Housing Authority of the County of Stanislaus (HACS) is procuring these services using a non-formal request for Quotes for Small Purchase (QSP) process. This informal QSP process means formal Request For Proposals (RFP) requirements and formal protest procedures do not apply (i.e., bid bonds, public bid opening, etc.). The HACS reserves the right to issue modifications to this QSP at any time, award the proposed project to more than one firm, reject any or all quotes, and ask for any clarifications or verifications from Proposers at any time.

The Housing Authority is only requesting that this Quote Form be submitted by **September 19, 2019 at 12:00 P.M.** A single copy may be submitted by email to [mramirez@stancoha.org](mailto:mramirez@stancoha.org) fax to **209 557 2070** or by mail or hand delivery to the **HACS Business Office located at 1701 Robertson Rd. Modesto CA 95351.** By submitting a quote response, the Contractor agrees to abide by all applicable laws, ordinances, and regulations. This includes, but is not limited to, *HUD Form 5370 EZ* and *HACS Purchase Order Terms & Conditions* which are available at the following Housing Authority website: (<http://www.stancoha.org/business-services/procurement-services/>)

**An Agency Representative will meet with CONTRACTORS at the worksite location 543 Castor, Turlock Ca 95381 on September 5, 2019 at 10:00 A.M. to review project. You may contact the Housing Authority at (209) 557-2007 if you have any questions or concerns.**

**Scope of Work:**

1. Specific Scope of work is attached.
2. If needed Contractor shall sign for any permits and have permits signed off by City and HA staff before final payment is made.
3. Housing Authority shall pay permit fees only.
4. Contractor shall give proper notice before starting job.

**Note: This estimate shall include DAVIS-BACON Prevailing Wage rates: (<http://www.wdol.gov/dba/asp> - CA13, Residential, Modification 3 dated 7/26/2019).**



**Base Quote:** The undersigned, being familiar with local conditions affecting the cost of work, and with the specifications found in the QSP (or provided during the on-site walk-through), Quote Form, General Scope of Work, and Addenda, if any thereto, as prepared by and on file in the offices of the Housing Authority of the County of Stanislaus, Modesto, California, hereby proposes to furnish all labor and services required to complete the work, all in accordance with the Specifications, for the amount(s) of:

Total cost to provide the services as described in this solicitation including, but not limited to employee wages (**DAVIS-BACON prevailing**) and costs, tools, equipment, licensing, and insurance, etc.

\$ \_\_\_\_\_

Written Amount \_\_\_\_\_ Dollars

If written notices of the acceptance of this quote is mailed, faxed, or delivered to the undersigned within sixty (60) days after the opening thereof, or at any time thereafter before this quote is withdrawn, the undersigned agrees to execute and deliver a contract in the prescribed form within ten (10) days after the contract is presented for signature.

### Quote Submitted By:

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

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

By (Print Name): \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

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

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

Fax: \_\_\_\_\_

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

Authorized Principal or Officer



2281 Lava Ridge Court, Suite 360  
Roseville, CA 95661  
Office: (916) 786-8277

Insured: HOUSING AUTHORITY OF THE COUNTY OF  
STANISLAUS

Property: 543 Castor  
Turlock, CA 95381

Home: 543 Castor  
Turlock, CA 95381

Claim Rep.: Brent Weigandt  
Business: 7489 N. First Street, Ste #102  
Fresno, CA 93720

Business: (559) 978-3627  
E-mail: Brent.weigandt@sedgwick.com

Estimator: Brent Weigandt  
Business: 7489 N. First Street, Ste #102  
Fresno, CA 93720

Business: (559) 978-3627  
E-mail: Brent.weigandt@sedgwick.com

**Claim Number:** FPROP2019004605

**Policy Number:** .

**Type of Loss:** Dwelling

Date Contacted: 7/1/2019 11:00 AM

Date of Loss: 6/27/2019 12:00 AM

Date Inspected: 7/2/2019 9:00 AM

Date Received: 7/1/2019 12:00 AM

Date Entered: 7/1/2019 12:38 PM

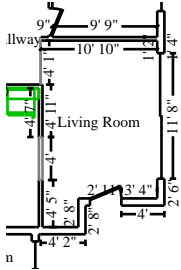
Price List: CAMO8X\_JUL19  
Restoration/Service/Remodel

Estimate: HOUSING\_AUTHORITY\_  
OF

**NOTICE:** This estimated scope of damages and prices contained in this document are based upon the actual damages viewed by the Sedgwick adjuster at the time of the inspection of this loss. This document does not contain any repair cost for hidden damages that may later be discovered during repairs. This document does not constitute a settlement of any insurance claim and all estimates contained herein are subject to insurance company review and approval. This document is not an authorization to make any repairs to property. Authorization for repairs can only be given by the property owner. Any guarantee of payment must come from the property owner. No insurance adjuster has authority to authorize any work or guarantee any payments for repairs made to an insured risk. Neither Sedgwick nor the insurance company assumes responsibility for the sufficiency or quality of repairs made.

**HOUSING\_AUTHORITY\_OF**

**Main Level**



**Living Room**

**Height: 8'**

336.06 SF Walls	166.01 SF Ceiling
502.07 SF Walls & Ceiling	166.01 SF Floor
18.45 SY Flooring	48.08 LF Floor Perimeter
48.08 LF Ceil. Perimeter	

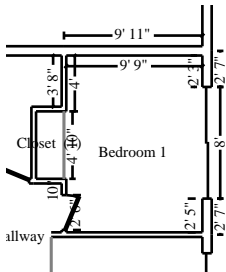
<b>Missing Wall</b>	<b>4' 1" X 8'</b>	<b>Opens into HALLWAY</b>
<b>Missing Wall</b>	<b>4' X 8'</b>	<b>Opens into KITCHEN</b>
<b>Door</b>	<b>2' 11" X 6' 8"</b>	<b>Opens into Exterior</b>
<b>Window</b>	<b>11' 8" X 4' 2"</b>	<b>Opens into Exterior</b>

<b>DESCRIPTION</b>	<b>QTY</b>
87. Clean floor, strip & wax	166.01 SF
60. Clean the walls - Heavy	336.06 SF
61. 1/2" drywall - hung, taped, floated, ready for paint	206.01 SF
62. Seal more than the ceiling w/PVA primer - one coat	221.01 SF
155. Texture drywall - smooth / skim coat	55.00 SF
218. Mask wall - plastic, paper, tape (per LF)	48.08 LF
219. Floor protection - plastic and tape - 10 mil	166.01 SF
156. Seal stud wall for odor control (shellac)	55.00 SF
64. Seal part of the walls w/oil based/hybrid stain blocker - one coat	281.06 SF
63. Paint the walls and ceiling - two coats	502.07 SF
109. Clean outlet or switch	5.00 EA
66. Outlet or switch cover	5.00 EA
72. Vinyl window, horizontal sliding, 33-40 sf	1.00 EA
114. Additional charge for a retrofit window, 24-40 sf	1.00 EA
112. Window drapery - hardware - Extra large	1.00 EA
73. Clean door (per side)	2.00 EA
74. Paint door slab only - 2 coats (per side)	2.00 EA
201. Door lockset & deadbolt - exterior	1.00 EA
217. Door weather stripping	1.00 EA
111. Clean shelving - wood	3.25 LF
75. Paint door or window opening - 2 coats (per side)	2.00 EA
78. Seal & paint closet shelving	3.25 LF
79. Crown molding - 3 1/4"	48.08 LF

**CONTINUED - Living Room**

DESCRIPTION	QTY
80. Paint crown molding - two coats	48.08 LF
65. Seal floor or ceiling joist system (shellac)	166.01 SF
105. Seal attic framing (shellac) - up to 5/12	166.01 SF
96. Blown-in insulation - 10" depth - R26	166.01 SF

NOTES:



**Bedroom 1**

**Height: 8'**

286.67 SF Walls	124.31 SF Ceiling
410.97 SF Walls & Ceiling	124.31 SF Floor
13.81 SY Flooring	40.00 LF Floor Perimeter
40.00 LF Ceil. Perimeter	

**Door**

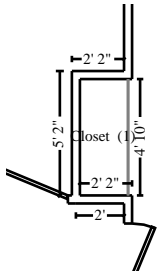
**2' 6" X 6' 8"**

**Opens into HALLWAY**

**Window**

**8' X 4' 2"**

**Opens into Exterior**



**Subroom: Closet (1)**

**Height: 8'**

73.33 SF Walls	9.67 SF Ceiling
83.00 SF Walls & Ceiling	9.67 SF Floor
1.07 SY Flooring	9.17 LF Floor Perimeter
9.17 LF Ceil. Perimeter	

**Missing Wall**

**4' 10" X 8'**

**Opens into BEDROOM\_1**

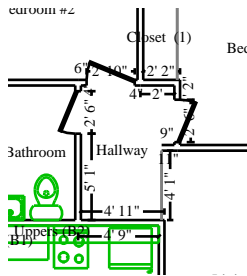
DESCRIPTION	QTY
84. Clean floor, strip & wax	133.97 SF
115. Clean the walls - Heavy	360.00 SF
116. 1/2" drywall - hung, taped, floated, ready for paint	133.97 SF

**CONTINUED - Bedroom 1**

<b>DESCRIPTION</b>	<b>QTY</b>
117. Seal the ceiling w/PVA primer - one coat	133.97 SF
221. Mask wall - plastic, paper, tape (per LF)	49.17 LF
222. Floor protection - plastic and tape - 10 mil	133.97 SF
118. Seal the walls w/oil based/hybrid stain blocker - one coat	360.00 SF
119. Paint the walls and ceiling - two coats	493.97 SF
121. Clean outlet or switch	4.00 EA
120. Outlet or switch cover	4.00 EA
134. Clean window unit (per side) 21 - 40 SF - Heavy	2.00 EA
124. Window drapery - hardware - Large	1.00 EA
135. Interior door unit - Standard grade	1.00 EA
125. Door knob - interior	1.00 EA
129. Paint door or window opening - 2 coats (per side)	2.00 EA
127. Paint door slab only - 2 coats (per side)	2.00 EA
128. Clean shelving - wood	5.00 LF
130. Seal & paint closet shelving	5.00 LF
131. Crown molding - 3 1/4"	49.17 LF
132. Paint crown molding - two coats	49.17 LF
319. Smoke detector	1.00 EA
133. Seal floor or ceiling joist system (shellac)	133.97 SF
102. Seal attic framing (shellac) - up to 5/12	133.97 SF
93. Blown-in insulation - 10" depth - R26	133.97 SF

NOTES:

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**Hallway**

**Height: 8'**

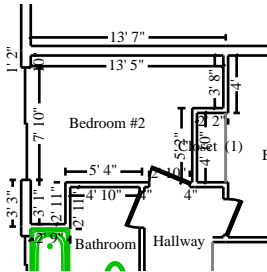
180.67 SF Walls	40.23 SF Ceiling
220.90 SF Walls & Ceiling	40.23 SF Floor
4.47 SY Flooring	22.58 LF Floor Perimeter
22.58 LF Ceil. Perimeter	

<b>Door</b>	<b>2' 6" X 6' 8"</b>	<b>Opens into BATHROOM</b>
<b>Missing Wall</b>	<b>4' 1" X 8'</b>	<b>Opens into LIVING_ROOM</b>
<b>Door</b>	<b>2' 6" X 6' 8"</b>	<b>Opens into BEDROOM_1</b>
<b>Door</b>	<b>2' 10" X 6' 8"</b>	<b>Opens into BEDROOM_2</b>

DESCRIPTION	QTY
86. Clean floor, strip & wax	40.23 SF
136. Clean the walls - Heavy	180.67 SF
137. 1/2" drywall - hung, taped, floated, ready for paint	220.90 SF
223. Mask wall - plastic, paper, tape (per LF)	22.58 LF
224. Floor protection - plastic and tape - 10 mil	40.23 SF
138. Seal the walls and ceiling w/PVA primer - one coat	220.90 SF
139. Seal stud wall for odor control (shellac)	180.67 SF
140. Paint the walls and ceiling - two coats	220.90 SF
142. Clean outlet or switch	2.00 EA
141. Outlet or switch cover	2.00 EA
152. Crown molding - 3 1/4"	22.58 LF
153. Paint crown molding - two coats	22.58 LF
157. Attic entrance cover and trim	1.00 EA
154. Seal floor or ceiling joist system (shellac)	40.23 SF
104. Seal attic framing (shellac) - up to 5/12	40.23 SF
95. Blown-in insulation - 10" depth - R26	40.23 SF

NOTES:

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**Bedroom #2**

**Height: 8'**

370.03 SF Walls	114.37 SF Ceiling
484.40 SF Walls & Ceiling	114.37 SF Floor
12.71 SY Flooring	50.33 LF Floor Perimeter
50.33 LF Ceil. Perimeter	

**Window**

**7' 10" X 4' 2"**

**Opens into Exterior**

**Door**

**2' 10" X 6' 8"**

**Opens into HALLWAY**

**DESCRIPTION**

**QTY**

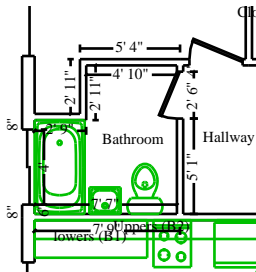
21. Vinyl tile	50.33 SF
24. Cove base molding - rubber or vinyl, 4" high	50.33 LF
25. Scrape part of the walls & prep for paint	169.03 SF
<b>This item is for prep of concrete block wall surfaces.</b>	
27. Clean part of the walls - Heavy	169.03 SF
29. 1/2" drywall - hung, taped, floated, ready for paint	315.37 SF
225. Mask wall - plastic, paper, tape (per LF)	50.33 LF
226. Floor protection - plastic and tape - 10 mil	114.37 SF
31. Seal the surface area w/PVA primer - one coat	201.00 SF
32. Paint the walls and ceiling - two coats	484.40 SF
33. Seal the surface area w/oil based/hybrid stain blocker - one coat	169.00 SF
35. 110 volt copper wiring run, box and outlet	3.00 EA
37. 110 volt copper wiring run, box and switch	1.00 EA
54. 110 volt copper wiring run and box - rough in only	1.00 EA
56. Rigid conduit, 3/4"	16.00 LF
<b>This item is for plug wires ran on outside of block walls.</b>	
38. Electrician - per hour	4.00 HR
<b>This item is labor to tie bedroom #2 electrical circuits to existing panel outside of this room.</b>	
39. Vinyl window, horizontal sliding, 24-32 sf	1.00 EA
42. Additional charge for a retrofit window, 24-40 sf	1.00 EA
43. Interior door unit - Standard grade	1.00 EA
45. Paint door slab only - 2 coats (per side)	2.00 EA
46. Paint door or window opening - 2 coats (per side)	2.00 EA
47. Door knob - interior	1.00 EA
49. Shelving - 12" - in place	15.33 LF
50. Seal & paint closet shelving	15.33 LF
51. Crown molding - 3 1/4"	50.33 LF
52. Paint crown molding - two coats	50.33 LF
53. Light fixture	1.00 EA



**CONTINUED - Bedroom #2**

DESCRIPTION	QTY
34. Seal floor or ceiling joist system (shellac)	114.37 SF
100. Seal attic framing (shellac) - up to 5/12	114.37 SF
90. Blown-in insulation - 10" depth - R26	114.37 SF

NOTES:



**Bathroom**

**Height: 8'**

248.00 SF Walls	52.01 SF Ceiling
300.01 SF Walls & Ceiling	52.01 SF Floor
5.78 SY Flooring	31.00 LF Floor Perimeter
31.00 LF Ceil. Perimeter	

<b>Door</b>	<b>2' 6" X 6' 8"</b>	<b>Opens into HALLWAY</b>
<b>Window</b>	<b>4' X 2' 2"</b>	<b>Opens into Exterior</b>

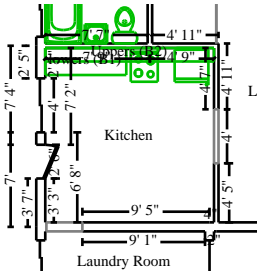
DESCRIPTION	QTY
85. Clean floor, strip & wax	52.01 SF
158. Clean the walls - Heavy	248.00 SF
159. 1/2" drywall - hung, taped, floated, ready for paint	52.01 SF
227. Mask wall - plastic, paper, tape (per LF)	31.00 LF
228. Floor protection - plastic and tape - 10 mil	52.01 SF
160. Seal the ceiling w/PVA primer - one coat	52.01 SF
161. Seal the walls w/oil based/hybrid stain blocker - one coat	248.00 SF
162. Paint the walls and ceiling - two coats	300.01 SF
164. Clean outlet or switch	2.00 EA
163. Outlet or switch cover	2.00 EA
17. Clean toilet - Heavy	1.00 EA
12. Clean sink - Heavy	1.00 EA

**CONTINUED - Bathroom**

<b>DESCRIPTION</b>	<b>QTY</b>
179. Clean sink faucet - Heavy	1.00 EA
11. Clean tub - Heavy	1.00 EA
177. Clean bath accessory - Heavy	2.00 EA
178. Clean handicap grab bar - Heavy	5.00 EA
165. Clean window unit (per side) 3 - 9 SF - Heavy	2.00 EA
181. Clean medicine cabinet - Heavy	1.00 EA
167. Interior door unit - Standard grade	1.00 EA
168. Door knob - interior	1.00 EA
170. Paint door or window opening - 2 coats (per side)	2.00 EA
171. Paint door slab only - 2 coats (per side)	2.00 EA
180. Clean light fixture - low detail - Heavy	1.00 EA
174. Crown molding - 3 1/4"	31.00 LF
175. Paint crown molding - two coats	31.00 LF
176. Seal floor or ceiling joist system (shellac)	52.01 SF
103. Seal attic framing (shellac) - up to 5/12	52.01 SF
94. Blown-in insulation - 10" depth - R26	52.01 SF

NOTES:

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**Kitchen**

**Height: 8'**

356.89 SF Walls	161.46 SF Ceiling
518.35 SF Walls & Ceiling	161.46 SF Floor
17.94 SY Flooring	44.17 LF Floor Perimeter
46.83 LF Ceil. Perimeter	

<b>Missing Wall</b>	<b>4' X 8'</b>	<b>Opens into LIVING_ROOM</b>
<b>Missing Wall - Goes to Floor</b>	<b>2' 8" X 6' 8"</b>	<b>Opens into LAUNDRY_ROOM</b>
<b>Door</b>	<b>2' 6" X 6' 8"</b>	<b>Opens into Exterior</b>
<b>Window</b>	<b>4' X 4'</b>	<b>Opens into Exterior</b>

**DESCRIPTION**

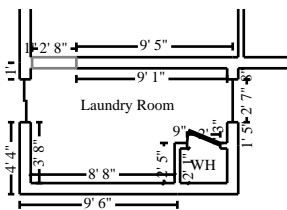
**QTY**

88. Clean floor, strip & wax	161.46 SF
182. Clean the walls - Heavy	356.89 SF
183. 1/2" drywall - hung, taped, floated, ready for paint	161.46 SF
229. Mask wall - plastic, paper, tape (per LF)	46.83 LF
230. Floor protection - plastic and tape - 10 mil	161.46 SF
184. Seal the ceiling w/PVA primer - one coat	161.46 SF
185. Seal the walls w/oil based/hybrid stain blocker - one coat	356.89 SF
186. Paint the walls and ceiling - two coats	518.35 SF
19. Detach & Reset Refrigerator - top freezer - 14 to 18 cf	1.00 EA
18. Clean range - interior and exterior - Heavy	1.00 EA
231. Detach & Reset Range - freestanding - gas	1.00 EA
188. Clean outlet or switch	10.00 EA
187. Outlet or switch cover	10.00 EA
189. Clean window unit (per side) 3 - 9 SF - Heavy	2.00 EA
190. Window blind - PVC - 1" - 7.1 to 14 SF	1.00 EA
192. Door lockset & deadbolt - exterior	1.00 EA
193. Clean door (per side)	2.00 EA
194. Paint door or window opening - 2 coats (per side)	2.00 EA
195. Paint door slab only - 2 coats (per side)	2.00 EA
216. Door weather stripping	1.00 EA
202. Clean window screen	2.00 EA
<b>This item is for the exterior screen door in this room.</b>	
203. Detach & Reset Cabinetry - upper (wall) units	12.50 LF
205. Strip & refinish cabinetry - upper - inside and out	12.50 LF
206. Cabinetry - upper (wall) units	12.50 LF
207. Strip & refinish cabinetry - lower - inside and out	7.08 LF
208. Strip & refinish cabinetry - lower - faces only	2.00 LF

**CONTINUED - Kitchen**

DESCRIPTION	QTY
209. Range hood	1.00 EA
210. Sink - double - Standard grade	1.00 EA
211. Sink faucet - Kitchen - Standard grade	1.00 EA
212. Countertop - post formed plastic laminate	7.17 LF
213. 4" backsplash for flat laid countertop	2.00 LF
198. Crown molding - 3 1/4"	46.83 LF
199. Paint crown molding - two coats	46.83 LF
214. Light fixture	2.00 EA
215. Fluorescent light fixture	1.00 EA
200. Seal floor or ceiling joist system (shellac)	161.46 SF
106. Seal attic framing (shellac) - up to 5/12	161.46 SF
97. Blown-in insulation - 10" depth - R26	161.46 SF

NOTES:



**Laundry Room**

**Height: 8'**

282.22 SF Walls	74.19 SF Ceiling
356.42 SF Walls & Ceiling	74.19 SF Floor
8.24 SY Flooring	34.83 LF Floor Perimeter
37.50 LF Ceil. Perimeter	

<b>Door</b>	<b>2' X 6' 8"</b>	<b>Opens into WH</b>
<b>Window</b>	<b>2' 7" X 3' 6"</b>	<b>Opens into Exterior</b>
<b>Missing Wall - Goes to Floor</b>	<b>2' 8" X 6' 8"</b>	<b>Opens into KITCHEN</b>
<b>Window</b>	<b>2' 7" X 3' 6"</b>	<b>Opens into Exterior</b>

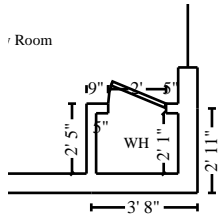
DESCRIPTION	QTY
89. Clean floor, strip & wax	74.19 SF

**CONTINUED - Laundry Room**

DESCRIPTION	QTY
232. Clean the walls - Heavy	282.22 SF
233. 1/2" drywall - hung, taped, floated, ready for paint	74.19 SF
234. Seal the ceiling w/PVA primer - one coat	74.19 SF
235. Mask wall - plastic, paper, tape (per LF)	37.50 LF
236. Floor protection - plastic and tape - 10 mil	74.19 SF
237. Seal the walls w/oil based/hybrid stain blocker - one coat	282.22 SF
238. Paint the walls and ceiling - two coats	356.42 SF
240. Clean outlet or switch	5.00 EA
239. Outlet or switch cover	5.00 EA
253. Clean laundry tub - Heavy	1.00 EA
254. Clean sink faucet - Heavy	1.00 EA
255. Detach & Reset Washer/Washing Machine - Top-loading	1.00 EA
256. Detach & Reset Dryer - Electric	1.00 EA
241. Clean window unit (per side) 3 - 9 SF - Heavy	4.00 EA
242. Window drapery - hardware - Small	2.00 EA
247. Clean door / window opening (per side)	2.00 EA
246. Paint door or window opening - 2 coats (per side)	2.00 EA
248. Clean shelving - wood	45.17 LF
249. Seal & paint closet shelving	45.17 LF
250. Crown molding - 2 1/4"	37.50 LF
251. Paint crown molding - two coats	37.50 LF
252. Seal floor or ceiling joist system (shellac)	74.19 SF
107. Seal attic framing (shellac) - up to 5/12	74.19 SF
98. Blown-in insulation - 10" depth - R26	74.19 SF

NOTES:

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**WH**

**Height: 8'**

78.67 SF Walls	5.90 SF Ceiling
84.57 SF Walls & Ceiling	5.90 SF Floor
0.66 SY Flooring	9.83 LF Floor Perimeter
9.83 LF Ceil. Perimeter	

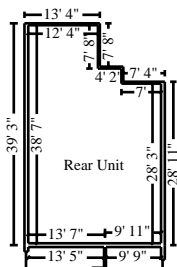
**Door** **2' X 6' 8"** **Opens into LAUNDRY\_ROOM**

**DESCRIPTION**

**QTY**

257. Clean the walls and ceiling - Heavy	84.57 SF
258. Seal the walls and ceiling w/oil based/hybrid stain blocker - one coat	84.57 SF
259. Paint the walls and ceiling - two coats	84.57 SF
261. Clean door (per side)	2.00 EA
262. Clean door / window opening (per side)	2.00 EA
263. Paint door slab only - 2 coats (per side)	2.00 EA
264. Paint door or window opening - 2 coats (per side)	2.00 EA
260. Clean water heater - Heavy	1.00 EA
108. Seal attic framing (shellac) - up to 5/12	5.90 SF
99. Blown-in insulation - 10" depth - R26	5.90 SF

NOTES:



**Rear Unit**

**Height: 8'**

993.33 SF Walls	802.41 SF Ceiling
1795.74 SF Walls & Ceiling	802.41 SF Floor
89.16 SY Flooring	124.17 LF Floor Perimeter
124.17 LF Ceil. Perimeter	

**DESCRIPTION**

**QTY**

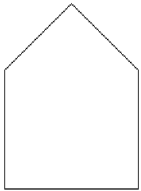
No damage or odor damage to this unit.

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**CONTINUED - Rear Unit**

<b>DESCRIPTION</b>	<b>QTY</b>
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NOTES:



**Front Elevation**

213.78 SF Walls  
 213.78 SF Long Wall  
 24.81 LF Ceil. Perimeter

**Formula Elevation 24' 8" x 8' x 1' 4"**

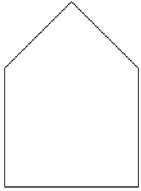
24.67 LF Floor Perimeter  
 213.78 SF Short Wall

<b>DESCRIPTION</b>	<b>QTY</b>
--------------------	------------

266. Clean stucco	213.78 SF
267. Exterior light fixture - Standard grade	1.00 EA
269. Seal & paint stucco	213.78 SF
268. Clean concrete the surface area	45.00 SF

NOTES:

2281 Lava Ridge Court, Suite 360  
 Roseville, CA 95661  
 Office: (916) 786-8277



**Left Elevation**

559.33 SF Walls  
 626.00 SF Long Wall  
 78.25 LF Ceil. Perimeter

**Formula Elevation 78' 3" x 8' x 0"**

78.25 LF Floor Perimeter  
 626.00 SF Short Wall

**Missing Wall - Goes to neither Floor/Ceiling (2) 8' X 4' 2"**

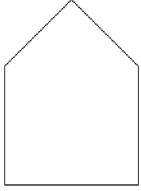
**Opens into Exterior**

DESCRIPTION	QTY
270. Clean stucco	559.33 SF
271. Clean light fixture - low detail - Heavy	1.00 EA
272. Seal & paint stucco	559.33 SF
274. Mask and cover light fixture	1.00 EA
275. Clean electrical breaker panel - Large	1.00 EA
276. Prime & paint breaker panel cover	2.00 EA
324. Sandblasting	144.00 SF
280. Stucco / Ext. Plaster Repair - Min. Charge - Lab. and Mat.	1.00 EA
<b>This item is for stucco repair above bedroom window to eve.</b>	
282. Clean window unit (per side) 10 - 20 SF	2.00 EA
283. Clean window unit (per side) 3 - 9 SF	1.00 EA
284. Clean window unit (per side) 21 - 40 SF	1.00 EA
277. Board-up windows and doors - after hours	70.00 SF
273. Clean concrete the surface area	12.00 SF

NOTES:



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**Right Elevation**

**Formula Elevation 36' x 8' x 0''**

238.00 SF Walls  
 288.00 SF Long Wall  
 36.00 LF Ceil. Perimeter

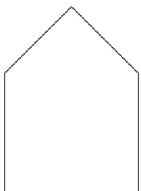
36.00 LF Floor Perimeter  
 288.00 SF Short Wall

**Missing Wall - Goes to neither Floor/Ceiling 12' X 4' 2''**

**Opens into Exterior**

DESCRIPTION	QTY
285. Clean stucco	238.00 SF
293. Clean window unit (per side) 3 - 9 SF	1.00 EA
294. Clean window unit (per side) 21 - 40 SF	1.00 EA
295. Board-up windows and doors - after hours	93.00 SF

NOTES:



**Rear Elevation**

**Formula Elevation 24' 8'' x 8' x 1' 4''**

213.78 SF Walls  
 213.78 SF Long Wall  
 24.81 LF Ceil. Perimeter

24.67 LF Floor Perimeter  
 213.78 SF Short Wall

DESCRIPTION	QTY
No damage to this side of the duplex unit.	

NOTES:

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**Roof**



**Roof1**

2294.32	Surface Area	22.94	Number of Squares
172.92	Total Perimeter Length	68.08	Total Ridge Length

**DESCRIPTION**

**QTY**

296. Clean soffit - wood	168.00 SF
298. Soffit - wood - tongue & groove	62.00 SF
297. Prime & paint exterior soffit - wood	245.00 SF
321. Prime & paint exterior fascia - wood, 6"- 8" wide	68.25 LF
300. Drip edge/gutter apron	36.00 LF
317. Roofing felt - 30 lb.	2.00 SQ
304. Install Tile roofing - Clay - "S" or flat tile - w/out felt	2.20 SQ
<b>Older tile roofing materials were found by the Insured for use in repairs.</b>	
305. 3 tab - 25 yr. - composition shingle roofing - incl. felt	3.00 SQ
323. Condensate drain line	1.00 EA
322. Install Tile roofing - Concrete - "S" or flat (per TILE)	32.00 EA
306. Install Ridge / Hip / Rake cap - tile roofing - Detach & reset	24.00 LF
320. Tear off tile roofing (no haul off)	1.42 SQ

NOTES:



**Roof2**

105.48	Surface Area	1.05	Number of Squares
42.16	Total Perimeter Length	10.83	Total Ridge Length

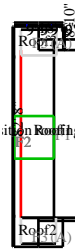
**DESCRIPTION**

**QTY**

**CONTINUED - Roof2**

DESCRIPTION	QTY
302. Clean soffit - wood	168.00 SF
303. Prime & paint exterior soffit - wood	245.00 SF
<b>No damage to roofing in this area.</b>	

NOTES:



**Roof3**

86.13 Surface Area	0.86 Number of Squares
40.33 Total Perimeter Length	8.83 Total Ridge Length

DESCRIPTION	QTY
There is no damage to this side of the roof.	

NOTES:

**General items**

DESCRIPTION	QTY
310. Taxes, insurance, permits & fees (Bid Item)	1.00 EA
<b>As incurred by the Insured for repairs from the local Building Department.</b>	

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**CONTINUED - General items**

<b>DESCRIPTION</b>	<b>QTY</b>
311. Asbestos test fee - full service survey - base fee	1.00 EA
313. Final cleaning - construction - Commercial	802.00 SF
314. Ductwork system - hot or cold air - up to 900 SF home	1.00 EA
316. Furnace - heavy clean, replace filters and service - w/ AC	1.00 EA
318. Plumber - per hour	4.00 HR
<b>Labor to perform pressure test for plumbing and gas lines.</b>	

NOTES:

**Labor Minimums Applied**

<b>DESCRIPTION</b>	<b>QTY</b>
23. Vinyl floor covering labor minimum	1.00 EA
55. Finish hardware labor minimum	1.00 EA
299. Siding labor minimum	1.00 EA

NOTES:

**Grand Total Areas:**

4,430.75 SF Walls	1,550.56 SF Ceiling	5,981.31 SF Walls and Ceiling
1,550.56 SF Floor	172.28 SY Flooring	577.75 LF Floor Perimeter
1,341.56 SF Long Wall	1,341.56 SF Short Wall	583.37 LF Ceil. Perimeter
1,550.56 Floor Area	1,725.37 Total Area	3,205.86 Interior Wall Area
1,871.09 Exterior Wall Area	206.00 Exterior Perimeter of Walls	
2,485.93 Surface Area	24.86 Number of Squares	0.00 Total Perimeter Length
87.75 Total Ridge Length	0.00 Total Hip Length	

For your protection, California law requires the following to appear on this form: Any person who knowingly presents false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

# General Contract Conditions for Small Construction/Development Contracts

U.S. Department of Housing and Urban  
Development  
Office of Public and Indian Housing  
OMB Approval No. 2577-0157 (exp. 3/31/2020)

**Applicability.** The following contract clauses are applicable and must be inserted into small construction/development contracts, greater than \$2,000 but not more than \$150,000.

## 1. Definitions

Terms used in this form are the same as defined in form HUD-5370

## 2. Prohibition Against Liens

The Contractor is prohibited from placing a lien on the PHA's property. This prohibition shall apply to all subcontractors at any tier and all materials suppliers. The only liens on the PHA's property shall be the Declaration of Trust or other liens approved by HUD.

## 3. Disputes

- (a) Except for disputes arising under the **Labor Standards** clauses, all disputes arising under or relating to this contract, including any claims for damages for the alleged breach thereof which are not disposed of by agreement, shall be resolved under this clause.
- (b) All claims by the Contractor shall be made in writing and submitted to the Contracting Officer for a written decision. A claim by the PHA against the Contractor shall be subject to a written decision by the Contracting Officer.
- (c) The Contracting Officer shall, within 30 days after receipt of the request, decide the claim or notify the Contractor of the date by which the decision will be made.
- (d) The Contracting Officer's decision shall be final unless the Contractor (1) appeals in writing to a higher level in the PHA in accordance with the PHA's policy and procedures, (2) refers the appeal to an independent mediator or arbitrator, or (3) files suit in a court of competent jurisdiction. Such appeal must be made within 30 days after receipt of the Contracting Officer's decision.
- (e) The Contractor shall proceed diligently with performance of this contract, pending final resolution of any request for relief, claim, appeal, or action arising under or relating to the contract, and comply with any decision of the Contracting Officer.

## 4. Default

- (a) If the Contractor refuses or fails to prosecute the work, or any separable part thereof, with the diligence that will insure its completion within the time specified in this contract, or any extension thereof, or fails to complete said work within this time, the Contracting Officer may, by written notice to the Contractor, terminate the right to proceed with the work (or separable part of the work) that has been delayed. In the event, the PHA may take over the work and complete it by contract or otherwise, and may take possession of and use any materials, equipment, and plant on the work site necessary for completing the work. The Contractor and its sureties shall be liable for any damage to the PHA resulting from the Contractor's refusal or failure to complete the work within the specified time, whether or not the Contractor's right to proceed with the work is terminated. This liability includes any increased costs incurred by the PHA in completing the work.

- (b) The Contractor's right to proceed shall not be terminated or the Contractor charged with damages under this clause if –
  - (1) The delay in completing the work arises from unforeseeable causes beyond the control and without the fault or negligence of the Contractor; and
  - (2) The Contractor, within 10 days from the beginning of such delay notifies the Contracting Officer in writing of the causes of delay. The Contracting Officer shall ascertain the facts and the extent of the delay. If, in the judgment of the Contracting Officer, the findings of Fact warrant such action, time for completing the work shall be extended by written modification to the contract. The findings of the Contracting Officer shall be reduced to a written decision which shall be subject to the provisions of the **Disputes** clause of this contract.
- (c) If, after termination of the Contractor's right to proceed, it is determined that the Contractor was not in default, or that the delay was excusable, the rights and obligation of the parties will be the same as if the termination had been for convenience of the PHA.

## 5. Termination for Convenience

- (a) The Contracting Officer may terminate this contract in whole, or in part, whenever the Contracting Officer determines that such termination is in the best interest of the PHA. Any such termination shall be effected by delivery to the Contractor of a Notice of Termination specifying the extent to which the performance of the work under the contract is terminated, and the date upon which such termination becomes effective.
- (b) If the performance of the work is terminated, either in whole or in part, the PHA shall be liable to the Contractor for reasonable and proper costs resulting from such termination upon the receipt by the PHA of a properly presented claim setting out in detail: (1) the total cost of the work performed to date of termination less the total amount of contract payments made to the Contractor; (2) the cost (including reasonable profit) of settling and paying claims under subcontracts and material orders for work performed and materials and supplies delivered to the site, payment for which has not been made by the PHA to the Contractor or by the Contractor to the subcontractor or supplier; (3) the cost of preserving and protecting the work already performed until the PHA or assignee takes possession thereof or assumes responsibility therefore; (4) the actual or estimated cost of legal and accounting services reasonably necessary to prepare and present the termination claim to the PHA; and (5) an amount constituting a reasonable profit on the value of the work performed by the Contractor.
- (c) The Contracting Officer will act on the Contractor's claim within days (60 days unless otherwise indicated) of receipt of the Contractor's claim.
- (d) Any disputes with regard to this clause are expressly made subject to the provisions of the Disputes clause of this contract.

## 6. Insurance

- (a) Before commencing work, the Contractor and each subcontractor shall furnish the PHA with certificates of insurance showing the following insurance is in force and will insure all operations under the Contract:

(1) Workers' Compensation, in accordance with state or Territorial Workers' Compensation laws.

(2) Commercial General Liability with a combined single limit for bodily injury and property damage of not less than \$ \_\_\_\_\_ [Contracting Officer insert amount] per occurrence to protect the Contractor and each subcontractor against claims for bodily injury or death and damage to the property of others. This shall cover the use of all equipment, hoists, and vehicles on the site(s) not covered by Automobile Liability under (3) below. If the Contractor has a "claims-made" policy, then the following additional requirements apply: the policy must provide a "retroactive date" which must be on or before the execution date of the Contract; and the extended reporting period may not be less than five years following the completion date of the Contract.

(3) Automobile Liability on owned and non-owned motor vehicles used on the site(s) or in connection therewith for a combined single limit for bodily injury and property damage of not less than \$ \_\_\_\_\_ [Contracting Officer insert amount] per occurrence.

(b) Before commencing work, the Contractor shall furnish the PHA with a certificate of insurance evidencing that Builder's Risk (fire and extended coverage) Insurance on all work in place and/or materials stored at the building site(s), including foundations and building equipment, is in force. The Builder's Risk Insurance shall be for the benefit of the Contractor and the PHA as their interests may appear and each shall be named in the policy or policies as an insured. The Contractor in installing equipment supplied by the PHA shall carry insurance on such equipment from the time the Contractor takes possession thereof until the Contract work is accepted by the PHA. The Builder's Risk Insurance need not be carried on excavations, piers, footings, or foundations until such time as work on the superstructure is started. It need not be carried on landscape work. Policies shall furnish coverage at all times for the full cash value of all completed construction, as well as materials in place and/or stored at the site(s), whether or not partial payment has been made by the PHA. The Contractor may terminate this insurance on buildings as of the date taken over for occupancy by the PHA. The Contractor is not required to carry Builder's Risk Insurance for modernization work which does not involve structural alterations or additions and where the PHA's existing fire and extended coverage policy can be endorsed to include such work.

(c) All insurance shall be carried with companies which are financially responsible and admitted to do business in the State in which the project is located. If any such insurance is due to expire during the construction period, the Contractor (including subcontractors, as applicable) shall not permit the coverage to lapse and shall furnish evidence of coverage to the Contracting Officer. All certificates of insurance, as evidence of coverage, shall provide that no coverage may be canceled or non-renewed by the insurance company until at least 30 days prior written notice has been given to the Contracting Officer.

## 7. Contract Modifications

(a) Only the Contracting Officer has authority to modify any term or condition of this contract. Any contract modification shall be authorized in writing.

(b) The Contracting Officer may modify the contract unilaterally (1) pursuant to a specific authorization stated in a contract clause (e.g., Changes); or (2) for administrative matters which

do not change the rights or responsibilities of the parties (e.g., change in the PHA address). All other contract modifications shall be in the form of supplemental agreements signed by the Contractor and the Contracting Officer.

(c) When a proposed modification requires the approval of HUD prior to its issuance (e.g., a change order that exceeds the PHA's approved threshold), such modification shall not be effective until the required approval is received by the PHA.

## 8. Changes

(a) The Contracting Officer may, at any time, without notice to the sureties, by written order designated or indicated to be a change order, make changes in the work within the general scope of the contract including changes:

(1) In the specifications (including drawings and designs);

(2) In the method or manner of performance of the work;

(3) PHA-furnished facilities, equipment, materials, services, or site; or,

(4) Directing the acceleration in the performance of the work.

(b) Any other written order or oral order (which, as used in this paragraph (b), includes direction, instruction, interpretation, or determination) from the Contracting Officer that causes a change shall be treated as a change order under this clause; provided, that the Contractor gives the Contracting Officer written notice stating (1) the date, circumstances and source of the order and (2) that the Contractor regards the order as a change order.

(c) Except as provided in this clause, no order, statement or conduct of the Contracting Officer shall be treated as a change under this clause or entitle the Contractor to an equitable adjustment.

(d) If any change under this clause causes an increase or decrease in the Contractor's cost of, or the time required for the performance of any part of the work under this contract, whether or not changed by any such order, the Contracting Officer shall make an equitable adjustment and modify the contract in writing. However, except for an adjustment based on defective specifications, no proposal for any change under paragraph (b) above shall be allowed for any costs incurred more than 20 days (5 days for oral orders) before the Contractor gives written notice as required. In the case of defective specifications for which the PHA is responsible, the equitable adjustment shall include any increased cost reasonably incurred by the Contractor in attempting to comply with the defective specifications.

(e) The Contractor must assert its right to an adjustment under this clause within 30 days after (1) receipt of a written change order under paragraph (a) of this clause, or (2) the furnishing of a written notice under paragraph (b) of this clause, by submitting a written statement describing the general nature and the amount of the proposal. If the facts justify it, the Contracting Officer may extend the period for submission. The proposal may be included in the notice required under paragraph (b) above. No proposal by the Contractor for an equitable adjustment shall be allowed if asserted after final payment under this contract.

(f) The Contractor's written proposal for equitable adjustment shall be submitted in the form of a lump sum proposal supported with an itemized breakdown of all increases and decreases in the contract in at least the following details:

(1) Direct Costs. Materials (list individual items, the quantity and unit cost of each, and the aggregate cost); Transportation and delivery costs associated with materials; Labor

breakdowns by hours or unit costs (identified with specific work to be performed); Construction equipment exclusively necessary for the change; Costs of preparation and/or revision to shop drawings resulting from the change; Worker's Compensation and Public Liability Insurance; Employment taxes under FICA and FUTA; and, Bond Costs - when size of change warrants revision.

- (2) Indirect Costs. Indirect costs may include overhead, general and administrative expenses, and fringe benefits not normally treated as direct costs.
- (3) Profit. The amount of profit shall be negotiated and may vary according to the nature, extent, and complexity of the work required by the change.

The allowability of the direct and indirect costs shall be determined in accordance with the Contract Cost Principles and Procedures for Commercial Firms in Part 31 of the Federal Acquisition Regulation (48 CFR 1-31), as implemented by HUD Handbook 2210.18, in effect on the date of this contract. The Contractor shall not be allowed a profit on the profit received by any subcontractor. Equitable adjustments for deleted work shall include a credit for profit and may include a credit for indirect costs. On proposals covering both increases and decreases in the amount of the contract, the application of indirect costs and profit shall be on the net-change in direct costs for the Contractor or subcontractor performing the work.

- (g) The Contractor shall include in the proposal its request for time extension (if any), and shall include sufficient information and dates to demonstrate whether and to what extent the change will delay the completion of the contract in its entirety.
- (h) The Contracting Officer shall act on proposals within 30 days after their receipt, or notify the Contractor of the date when such action will be taken.
- (i) Failure to reach an agreement on any proposal shall be a dispute under the clause entitled Disputes herein. Nothing in this clause, however, shall excuse the Contractor from proceeding with the contract as changed.
- (j) Except in an emergency endangering life or property, no change shall be made by the Contractor without a prior order from the Contracting Officer.

#### 9. Examination and Retention of Contractor's Records

The HA, HUD, or Comptroller General of the United States, or any of their duly authorized representatives shall, until three years after final payment under this contract, have access to and the right to examine any of the Contractor's directly pertinent books, documents, papers, or other records involving transactions related to this contract for the purpose of making audit, examination, excerpts, and transcriptions.

#### 10. Rights in Data and Patent Rights (Ownership and Proprietary Interest)

The HA shall have exclusive ownership of, all proprietary interest in, and the right to full and exclusive possession of all information, materials, and documents discovered or produced by Contractor pursuant to the terms of this Contract, including but not limited to reports, memoranda or letters concerning the research and reporting tasks of this Contract.

#### 11. Energy Efficiency

The Contractor shall comply with all mandatory standards and policies relating to energy efficiency which are contained in the energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub.L. 94-163) for the State in which the work under this contract is performed.

#### 12. Procurement of Recovered Materials

- (a) In accordance with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, the Contractor shall procure items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition. The Contractor shall procure items designated in the EPA guidelines that contain the highest percentage of recovered materials practicable unless the Contractor determines that such items: (1) are not reasonably available in a reasonable period of time; (2) fail to meet reasonable performance standards, which shall be determined on the basis of the guidelines of the National Institute of Standards and Technology, if applicable to the item; or (3) are only available at an unreasonable price.
- (b) Paragraph (a) of this clause shall apply to items purchased under this contract where: (1) the Contractor purchases in excess of \$10,000 of the item under this contract; or (2) during the preceding Federal fiscal year, the Contractor: (i) purchased any amount of the items for use under a contract that was funded with Federal appropriations and was with a Federal agency or a State agency or agency of a political subdivision of a State; and (ii) purchased a total of in excess of \$10,000 of the item both under and outside that contract.

#### 13. Training and Employment Opportunities for Residents in the Project Area (Section 3, HUD Act of 1968; 24 CFR 135)

- (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.

#### 14. Labor Standards - Davis-Bacon and Related Acts

##### (a) Minimum Wages.

(1) All laborers and mechanics employed under this contract in the construction or development of the project(s) involved will be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account (except such payroll deductions as are permitted by regulations issued by the Secretary of Labor under the Copeland Act (29 CFR Part 3)), the full amount of wages and bona fide fringe benefits (or cash equivalents thereof) due at time of payment computed at rates not less than those contained in the wage determination of the Secretary of Labor which is attached hereto and made a part hereof, regardless of any contractual relationship which may be alleged to exist between the Contractor and such laborers and mechanics. Contributions made or costs reasonably anticipated for bona fide fringe benefits under Section 1(b)(2) of the Davis-Bacon Act on behalf of laborers or mechanics are considered wages paid to such laborers or mechanics, subject to the provisions of 29 CFR 5.5(a)(1)(iv); also, regular contributions made or costs incurred for more than a weekly period (but not less often than quarterly) under plans, funds, or programs which cover the regular weekly period, are deemed to be constructively made or incurred during such weekly period. Such laborers and mechanics shall be paid the appropriate wage rate and fringe benefits in the wage determination for the classification of work actually performed, without regard to skill, except as provided in 29 CFR 5.5(a)(4). Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein; provided, that the employer's payroll records accurately set forth the time spent in each classification in which work is performed. The wage determination (including any additional classification and wage rates conformed under 29 CFR 5.5(a)(1)(ii) and the Davis-Bacon poster (WH-1321) shall be posted at all times by the Contractor and its subcontractors at the site of the work in

a prominent and accessible place where it can be easily seen by the workers.

- (2) (i) Any class of laborers or mechanics, including helpers, which is not listed in the wage determination and which is to be employed under the contract shall be classified in conformance with the wage determination. HUD shall approve an additional classification and wage rate and fringe benefits therefor only when all the following criteria have been met:
  - (a) The work to be performed by the classification requested is not performed by a classification in the wage determination; and
  - (b) The classification is utilized in the area by the construction industry; and
  - (c) The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination.
- (ii) If the Contractor and the laborers and mechanics to be employed in the classification (if known), or their representatives, and HUD or its designee agree on the classification and wage rate (including the amount designated for fringe benefits where appropriate), a report of the action shall be sent by HUD or its designee to the Administrator of the Wage and Hour Division, Employee Standards Administration, U.S. Department of Labor, Washington, DC 20210. The Administrator, or an authorized representative, will approve, modify, or disapprove every additional classification action within 30 days of receipt and so advise HUD or its designee or will notify HUD or its designee within the 30-day period that additional time is necessary.
- (iii) In the event the Contractor, the laborers or mechanics to be employed in the classification or their representatives, and HUD or its designee do not agree on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), HUD or its designee shall refer the questions, including the views of all interested parties and the recommendation of HUD or its designee, to the Administrator of the Wage and Hour Division for determination. The Administrator, or an authorized representative, will issue a determination within 30 days of receipt and so advise HUD or its designee or will notify HUD or its designee within the 30-day period that additional time is necessary.
- (iv) The wage rate (including fringe benefits where appropriate) determined pursuant to subparagraphs (a)(2)(ii) or (iii) of this clause shall be paid to all workers performing work in the classification under this contract from the first day on which work is performed in the classification.
- (3) Whenever the minimum wage rate prescribed in the contract for a class of laborers or mechanics includes a fringe benefit which is not expressed as an hourly rate, the Contractor shall either pay the benefit as stated in the wage determination or shall pay another bona fide fringe benefit or an hourly cash equivalent thereof.
- (4) If the Contractor does not make payments to a trustee or other third person, the Contractor may consider as part

of the wages of any laborer or mechanic the amount of any costs reasonably anticipated in providing bona fide fringe benefits under a plan or program; *provided*, that the Secretary of Labor has found, upon the written request of the Contractor, that the applicable standards of the Davis-Bacon Act have been met. The Secretary of Labor may require the Contractor to set aside in a separate account assets for the meeting of obligations under the plan or program.

(b) **Withholding of Funds.** HUD or its designee shall, upon its own action or upon written request of an authorized representative of the Department of Labor, withhold or cause to be withheld from the Contractor under this contract or any other Federal contract with the same prime Contractor, or any other Federally-assisted contract subject to Davis-Bacon prevailing wage requirements, which is held by the same prime Contractor, so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics, including apprentices, trainees, and helpers, employed by the Contractor or any subcontractor the full amount of wages required by the contract. In the event of failure to pay any laborer or mechanic, including any apprentice, trainee, or helper, employed or working in the construction or development of the project, all or part of the wages required by the contract, HUD or its designee may, after written notice to the Contractor, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds until such violations have ceased. HUD or its designee may, after written notice to the Contractor, disburse such amounts withheld for and on account of the Contractor or subcontractor to the respective employees to whom they are due.

(c) **Payrolls and Basic Records.**

(1) Payrolls and basic records relating thereto shall be maintained by the Contractor during the course of the work and preserved for a period of three years thereafter for all laborers and mechanics working in the construction or development of the project. Such records shall contain the name, address, and social security number of each such worker, his or her correct classification, hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in section 1(b)(2)(B) of the Davis-Bacon Act), daily and weekly number of hours worked, deductions made, and actual wages paid. Whenever the Secretary of Labor has found, under 29 CFR 5.5(a)(1)(iv), that the wages of any laborer or mechanic include the amount of costs reasonably anticipated in providing benefits under a plan or program described in section 1(b)(2)(B) of the Davis-Bacon Act, the Contractor shall maintain records which show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been communicated in writing to the laborers or mechanics affected, and records which show the costs anticipated or the actual cost incurred in providing such benefits. Contractors employing apprentices or trainees under approved programs shall maintain written evidence of

the registration of apprenticeship programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs.

- (2) (i) The Contractor shall submit weekly for each week in which any contract work is performed a copy of all payrolls to the Contracting Officer for transmission to HUD or its designee. The payrolls submitted shall set out accurately and completely all of the information required to be maintained under subparagraph (c)(1) of this clause. This information may be submitted in any form desired. Optional Form WH-347 (Federal Stock Number 029-005-00014-1) is available for this purpose and may be purchased from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. The prime Contractor is responsible for the submission of copies of payrolls by all subcontractors. (Approved by the Office of Management and Budget under OMB Control Number 1214-0149.)
- (ii) Each payroll submitted shall be accompanied by a "Statement of Compliance," signed by the contractor or subcontractor or his or her agent who pays or supervises the payment of the persons employed under the contract and shall certify the following:
- (A) That the payroll for the payroll period contains the information required to be maintained under paragraph (c)(1) of this clause and that such information is correct and complete;
- (B) That each laborer or mechanic (including each helper, apprentice, and trainee) employed on the contract during the payroll period has been paid the full weekly wages earned, without rebate, either directly or indirectly, and that no deductions have been made either directly or indirectly from the full wages earned, other than permissible deductions as set forth in 29 CFR Part 3; and
- (C) That each laborer or mechanic has been paid not less than the applicable wage rates and fringe benefits or cash equivalents for the classification of work performed, as specified in the applicable wage determination incorporated into the contract.
- (iii) The weekly submission of a properly executed certification set forth on the reverse side of Optional Form WH-347 shall satisfy the requirements for submission of the "Statement of Compliance" required by subparagraph (c)(2)(ii) of this clause.
- (iv) The falsification of any of the above certifications may subject the Contractor or subcontractor to civil or criminal prosecution under Section 1001 of Title 18 and Section 3729 of Title 31 of the United States Code.
- (3) The Contractor or subcontractor shall make the records required under subparagraph (c)(1) available for inspection, copying, or transcription by authorized representatives of HUD or its designee, the Contracting Officer, or the Department of Labor and shall permit such representatives to interview employees during working hours on the job. If the Contractor or subcontractor fails to submit the required records or to make them available, HUD or its designee may, after written notice to the Contractor, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds. Furthermore, failure to submit the required records upon request or to make such records available may be grounds for debarment action pursuant to 29 CFR 5.12.

- (d) Apprentices. Apprentices will be permitted to work at less than the predetermined rate for the work they performed when they are employed pursuant to and individually registered in a bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship Training, Employer and Labor Services (OATELS), or with a State Apprenticeship Agency recognized by OATELS, or if a person is employed in his or her first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually registered in the program, but who has been certified by OATELS or a State Apprenticeship Agency (where appropriate) to be eligible for probationary employment as an apprentice.
- The allowable ratio of apprentices to journeymen on the job site in any craft classification shall not be greater than the ratio permitted to the Contractor as to the entire work force under the registered program. Any worker listed on a payroll at an apprentice wage rate, who is not registered or otherwise employed as stated in this paragraph, shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any apprentice performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. Where a contractor is performing construction on a project in a locality other than that in which its program is registered, the ratios and wage rates (expressed in percentages of the journeyman's hourly rate) specified in the Contractor's or subcontractor's registered program shall be observed. Every apprentice must be paid at not less than the rate specified in the registered program for the apprentice's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination. Apprentices shall be paid fringe benefits in accordance with the provisions of the apprenticeship program. If the apprenticeship program does not specify fringe benefits, apprentices must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification. If the Administrator of the Wage and Hour Division determines that a different practice prevails for the applicable apprentice classification, fringes shall be paid in accordance with that determination. In the event OATELS, or a State Apprenticeship Agency recognized by OATELS, withdraws approval of an apprenticeship program, the Contractor will no longer be permitted to utilize apprentices at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

- (e) Trainees. Except as provided in 29 CFR 5.16, trainees will not be permitted to work at less than the predetermined rate for the work performed unless they are employed pursuant to and individually registered in a program which has received prior approval, evidenced by formal certification by the U.S. Department of Labor, Employment and Training Administration. The ratio of trainees to journeymen on the job site shall not be greater than permitted under the plan approved by the Employment and Training Administration. Every trainee must be paid at not less than the rate specified in the approved program for the trainee's level of progress, expressed as a percentage of the journeyman hourly rate

specified in the applicable wage determination. Trainees shall be paid fringe benefits in accordance with the provisions of the trainee program. If the trainee program does not mention fringe benefits, trainees shall be paid the full amount of fringe benefits listed in the wage determination unless the Administrator of the Wage and Hour Division determines that there is an apprenticeship program associated with the corresponding journeyman wage rate in the wage determination which provides for less than full fringe benefits for apprentices. Any employee listed on the payroll at a trainee rate who is not registered and participating in a training plan approved by the Employment and Training Administration shall be paid not less than the applicable wage rate in the wage determination for the classification of work actually performed. In addition, any trainee performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate in the wage determination for the work actually performed. In the event the Employment and Training Administration withdraws approval of a training program, the Contractor will no longer be permitted to utilize trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

- (f) Equal Employment Opportunity. The utilization of apprentices, trainees, and journeymen under this clause shall be in conformity with the equal employment opportunity requirements of Executive Order 11246, as amended, and 29 CFR Part 30.
- (g) Compliance with Copeland Act Requirements. The Contractor shall comply with the requirements of 29 CFR Part 3, which are hereby incorporated by reference in this contract.
- (h) Contract Termination; Debarment. A breach of the labor standards clauses in this contract may be grounds for termination of the contract and for debarment as a Contractor and a subcontractor as provided in 29 CFR 5.12.
- (i) Compliance with Davis-Bacon and related Act Requirements. All rulings and interpretations of the Davis-Bacon and related Acts contained in 29 CFR Parts 1, 3, and 5 are herein incorporated by reference in this contract.
- (j) Disputes Concerning Labor Standards. Disputes arising out of the labor standards provisions of this clause shall not be subject to the general disputes clause of this contract. Such disputes shall be resolved in accordance with the procedures of the Department of Labor set forth in 29 CFR Parts 5, 6, and 7. Disputes within the meaning of this clause include disputes between the Contractor (or any of its subcontractors) and the PHA, HUD, the U.S. Department of Labor, or the employees or their representatives.
- (k) Certification of Eligibility.
- (1) By entering into this contract, the Contractor certifies that neither it (nor he or she) nor any person or firm who has an interest in the Contractor's firm is a person or firm ineligible to be awarded contracts by the United States Government by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).
  - (2) No part of this contract shall be subcontracted to any person or firm ineligible for award of a United States Government

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contract by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(3) The penalty for making false statements is prescribed in the U. S. Criminal Code, 18 U.S.C. 1001.

(l) Subcontracts. The Contractor or subcontractor shall insert in any subcontracts all the provisions contained in this clause, and such other clauses as HUD or its designee may by appropriate instructions require, and also a clause requiring the subcontractors to include these provisions in any lower tier subcontracts. The prime Contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all these provisions.

(m) Non-Federal Prevailing Wage Rates. Any prevailing wage rate (including basic hourly rate and any fringe benefits), determined under State law to be prevailing, with respect to any employee in any trade or position employed under the contract, is inapplicable to the contract and shall not be enforced against the Contractor or any subcontractor, with respect to employees engaged under the contract whenever such non-Federal prevailing wage rate exceeds:

- (i) the applicable wage rate determined by the Secretary of Labor pursuant to the Davis-Bacon Act (40 U.S.C. 3141 et seq.) to be prevailing in the locality with respect to such trade;
- (ii) an applicable apprentice wage rate based thereon specified in an apprenticeship program registered with the U.S. Department of Labor (DOL) or a DOL-recognized State Apprenticeship Agency; or
- (iii) an applicable trainee wage rate based thereon specified in a DOL-certified trainee program.



## PURCHASE ORDER TERMS AND CONDITIONS

Herein: "HACS" is the Housing Authority of the County of Stanislaus; and "Seller" is the recipient of this Purchase Order ("PO") and by accepting order from HACS Seller agree as follows:

- 1.0 Applicable Laws. It is the responsibility of the Seller to ensure that all items/services provided in response to this PO are provided in compliance with all applicable Federal, State and local laws, statutes and codes. Seller agrees and understands that HACS is a public housing agency and this PO may be governed by applicable HUD regulations.
- 2.0 Applicable Documents. All of the terms and conditions ("T&C") listed within each of the following documents are hereby included by reference as a part of these T&C and by executing and returning the accompanying cover page, the Seller thereby agrees to abide by all such terms and requirements and those listed on this T&C that the HACS chooses to, at any time during the effective period of this PO, or any ensuing issue, implement (the Seller must inform the HACS in writing if he/she wishes to receive a copy of any of these documents):  
(a) All documents issued as a part of the applicable competitive solicitation process noted on the PO; (b) form [HUD-5369-B](#); form [HUD-5369-C](#); form HUD-5370-C, Sections [I](#) and [II](#); form [HUD-5369](#); form [HUD-5369-A](#); form [HUD-5370](#); form [HUD-5370-EZ](#); [Table 5.1 of HUD Procurement Handbook 7460.8 REV 2](#); and the applicable contract clauses contained within [2 CFR PART 200](#)
- 3.0 Conflicting Terms. These T&C may only be modified by the HACS in writing. In the case of any T&C herein that may be in conflict with any other T&C listed herein (including the documents listed within the preceding 2.0), the HACS shall decide which T&C shall comply. Any T&C listed within any of the HUD forms listed within 2.0 herein shall take precedence over any T&C listed on any non-HUD document listed herein. These T&C shall automatically take precedence over any similar terms and conditions listed on a supplier or contractor receiving document or invoice.
- 4.0 Cancellation. The HACS reserves the right to cancel this order or any portion thereof at any time for its convenience or for default by the Seller.
- 5.0 F.O.B./Delivery. Unless specifically approved by the HACS in writing (i.e. typically, as entered on the PO), no additional freight costs are approved by the HACS and may not be added to any invoice that ensures thereto. HACS shall have the right to specify the date, time, place, method and sequence of delivery. All goods/items shall be shipped at the expense and risk of Seller until receipt by HACS.
- 6.0 Hazardous Materials. If the Seller is furnishing items that contain hazardous materials, it/he/she must, compliant with applicable law, label each container listing the identity of such material. Each such container must also be identified on the exterior with the appropriate hazard warning. Further, the Seller must, at the time of delivery to the HACS, furnish the necessary Material Safety Data Sheet ("MSDS") for each chemical, substance, or product listed on this order.
- 7.0 OSHA. The Seller certifies that all items/services furnished as a result of acceptance of this PO conforms to and complies with the current OSHA Act.
- 8.0 Invoices. An original or "Certified to be a True Copy" invoice is required for payment and must reference the HACS's PO number and shall be accompanied by a copy of the receiving document showing the certifying signature of the HACS staff that received the items/services.
- 9.0 Prompt Payment Discounts. The Seller's prompt payment discount is to be calculated from the date of delivery of the items/services and the receipt of the correct invoice by the HACS. Unless otherwise agreed to by the HACS in writing, all payments shall be made by the HACS on a Net 30 basis, 30 days as calculated from the date of receipt by the HACS of a fully and properly completed invoice after the listed items/services have been received in full.
- 10.0 Quantity/Price. Changes in quantity and price listed on this PO will not be accepted by the HACS without the prior written approval of the HACS officer that issued the PO.
- 11.0 Taxes. The HACS is not exempt from State sales tax and accordingly should be charged such tax by the Seller.
- 12.0 Liens Prohibited. By acceptance of this PO the Seller thereby agrees that it/he/she is, as required by HUD regulation, prohibited from filing any lien against the HACS pertaining to the items/services detailed on the PO. It is agreed that Seller shall not reserve a security interest in the goods/items sold under this agreement once said goods/items are delivered. It is further agreed that Seller shall in no way cause or permit an encumbrance of the goods/items by others, including manufacturer.
- 13.0 Inclusion of Manufacturer's Warranty/Replacement of Defective Items/Parts. Seller will, at the time of the delivery, provide HACS with written guaranties and warranties for all goods and products delivered to HACS. Seller agrees to replace and/or repair any defective items/services within thirty (30) days of delivery and at no cost to HACS.

**TABLE 5.1 of HUD Procurement Handbook 7460.8 REV 2**  
**MANDATORY CONTRACT CLAUSES FOR SMALL PURCHASES OTHER THAN CONSTRUCTION**

The following contract clauses are required in contracts pursuant to **2 CFR Part 200 and Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act**. HUD is permitted to require changes, remedies, changed conditions, access and records retention, suspension of work, and other clauses approved by the Office of Federal Procurement Policy. The PHA and contractor is also subject to other Federal laws including the U.S. Housing Act of 1937, as amended, Federal regulations, and state law and regulations.

**Examination and Retention of Contractor's Records.** The PHA, HUD, or Comptroller General of the United States, or any of their duly authorized representatives shall, until three years after final payment under this contract, have access to and the right to examine any of the Contractor's directly pertinent books, documents, papers, or other records involving transactions related to this contract for the purpose of making audit, examination, excerpts, and transcriptions.

**Right in Data and Patent Rights (Ownership and Proprietary Interest).** The PHA shall have exclusive ownership of, all proprietary interest in, and the right to full and exclusive possession of all information, materials, and documents discovered or produced by Contractor pursuant to the terms of this Contract, including, but not limited to, reports, memoranda or letters concerning the research and reporting tasks of the Contract.

**Energy Efficiency.** The Contractor shall comply with all mandatory standards and policies relating to energy efficiency which are contained in the energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub.L. 94-163) for the State in which the work under this contract is performed.

**Procurement of Recovered Materials**

(a) In accordance with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, the Contractor shall procure items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition. The Contractor shall procure items designated in the EPA guidelines that contain the highest percentage of recovered materials practicable unless the Contractor determines that such items: (1) are not reasonably available in a reasonable period of time; (2) fail to meet reasonable performance standards, which shall be determined on the basis of the guidelines of the National Institute of Standards and Technology, if applicable to the item; or (3) are only available at an unreasonable price.

(b) Paragraph (a) of this clause shall apply to items purchased under this contract where: (1) the Contractor purchases in excess of \$10,000 of the item under this contract; or (2) during the preceding Federal fiscal year, the Contractor: (i) purchased any amount of the items for use under a contract that was funded with Federal appropriations and was with a Federal agency or a State agency or agency of a political subdivision of a State; and (ii) purchased a total of in excess of \$10,000 of the item both under and outside that contract.

**Termination for Cause and for Convenience (contracts of \$10,000 or more).**

(a) The PHA may terminate this contract in whole, or from time to time in part, for the PHA's convenience or the failure of the Contractor to fulfill the contract obligations (cause/default). The PHA shall terminate by delivering to the Contractor a written Notice of Termination specifying the nature, extent, and effective date of the termination. Upon receipt of the notice, the Contractor shall: (1) immediately discontinue all services affected (unless the notice directs otherwise), and (2) deliver to the PHA all information, reports, papers, and other materials accumulated or generated in performing the contract, whether completed or in process.

(b) If the termination is for the convenience of the PHA, the PHA shall be liable only for payment for services rendered before the effective date of the termination.

(c) If the termination is due to the failure of the Contractor to fulfill its obligations under the contract (cause/default), the PHA may (1) require the Contractor to deliver to it, in the manner and to the extent directed by the PHA, any work described in the Notice of Termination; (2) take over the work and prosecute the same to completion by contract or otherwise, and the Contractor shall be liable for any additional cost incurred by the PHA; and (3) withhold any payments to the Contractor, for the purpose of set-off or partial payment, as the case may be, of amounts owned by the PHA by the Contractor. In the event of termination for cause/default, the PHA shall be liable to the Contractor for reasonable costs incurred by the Contractor before the effective date of the termination. Any dispute shall be decided by the Contracting Officer.



# General Requirements for Most Contracts

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of or failure to perform the work hereunder by the Contractor, its agents, representatives, employees or sub-contractors.

## MINIMUM SCOPE OF INSURANCE

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage (*occurrence form CG 0 01 10 01*).
2. Insurance Services Office Additional Insured form (*CG 20 37 or CG 20 26*).
3. Insurance Services Office form number CA 00 01 06 92 covering Automobile Liability Code 1 (*any auto*), [*require if scope of work includes driving on Authority property*].
4. Workers' Compensation insurance as required by state law and Employer's Liability Insurance.

## MINIMUM LIMITS OF INSURANCE

Contractor shall maintain limits no less than:

1. General Liability: \$1,000,000 per occurrence for Bodily Injury, Personal Injury, and Property Damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: \$1,000,000 per accident for Bodily Injury and Property Damage.
3. Workers' Compensation (*statutory*) and Employer's Liability: \$1,000,000 per accident for Bodily Injury or Disease.

**NOTE:** These limits can be attained by individual policies or by combining primary and umbrella policies.

## DEDUCTIBLES AND SELF-INSURED RETENTIONS

Any deductibles or self-insured retentions must be declared to and approved by the Authority. At the option of the Authority, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Authority, its officers, officials, employees, and volunteers; or the Contractor shall provide a financial guarantee satisfactory to the Authority guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

## OTHER INSURANCE PROVISIONS

The General Liability and Automobile Liability policies are to contain, or be endorsed to contain, the following provisions:

1. The Authority, its officers, officials, employees, and volunteers are to be covered as additional insured with respect to liability on behalf of the Contractor including materials, parts or equipment furnished in connection with such work or operations and with respect to liability arising out of work or operations performed by the Contractor; or arising out of automobiles owned, leased, hired or borrowed by or on behalf of the Contractor. General Liability coverage can be provided in the form of an appropriate endorsement to the Contractor's insurance or as a separate Owner's policy.
2. For any claims related to this contract, the Contractor's insurance coverage shall be primary insurance as respects the Authority, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the Authority, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance.
3. Each insurance policy required by these specifications shall be endorsed to state that coverage shall not be cancelled or materially changed, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the Authority.
4. Maintenance of the proper insurance for the duration of the contract is a material element of the contract. Material changes in the required coverage or cancellation of the coverage shall constitute a material breach of the contract by the Contractor.

## **ACCEPTABILITY OF INSURERS**

Insurance is to be placed with insurers with a current A. M. Best's rating of no less than B+:VI. Bidders must provide written verification of their insurer's rating.

## **VERIFICATION OF COVERAGE**

Contractor shall furnish the Authority with original certificates and amendatory endorsements effecting coverage required by these specifications. The endorsements should conform fully to the requirements. All certificates and endorsements are to be received and approved by the Authority in sufficient time before work commences to permit Contractor to remedy any deficiencies. The Authority reserves the right to require complete, certified copies of all required insurance policies, including endorsements effecting the coverage required by these specifications at any time.

## **SUB-CONTRACTORS**

Use of sub-contractors must be pre-approved by the Authority. Contractor shall include all sub-contractors as insureds under its policies or shall furnish separate insurance certificates and endorsements for each sub-contractor in a manner and in such time as to permit the Authority to approve them before sub-contractors' work begins. All coverages for sub-contractors shall be subject to all of the requirements stated above.

**NOTE:** The General Contractor's Commercial General Liability insurance should not include CG 2294 or CG 2295 as these endorsements will eliminate the General Contractor's insurance coverage for its work where the damaged work or the work out of which the damage arises was performed by a sub-contractor.

Notwithstanding this provision, Contractor shall indemnify the Authority for any claims resulting from the performance or non-performance of the Contractor's sub-contractors and/or their failure to be properly insured.



## Attachment D

### 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).



## Section 3 Contracting Preference

A business seeking to elect the *Section 3 Contracting Preference* shall self-certify or submit evidence that the business is a Section 3 Business. All contractors/subcontractors (contractors) claiming a Section 3 Preference in contracting must maintain that status throughout the life of the contract.

**To receive a Section 3 Preference:**

1. Contractors must certify as a Section 3 Business prior to, or at the time of the submission of bids, quotes, or proposals. To determine your status as a Section 3 Business, please answer the following questions:

I. Is your business 51% or more owned by a Section 3 Resident(s)?  YES  NO

**\*A Section 3 Resident is:**

- 1) lives in Public Housing or Subsidized/Assisted Housing; or participates in the Housing Choice Voucher Program (Section 8); **-OR-**
- 2) lives in Stanislaus County, and meets one of the household income eligibility guidelines in the chart below:

<b>Stanislaus County Income Guideline (FY 2016)</b>								
Number of People in Household →	1	2	3	4	5	6	7	8
My household income is less than the amount listed for my household size.	\$12,600	\$16,240	\$20,420	\$24,600 0	\$28,780	\$32,960	\$37,140	\$39,550
My household income is within the range listed for my household size.	\$12,601- \$33,550	\$16,241- \$38,350	\$20,421- \$43,150	\$24,601- \$47,900	28,781- \$51,750	32,961- \$55,600	36,141 \$59,400	\$39,551- 63,250

II. Do you employ, or will employ, 30% or more Section 3 Residents as permanent full-time employees?  YES  NO

III. Will you subcontract 25% or more of this contract to a qualified Section 3 Business?  YES  NO

**\* A Section 3 Business is:**

- 1) A business that is 51% or more owned by Section 3 Resident(s); or,
- 2) A business that employs 30% or more Section 3 Residents (or were Section 3 Residents within the last 3 years) as permanent, full-time staff; or,
- 3) A business that commits to subcontract 25% of its original contract amount to other Section 3 Businesses.

- If you marked "YES" for *any* of the questions above, your business *qualifies* for the Section 3 Business Preference.
- If you marked "NO" for *all* of the questions above, your business *does not qualify* for the Section 3 Business Preference.

**Once you have determined your Section 3 Business status, complete the attached Section 3 Business Status & Preference Request form and submit the form with your bid documents.**

3. Contractors must sign the Section 3 Assurance which is included in the bid package, regardless of the contract award. All required Section 3 forms must be submitted with your other bid documents at the time of your bid. Bids without the Section 3 Assurance and Section 3 Business Status & Preference Request form will be considered non-responsive and is grounds for rejection of the bid.
4. Any HACS contract recipient, regardless of its Section 3 Business status, must comply with the Section 3 requirements when any hiring or contracting is essential to completing the work on the Section 3 project. HACS contract recipients must make their best efforts to offer any available opportunities to certified Section 3 Residents and Businesses. There is no waiver from this requirement. Any contractor found in violation of HACS Section 3 policy may have their contract terminated.
5. For Contractors that do not win an award for this project, the submitted Section 3 information will remain on file and you will be notified of future Section 3 contracting opportunities.



## SECTION 3 BUSINESS STATUS and PREFERENCE REQUEST

Business Name \_\_\_\_\_ Main Phone ( ) \_\_\_\_\_

Contact Person & Title \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

Business Address \_\_\_\_\_ FAX ( ) \_\_\_\_\_

Street Address

Suite #

Email/Web \_\_\_\_\_

City

State

Zip Code

Type of Business  Corporation  Partnership  Sole Proprietorship  Joint Venture

Attach applicable documentation of evidence of formation of business entity:

- Copy of Business License  Copy of Articles of Incorporation, if applicable  Business Formation Documents  
 Partnership Agreement  Certificate of Good Standing

**I am not certifying as a Section 3 Business.** I acknowledge that I will not receive a Section 3 Contracting Preference, but I will comply with the requirements of Section 3 if a need to hire workers or subcontract any work to complete the project arises during the life of the project.

**I do not qualify as a Section 3 Business.** I will comply with the requirements of Section 3 if a need to hire workers or subcontract any work to complete the project arises during the life of the project.

**I am certifying and requesting preference as the following type of Section 3 Business Concern** (check one):

**Section 3 Resident-Owned Business:** 51% or more of this business is owned by Section 3 Residents.

Attach one of the following documentation as evidence:

- Copy of resident lease.
- Copy of evidence of participation in a public assistance program.
- Owner(s) signed Section 3 Resident Self-Certification.

**Section 3 Resident Employed Business:** 30% or more of my permanent, full-time employees are current Section 3 Residents or were within the past 3 years; **or**, I will employ (*within 10 days of contract start date*) 30% Section 3 Residents as newly hired workforce for this contract and throughout the entire contract period.

Attach all of the following documentation as evidence:

- List of all current full-time employees.
- List of employees with Section 3 status & a Section 3 Resident Self-Certification (Form S3-R) for each.
- If employing 30% Section 3 Residents, provide number of available new jobs for this project, and every effort you will use to notify and offer these jobs to Section 3 Residents (ex. Post signs at public housing sites, request list of qualified Section 3 Residents from Section 3 database, run ads in local papers, etc.).

**Subcontract to Section 3 Businesses:** I can provide evidence of a commitment to subcontract 25% or more of the dollar amount awarded to qualified Section 3 Businesses.

Attach the following documentation as evidence:

- List of subcontracted Section 3 Business(es) and the subcontract amount.

**Evidence of ability to perform successfully under the terms and conditions of the proposed contract** (at least one):

- Current financial statement  List of owned equipment  
 Statement of ability to comply with public policy  List of all contracts for the past 2 years

**I certify that the information provided above is true and complete to the best of my knowledge.**

Corporate Seal

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Notary

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Term Expires

**NOTE: This document must be submitted with bid documents.**



## SECTION 3 ASSURANCES

We, the undersigned \_\_\_\_\_ (Representative), as official representative of \_\_\_\_\_ (Business) agree to comply with Section 3 requirements for the \_\_\_\_\_ (Project Name). It is understood that failure to comply may result in the following sanctions: cancellation, termination, or suspension in whole or in part of this contract.

**Estimated Project Workforce Breakdown:** Please provide estimates of hiring needs below.

Job Category	Total Estimated Positions Needed to Complete Project	Number of Positions Occupied by Current Employees	Number of Available Positions for New Hires	Number of Positions To be Filled with Section 3 Residents*
Supervisor				
Professional				
Technical				
Office/Clerical				
Others				
TRADE:				
Journeypersons				
Apprentices				
Trainees				
Others				
TRADE:				
Journeypersons				
Apprentices				
Trainees				
Other				

**Proposed Contracts/Subcontracts Breakdown:** Please provide estimates of contracting needs below.

Type of Contract (Business or Professional)	Total Number	Total Approximate Dollar Amount	Estimated Number of Contracts to Section 3 Businesses	Estimated Dollar Amount to Section 3 Businesses

\_\_\_\_\_  
Signature of Person Completing Form

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title

***NOTE: This document must be submitted with bid documents.***



## SECTION 3 AFFIRMATIVE ACTION PLAN

\_\_\_\_\_ (Contractor) agrees to comply with the requirements of Section 3 of the HUD Act of 1968<sup>1</sup> (Section 3) by assuring, *to the greatest extent feasible*, that:

1. Training and employment opportunities will be directed to qualified Section 3 Residents as provided by the HACS order of providing preferences for hiring, with a hiring goal of 30%; and,
2. Contracts for work in connection with this project will be awarded to qualified Section 3 Businesses as provided by the HACS order of providing preferences for awarding contracts, with a contracting goal of 10% for construction trades work, and 3% for non-construction work.

\_\_\_\_\_ (Contractor) will initiate the following actions to insure utilization of Section 3 Residents as employees or trainees and to incorporate Section 3 Businesses as subcontractors and suppliers:

1. The Contractor will establish and maintain a directory of service organizations, job referral agencies and manpower training programs operating within, or servicing, project area residents.
2. The Contractor will submit prior to the award of a contract, a signed assurance that it will comply with Section 3 regulations and requirements.
3. The Contractor will provide, prior to the signing of a contract, a Statement of work force needs, including trainee positions.
4. The Contractor will notify Community based organizations of available employment opportunities, and shall maintain records of response from such organizations.
5. The Contractor will make continuing personal recruitment efforts directed to such service organizations and to schools with lower income resident training programs with which he is familiar.
6. The Contractor will maintain a file of the names and addresses of each low income resident worker referred to him and that action was taken with respect to each such referred worker and, if the worker was not employed the reasons therefore. (Attached.)
7. The Contractor will include the Section 3 clause in every subcontract for work in connection with H.U.D. projects. (Attached.)
8. For each subcontract, the Prime Contractor will submit, prior to Contract award, the Section 3 Affirmative Action Plans of its subcontractors.
9. The Contractor will not attempt to circumvent Section 3 Provisions.
10. The Contractor will make a good faith effort to employ or fill training positions with lower income project area residents, it will, as a minimum, provide evidence of the following:
  - Attempts to recruit from the project area through local advertising media, community organizations, public and private agencies operating within or serving the project area, such as the Department of Labor Employment Department, and the Private Industry Council.
  - Maintain a list of all lower income area residents who have applied either on their own or on referral from any source, and that he has employed such persons if otherwise qualified and if an opening exists.
11. The Contractor will make good faith effort to incorporate project area businesses as Subcontractors and Suppliers.
12. The Contractor will provide the Section 3 workforce and business utilization reports required under this contract.

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

Printed Name and Title \_\_\_\_\_

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

**NOTE: This document must be submitted with bid documents.**

<sup>1</sup>At 12 USC 1701u, and implemented by 24 CFR 135.



# PREFERENCES FOR SECTION 3 BUSINESS CONCERNS

## Eligibility for Preference

A business seeking to elect the Section 3 *Contracting Preference* must apply for certification as a Section 3 Business prior to, or at the time of submission of bids, quotes, or proposals. By electing a Section 3 Contracting Preference, a business will receive a competitive edge over a non-Section 3 Business. A Section 3 Business Status & Preference Request form is included in each bid package, and can also be obtained from the HACS Business Office.

## Order of Preferences for Section 3 Business Concerns

The Housing Authority of the County of Stanislaus has established the following order of providing preferences when awarding contracting opportunities to a Section 3 Business Concern (Section 3 Business):

### **Tier I:**

- A. Businesses that are 51% or more owned by Section 3 Residents of the HACS housing development(s) where the Section 3-covered assistance is expended.
- B. Businesses whose full-time permanent workforce includes 30% of current Section 3 Residents (or were Section 3 Residents within three (3) years of the date of first employment with the business) of the HACS housing development(s) where the Section 3-covered assistance is expended.

### **Tier II:**

- A. Businesses that are 51% or more owned by Section 3 Residents of another HACS housing development(s).
- B. Businesses whose full-time permanent workforce includes 30% of Section 3 Residents of another HACS housing development(s), or were Section 3 Residents within three (3) years of the date of first employment with the business.

### **Tier III:**

- A. Businesses that are 51% or more owned by Section 3 Residents of Stanislaus County, including Housing Choice Voucher Participants (formerly Section 8).
- B. Businesses whose full-time permanent workforce includes 30% of Section 3 Residents of Stanislaus County (or were Section 3 Residents of Stanislaus County within three (3) years of the date of first employment with the business).
- C. Businesses that subcontract in excess of 25% of the total amount of subcontracts to Section 3 Businesses.



## SECTION 3 CONTRACTOR'S ADVANTAGE

Procurement of sealed bids:

HUD directs within 24 CFR 135 that the HACS may award a contract to a qualified Section 3 business with the highest preference ranking and the lowest responsive bid if that bid is:

- (a) Within the maximum total contract price established by the HACS; or
- (b) Not more than "X" higher than the total bid price of the lowest responsive bid from any responsible bidder. "X" is determined as follows:

"X" = LESSER OF:	
When the lowest responsive bid is less than \$100,000	10% of that bid, or \$9,000.00.
When the lowest responsive bid is at least:	
• \$100,000.00, but less than \$200,000.00	9% of that bid, or \$16,000.00.
• \$200,000.00, but less than \$300,000.00	8% of that bid, or \$21,000.00.
• \$300,000.00, but less than \$400,000.00	7% of that bid, or \$24,000.00.
• \$400,000.00, but less than \$500,000.00	6% of that bid, or \$25,000.00.
• \$500,000.00, but less than \$1,000,000.00	5% of that bid, or \$40,000.00.
• \$1,000,000.00, but less than \$2,000,000.00	4% of that bid, or \$60,000.00.
• \$2,000,000.00, but less than \$4,000,000.00	3% of that bid, or \$80,000.00.
• \$4,000,000.00, but less than \$7,000,000.00	2% of that bid, or \$105,000.00.
• \$7,000,000.00, or more	1.5% of the lowest responsive and responsible bid, with no dollar limit.



**STANISLAUS REGIONAL HOUSING AUTHORITY**  
**1701 Robertson Rd, Modesto CA 95351**

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**MINORITY/WOMEN'S BUSINESS ENTERPRISE CERTIFICATION**

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

a. The undersigned acknowledges that it is the policy of the (Company Name):  
\_\_\_\_\_ to take positive steps to maximize the utilization of minority/women's business enterprises in all contract activity administered by the Stanislaus Regional Housing Authority.

b. The undersigned will utilize his best efforts to carry out this policy in the award of his subcontracts to the fullest extent consistent with the efficient performance of this contract. As used in this contract, the term "minority or women's business enterprise" means a business, at least 50 percent of which is owned by minority or women's group members or, in the case of publicly owned businesses, at least 51 percent of the stock is owned by minority group members or women. For the purpose of this definition, minority group members are Black, Hispanics, Asians, Native Americans, Alaskans or Pacific Islanders.

c. The undersigned has taken affirmative action to seek out and consider minority and women's business enterprises for the portions of work to be subcontracted. Such actions are fully documented in his records and available upon request. Results are as follows:

Name and Address of Minority/Women's Firms Contractor Anticipates Utilizing*	Category of Work	Dollar Value of Participation
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total Bid \$ _____	Total Subcontract Amount \$ _____	

Minority/Women's Enterprise Total of Subcontract Amount \$ \_\_\_\_\_

\* Indicate whether business is owned by a minority or a woman.



## Insurance Requirements

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of or failure to perform the work hereunder by the Contractor, its agents, representatives, employees, or sub-contractors.

### **MINIMUM SCOPE OF INSURANCE**

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage (*occurrence form CG 0 01 10 01*).
2. Insurance Services Office Additional Insured form (*CG 20 37 or CG 20 26*).
3. Insurance Services Office form number CA 00 01 06 92 covering Automobile Liability Code 1 (*any auto*), [*require if scope of work includes driving on Authority property*].
4. Workers' Compensation insurance as required by state law and Employer's Liability Insurance.
5. Builder's Risk insurance coverage for all risks of loss (*in compliance with HUD guidelines*).

### **MINIMUM LIMITS OF INSURANCE**

Contractor shall maintain limits no less than:

1. General Liability: \$1,000,000 per occurrence for Bodily Injury, Personal Injury, and Property Damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the project/location or the general aggregate limit shall be twice the required occurrence limit.

**NOTE: If this contract deals with hazardous materials or pollutants (i.e. lead based paint, asbestos, etc.) the Contractor shall carry Contractor's Pollution Liability insurance to cover the pollution exposures. The Authority shall be named as Additional Insured on the policy.**

2. Automobile Liability: \$1,000,000 per accident for Bodily Injury and Property Damage.
3. Workers' Compensation (*statutory*) and Employer's Liability: \$1,000,000 per accident for Bodily Injury or Disease.
4. Builder's Risk: Completed value of the project.

**NOTE:** These limits can be attained by individual policies or by combining primary and umbrella policies.

### **DEDUCTIBLES AND SELF-INSURED RETENTIONS**

Any deductibles or self-insured retentions must be declared to and approved by the Authority. At the option of the Authority, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Authority, its officers, officials, employees, and volunteers; or the Contractor shall provide a financial guarantee satisfactory to the Authority guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

## **OTHER INSURANCE PROVISIONS**

The General Liability and Automobile Liability policies are to contain, or be endorsed to contain, the following provisions:

1. The Authority, its officers, officials, employees, and volunteers are to be covered as additional insured with respect to liability on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations and with respect to liability arising out of work or operations performed by the Contractor; or arising out of automobiles owned, leased, hired, or borrowed by or on behalf of the Contractor. General Liability coverage can be provided in the form of an appropriate endorsement to the Contractor's insurance or as a separate Owner's policy.
2. For any claims related to this contract, the Contractor's insurance coverage shall be primary insurance as respects the Authority, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the Authority, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance.
3. Each insurance policy required by these specifications shall be endorsed to state that coverage shall not be cancelled or materially changed, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the Authority.

**ADDRESS CANCELLATION NOTICE AND ISSUE ENDORSEMENT TO:**

Housing Authority of the County of Stanislaus  
Barbara Kauss  
P.O. Box 581918  
Modesto, CA 95358-0033

4. Maintenance of the proper insurance for the duration of the contract is a material element of the contract. Material changes in the required coverage or cancellation of the coverage shall constitute a material breach of the contract by the Contractor.

Builder's Risk policies shall contain the following provisions:

1. The Authority shall be named as loss payee.
2. The insurer shall waive all rights of subrogation against the Authority, its officers, officials, employees and volunteers.

### **ACCEPTABILITY OF INSURERS**

Insurance is to be placed with insurers with a current A. M. Best's rating of no less than B+:VI. Bidders must provide written verification of their insurer's rating

## **VERIFICATION OF COVERAGE**

Contractor shall furnish the Authority with original certificates and amendatory endorsements effecting coverage required by these specifications. The endorsements should conform fully to the requirements. All certificates and endorsements are to be received and approved by the Authority in sufficient time before work commences to permit Contractor to remedy any deficiencies. The Authority reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

## **SUB-CONTRACTORS**

Use of sub-contractors must be pre-approved by the Authority. Contractor shall include all sub-contractors as insureds under its policies or shall furnish separate insurance certificates and endorsements for each sub-contractor in a manner and in such time as to permit the Authority to approve them before sub-contractors' work begins. All coverages for sub-contractors shall be subject to all of the requirements stated above.

**NOTE:** If a subcontractor will be hired to perform hazardous material remediation, that sub-contractor will name the Authority, its officers, officials, employees and volunteers as additional insureds on its Pollution Liability insurance policy by endorsement. Such policy will provide coverage for the hazardous material work and other hazardous material operations.

**NOTE:** The General Contractor's Commercial General Liability insurance should not include CG 2294 or CG 2295 as these endorsements will eliminate the General Contractor's insurance coverage for its work where the damaged work or the work out of which the damage arises was performed by a sub-contractor.