

# GREATER DAYTON PREMIER MANAGEMENT

---

## GDPM

### Authority Wide Refuse Removal

### Invitation for Bid

### IFB 22-02

<b>Issue Date</b>	
<b>Pre-Bid Meeting</b>	
<b>Questions from Contractors Due</b>	
<b>Responses from GDPM to Be Posted By</b>	
<b>Bids Due</b>	
<b>Bid Opening</b>	

**Pre-Bid Meeting:** Due to Covid-19, the Pre-Bid Meeting will be held virtually via Zoom, Microsoft Teams, or similar platform. GDPM will post more information and instructions closer to the Pre-Bid Meeting Date. Contractors are not required to attend, but GDPM strongly encourages Contractors to attend the Pre-Bid Meeting.

**Bid-Opening:** Due to Covid-19, the Bid-Opening will also be held virtually via Zoom, Microsoft Teams, or similar platform. GDPM will post more information and instructions closer to the Bid-Opening date.

#### How to Submit Bids:

**Option 1:** Mail Bid to GDPM. The envelope must be filled out exactly as follows:

**GDPM**  
**ATTN: Procurement SEALED BID JOC**  
**400 Wayne Avenue**  
**Dayton, Ohio 45410**

**Option 2:** Email GDPM:

[ebid@dmha.org](mailto:ebid@dmha.org)

The subject line must state **Authority Wide Refuse Removal**

**Questions about this Bid Shall be Submitted Electronically to:** [ebid@dmha.org](mailto:ebid@dmha.org)

Greater Dayton Premier Management reserves the right to reject any or all bids, or waive any informality in the bidding. No bids shall be withdrawn for a period of ninety (90) days subsequent to the opening of the bids. Bid Pricing shall remain firm for a period of one hundred and eighty (180) days subsequent to the opening of the bids.

All bidders shall be required to meet Affirmative Action requirements and Equal Opportunity requirements. Each bidder must ensure that all employees and applicants for employment are not discriminated against because of race, color, religion, national origin, disability, age, ancestry, creed, or military status.

**Dayton Metropolitan Housing Authority  
dba  
Greater Dayton Premier Management  
(GDPM)  
400 Wayne Avenue, Dayton, Ohio 45410**

# **BIDDER'S PACKET**

---

**IFB #22-02  
Dayton, OH 45410**

---

**PRE-BID DATE / TIME:**

**March 30, 2022**

**10:00am**

**BID OPENING DUE DATE / TIME:**

**April 15th 10:00 am Bids Due**

**April 15th 11:00 am Zoom Bid Opening**

**LOCATION:**

**400 Wayne Ave Dayton, Ohio 45410**

**Time Table:**

	Date IFB Issued
	Pre- Bid Meeting
	Deadline for written questions from contractors
	Deadline for responses to written questions from contractors, addendums and/or clarifications to contractors
	Bid Due Date
	Bid Opening

**Greater Dayton Premier Management**  
**Job Order Contracting**  
**IFB # 22-02**

**Table of Contents**

*The below items are part of the Bidder's Packet. Most of these items must either be completed or signed or both and submitted with your sealed bid. Please submit forms in order.*

- Item 1 ..... Bid Packet Cover Sheet
- Item 2 ..... Bid Price Sheet
- Item 3 ..... Insurance Form and W9
- Item 4 ..... Non-Collusive Affidavit and Full Disclosure
- Item 5 ..... Vendor Registration
- Item 6 .....Section 3 Application
- Item 7 .....Section 3 Supplemental Instructions



# BID PACKET COVER PAGE INVITATION FOR BIDS AUTHORITY WIDE REFUSE REMOVAL

Contractor Name

Did you review all Contract Documents including any posted addenda ? (please verify on GDPM's website)  
Proposals indicating "no" will not be eligible for award.\*

### Contract Amount

Bidding on Large or Small Construction Projects or N/A. Please state the desired project scope:.

Large  Small   
N/A

Check at Least one of the Following:\*

Section 3  
 MBE/WBE  
 Veteran  
 None Apply

Select all That Apply:

Bidding on Contract Award for Which Trade(s)?

Refuse Removal       Interior Improvements       HVAC  
 Plumbing Roofing       Flooring       Electrical  
 Professional Svcs       Paving/Sidewalk

Name of Business:

Street Address:

Street Address Line 2:

City:

State:

Zip Code:

Contact Number:

E-mail:\*

By signing below, Contractor attests that he/she has the legal power, right, and authority to make this Agreement. Contractor agrees that if selected for the Contract Award, Contractor is qualified to perform all work necessary to complete the services as specified in the Contract Documents at Contractor's quoted price, if applicable. Further, Contractor has reviewed, acknowledges and accepts the provisions within the solicitation, Contractor's fee proposal, the cost catalog, and the GDPM General Terms and Conditions for General Construction Services; no other contract documents will be necessary or accepted with the exception of contract documents related to specific projects under this, the Master Agreement. Unless otherwise specified in writing by GDPM on GDPM letterhead and signed by both parties, during the term of the Contract, if any provision within the Contract Documents is in conflict with, or inconsistent with any provision with the GDPM General Terms and Conditions, the GDPM General Terms and Conditions shall prevail. Terms that conflict with and/or are inconsistent with the GDPM General Terms and Conditions are hereby revoked, rejected and void, even if the contract documents containing such terms are executed after the GDPM General Terms and Conditions, this includes, but is not limited to indemnification, warranty, payment, order of precedence, and integration provisions. GDPM Contract Documents are available at <http://www.dmha.org/RAD/planning-development-contract-documents.html>.

No bids shall be withdrawn for a period of ninety (90) days subsequent to the opening of the bids. Bid Pricing (Adjustment Factors) shall remain firm for a period of one hundred and eighty (180) days subsequent to the opening of the bids.

Contractor Signature of Acceptance

Date

### Acceptance of Proposal:

GDPM accepts your proposal and the Master Agreement containing the solicitation, General Terms and Conditions, and cost catalog are hereby in effect.

GDPM Signature of Acceptance

Date

Construction Service JOC Contract Awarded

Site	Address	No. Units	Requested Dumpster Size	No. of Pickup	1 <sup>st</sup> Year Per Month	2 <sup>nd</sup> Year Per Month	3rd Year Per Month	4th Year Per Month	5th Year Per Month
<b>C.O.</b>									
Adm. Offices	400 Wayne Avenue	1	6 cu yd	3x/wk					
Monthly Total					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
C.O. Yearly Total					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>AMP 1</b>									
OH 5-26 Grand Hi-Rise	465 Grand Ave.	2	2 cu yd/comp	2x/wk					\$0.00
OH 5-23 Triangleview	2728 Triangleview Dr.	1	8 cu yd-w/lock	2x/wk					\$0.00
OH 5-16 Metropolitan	50 Central Ave.	2	2 cu yd	3x/wk					\$0.00
OH 5-45 Hallmark-Meridian	714 Plymouth Ave.	1	4 cu yd/comp	2x/wk					\$0.00
		2	2 cu yd/comp	2x/wk					\$0.00
OH 5-13T Redwood	311 Redwood Ave.	1	8 cu yd	2x/wk					N/A
Monthly Total					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
AMP 1 Yearly Total					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>AMP 2</b>									
OH 5-14 Wentworth Ave	2765 Wentworth Ave	1	2 cu yd /comp	3x/wk					\$0.00
		1	4 cu yd	2x/wk					\$0.00
		1	30 cu yd	1x/wk					\$0.00
OH 5-13D Frederick	4806 Frederick Pike	1	2 cu yd	2x/wk					\$0.00
OH 5-21B Cornell Ridge	2000 Cornell Ridge Dr.	1	6 cu yd	3x/wk					\$0.00
		1	4 cu yd	2x/wk					\$0.00
OH 5-47 Winston Woods	1820 Winston Woods	2	6 cu yd	3x/wk					\$0.00
OH 5-48 Riverside Estates	4015 Iddings Drive	1	4 cu yd	2x/wk					\$0.00
		2	6 cu yd	2x/wk					\$0.00
OH 5-53 Wolf Creek Homes	6055 Cotillion Court	1	8 cu yd	3x/wk					\$0.00
Monthly Total					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
AMP 2 Yearly Total					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

AMP 3									
OH 5-7A Westdale Terrace	110 Melba Street	1	4 cu yd	3x/wk					\$0.00
OH5-41 Olive Hills	7505 Bronson Street	9	4cu yd	3x/wk					\$0.00
OH 5-18 Winters	436-440 Winters Street	1	2 cu yd	1x/wk					\$0.00
Monthly Total					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
AMP 3 Yearly Total					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
AMP 4									
OH 5-21A Mt. Crest Court	700 Mt. Crest Court	1	30 cu yd	3x/wk					\$0.00
OH 5-12A Smithville	1509 S. Smithville Ave	1	6 cu yd	3x/wk					\$0.00
OH 5-15A Huffman	1202 Huffman	1	4 cu yd	3x/wk					\$0.00
OH 5-17 Wilmington	958 Wilmington Ave.	3	4 cu yd	3 x/wk					\$0.00
Monthly Total					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
AMP 4 Yearly Total					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

AMP 5									
OH 5-7B Park Manor	220 Park Manor Drive	1	4 cu yd	5x/wk					\$0.00
		1	4 cu yd	6x/wk					\$0.00
OH 5-18D Hoch Street	267-C Hoch Street	1	2cu yd	1x/wk					\$0.00
OH 5-35 Channingway	6020 Channingway Court	3	4 cu yd	2x/wk					\$0.00
OH 5-52 Bellefontaine	5151 Bellefontaine Ridge	2	6 cu yd	2x/wk					\$0.00
OH 5-57A Fisher Drive	5531-5537 Fisher Drive	4	Rollout trash	1x/wk					\$0.00
OH 5-57B Wayne Meadows	4511-4525 Wayne Meadows Drive	8	Rollout cans	1x/wk					\$0.00
OH 5-57C Misty Lane	5527-5547 Misty Lane	8	Rollout cans	1x/wk					\$0.00
OH 5-57H Hilgefords Dr.	5330-5336 Hilgefords Dr.	4	Rollout cans	1x/wk					\$0.00
Added on CM#3									
OH 5-57C Misty Lane	5541-5447 Misty Lane	4	Rollout cans	1x/wk					\$0.00
OH 5-57C Misty Lane	5455-5461 Misty Lane	4	Rollout cans	1x/wk					\$0.00
OH 5-57C Misty Lane	5483-5489 Misty Lane	4	Rollout cans	1x/wk					\$0.00
OH 5-57C Misty Lane	5469-5473 Misty Lane	3	Rollout cans	1x/wk					\$0.00
OH 5-57C Misty Lane	5556-5560 Misty Lane	3	Rollout cans	1x/wk					\$0.00
Monthly Total					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
AMP 5 Yearly Total					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

<b>AMP 6</b>									
OH 5-10 Wilkinson Plaza	126 W. Fifth Street	2	2 cu yd /comp	6x/wk					\$0.00
OH 5-44 Indian Trails	500 Indian Trails	1	3 cu yd	3x/wk					\$0.00
		2	4 cu yd	3x/wk					\$0.00
OH 686	550,551, 557 Corona	12	Rollout cans	1x/wk					\$0.00
OH 686	538 Telford	4	Rollout cans	1x/wk					\$0.00
OH 5-57G Telford	514,520,526,532 Telford	16	Rollout cans	1x/wk					\$0.00
OH 5-40 Madrid Estates	221 Fox Grove	0	Trashbags for 100 units	1x/wk					\$0.00
<b>Added on CM #3</b>									
OH 5-61 Governors	1250-1256 Governors Square	4	Rollout cans	1x/wk					\$0.00
OH 5-65 Washington	8325-8331 & 8335- 8341 Washington	8	Rollout cans	1x/wk					\$0.00
OH 5-68 Westerfield	10-84 Westerfield Dr.	1	6 Cu. Yd.	2x/wk					\$0.00
Monthly Total					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
AMP 6 Yearly Total					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>AMP 7</b>									
OH 5-2 DeSoto Bass Courts	811 Oldfield	1	30/cu yd	3x/wk					\$0.00
OH 5-9 Hilltop	631 Groveland	1	30 cu yd	3x/wk					\$0.00
Monthly Total						\$0.00	\$0.00	\$0.00	\$0.00
AMP 7 Yearly Total						\$0.00	\$0.00	\$0.00	\$0.00
<b>AMP 11</b>									
Dayton View Commons HighRise OH 5-69	427 Middle Street	1	8 cu yd	2x/wk					\$0.00
Monthly Total					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
AMP 11 Yearly Total					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
					1st Yr	2nd Yr	3rd Yr	4th Yr	5th Yr
Combined Monthly Cost for C.O. & AMP's					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Yearly Total for C.O. & AMP's Combined					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



## Non-Collusive Affidavit and Full Disclosure Statement

**Non-Collusive Affidavit:** The undersigned party hereby certifies that this proposal/bid is genuine and not collusive or sham; that said offeror has not colluded, conspired, connived or agreed, directly or indirectly, with any offeror or person to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference, with any person, to fix the bid price or any other offeror, or to fix any overhead, profit or cost element of said bid price, or of that of any other offeror, or to secure any advantage against the Greater Dayton Premier Management or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

**Disclosure:** The undersigned certifies that I, nor any member of my immediate family does not now, and has not for the preceding two years, had any interest, whatsoever, whether direct, or indirect, in GDPM or any of its members or officials including but not limited to any interest which yields or has the potential of yielding directly or indirectly a monetary or other material gain or benefit with any employees, officers and commissioners of GDPM and members of their immediate family, or any interest arising from blood or marriage or from close business association, notwithstanding whether any financial interest is involved with any employees, officers and commissioners of GDPM members of their families or employment or services rendered as a member, official or officer of GDPM.

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

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

Title: \_\_\_\_\_

\_\_\_\_\_  
(Company Name)



ENHANCING NEIGHBORHOODS  
STRENGTHENING COMMUNITIES  
CHANGING LIVES

# VENDOR REGISTRATION FORM

---

## GENERAL INFORMATION

Vendor Name

Contact Name

Contact Person's Title

Street Address

Street Address Line 2

City

State

Zip Code

Phone Number

Other Phone

Fax Number

E-mail Address

## DISCLAIMER

The completion and submission of the Vendor Registration Form does not guarantee any minimum or maximum amount of work for a Vendor. It simply means that a Vendor is registered to conduct business with GDPM as opportunities are made available. At that time, the Vendor may have the opportunity to submit a bid, quote or proposal. Likewise, the submission of a bid, quote or proposal does not guarantee any Vendor the right to an award as all procurement activity conducted by GDPM must be in full compliance with the following regulations:

- 2 CFR Part 200
- HUD Procurement Handbook 7460.8 REV 2
- GDPM's Procurement Policy and Procedures

For registrations you must submit a W-9 Form.

# GDPM VENDOR REGISTRATION FORM

## BUSINESS CLASSIFICATION

Taxpayer Identification Number or Social Security Number

(must select at least 1)

- |  |   |
|--|---|
| <input type="checkbox"/> Individual /Sole Proprietorship | <input type="checkbox"/> Partnership            |
| <input type="checkbox"/> Joint Venture                   | <input type="checkbox"/> Not-for-Profit         |
| <input type="checkbox"/> Corporation                     | <input type="checkbox"/> State of Incorporation |
| <input type="checkbox"/> Resident Owned Business         |   |
| <input type="checkbox"/> Other                           | <input type="text"/>                            |

Number of Years Company has been in Business:

Number of Employees:

## ECONOMIC INCLUSION

Certifying documentation or notarized declaration must be provided to GDPM to prove status:

(must select at least 1)

- |   |   |
|---|---|
| <input type="checkbox"/> Not Applicable             | <input type="checkbox"/> Small Business |
| <input type="checkbox"/> Disabled Owned             | <input type="checkbox"/> Veteran Owned  |
| <input type="checkbox"/> Woman Owned (at least 51%) |   |

Minority Owned (at least 51%):

Section 3 Business Concern:

# GDPM VENDOR REGISTRATION FORM

---

Would you like to receive e-mails on development opportunities that involve your services?

## VENDORS SERVICES AND/OR PRODUCTS

Please specify the type of service(s) or product(s) that your business provides:

(must select at least 1)

- Appraisal (Real Property)
- Asphalt Repair
- Architecture/Engineering
- Cabinet Installation
- Carpet Cleaning
- Concrete Repair
- Construction: Exterior Renovation
- Construction: Interior Renovation
- Construction: New
- Construction: Repair
- Construction Management
- Demolition
- Design Services
- Electrical Supplies
- Elevators
- Energy Services – Building Facilities
- Environmental Services
- Planning Design
- Fire Suppression and Inspection
- Flooring

- Hazardous Materials Removal
- HVAC
- Janitorial Services
- Land Acquisition
- Land Surveying
- Landscaping Services
- Masonry
- Mowing Services
- Painting
- Planning Design
- Playgrounds
- Plumbing
- Real Estate Appraisals
- Roofing
- Siding & Installation
- Waste Removal
- Waster Repair Restoration
- Other



# SECTION 3 BUSINESS CONCERN APPLICATION

Are you a Section 3 business?  Yes  No

\* If you select 'No' to the above question you do not have to complete this form\*

Section 3 is a provision of the Housing and Urban Development (HUD) Act of 1968 that helps foster local economic development, neighborhood economic improvement, and individual self sufficiency. The Section 3 program requires that recipients of certain HUD financial assistance, to the greatest extent feasible, provide job training, employment, and contracting opportunities for low-or very-low income residents in connection with projects and activities in their neighborhoods.

Name of Business:

Contact Name:

Contact Person's Title:

Street Address:

Street Address Line 2:

City:

State:  Zip Code:

Phone Number:

Other Phone:

E-mail Address:

Type of Business:  (please attach supporting documentations)

Services Your Business Provides:

# GDPM SECTION 3 BUSINESS CONCERN

---

I certify that \_\_\_\_\_ (company's name) is applying to become a bona fide Section 3 business concern, and that it will meet the following definition of a Section 3 business concern:

Check at least one  Category 1  Category 2  Category 3  Category 4 of the following:

**Category 1**

Business concerns that are 51 percent or more owned by residents of GDPM housing or developments for which the Section 3 covered assistance is expended, or whose full-time, permanent workforce includes 30 percent of GDPM Residents as employees.

**Category 2**

Business concerns that are 51 percent or more owned by residents of other housing developments or developments managed by the GDPM that is expending the Section 3 covered assistance, or whose full-time, permanent workforce includes 30 percent of these persons as employees.

**Category 3**

HUD YouthBuild programs being carried out in the metropolitan area (or non-metropolitan county) in which the Section 3 covered assistance is expended.

**Category 4**

Business concerns that are 51 percent or more owned by section 3 residents, or whose permanent, full-time workforce includes no less than 30 percent of employees who meet the low-income guidelines and live in the GDPM covered assistance area; or businesses that provide evidence of a commitment to subcontract in excess of 25 percent of the total dollar award of all subcontracts to be awarded to Section 3 business concerns.

---

**Note:** If you certify above that your business is a Section 3 Business, and you qualify for award of the contract based on the preference given to section 3 businesses and described in the solicitation, GDPM may request additional documentation and information as needed. If you have any questions about this form, please our Procurement Department at (937) 910-7500, or by send an e-mail to [ebid@dmha.org](mailto:ebid@dmha.org).

*"I hereby certify the information provided by me to be true and correct, and understand any falsification of any of the information could subject me to punishment under the law."*

---

Signature of Chief Executive Officer

---

Date



Dayton Metropolitan Housing Authority dba  
 Greater Dayton Premier Management  
 400 Wayne Ave., Dayton, Ohio 45410  
 Telephone (937) 910-7500  
 Fax (937) 910-7628  
 Email [ebid@dmha.org](mailto:ebid@dmha.org)



## Supplemental Instructions to Contractors for Section 3 Compliance (sec3-008)

Section 3 is a part of the U.S. Department of Housing and Urban Development (HUD) Act of 1968. This Act and HUD Regulation **24 CFR Part 135** ensures that employment and other economic opportunities generated by certain HUD financial assistance shall be directed to public housing residents, individuals of low to very low income, and to business concerns that provide economic opportunities to these individuals. Current contract is under regulation of 24 CFR part 135.

### GDPM Section 3 Goals

All contractors and subcontractors shall take necessary actions **to the greatest extent feasible** to meet the following goals. **GDPM expects a responsive Contractor to show its commitment to and compliance with Section 3 goals on each project as outlined within the below requirements and documentation.**

Section 3 Employment Goals		
Contractors and any Tier Subcontractors	New Hires and Trainees	Minimum 30% of workforce
Section 3 Contracting Goals		
Contractors Any Tier Subcontractors ( <b>construction</b> )	Subcontract Awards	Minimum 10% of the total dollar amount of contract
Contractors and Any Tier Subcontractors ( <b>non-construction; professional services</b> )	Subcontract Awards	Minimum 3% of the total dollar amount of contract

### GDPM Award Process and Contractor Commitment to Section 3 Goals

*Procurement under the competitive proposals method of procurement (Request for Proposals (RFP)).*

A Request for Proposals (RFP) shall identify all evaluation factors (and their relative importance) to be used to rate proposals. One of the evaluation factors shall address both the preference for Section 3 business concerns and the acceptability of the strategy for meeting the greatest extent feasible requirement (Section 3 strategy), as disclosed in proposals submitted by all business concerns (Section 3 and non-Section 3 business concerns). This factor shall provide for a range of 15 to 25 percent of the total number of available points to be set aside for the evaluation of these two components. The contract award shall be made to the responsible firm (either Section 3 or non-Section 3 business concern), whose proposal is determined most advantageous, considering price and all other factors specified in the RFP.

*Procurement by sealed bids (Invitations for Bids).*

An award shall be made to the qualified Section 3 business with the highest priority ranking and with the lowest responsive bid if that bid:

- (A) is within the maximum total contract price established in the contracting party's budget for the specific project for which bids are being taken, and
- (B) is not more than "X" higher than the total bid price of the lowest responsive bid from any responsible

	x=lesser of:
When the lowest responsive bid is less than \$100,000.	10% of that bid or \$9,000.
When the lowest responsive bid is:	
At least \$100,000, but less than \$200,000.	9% of that bid, or \$16,000.
At least \$200,000, but less than \$300,000.	8% of that bid, or \$21,000.
At least \$300,000, but less than \$400,000.	7% of that bid, or \$24,000.
At least \$400,000, but less than \$500,000.	6% of that bid, or \$25,000.
At least \$500,000, but less than \$1 million.	5% of that bid, or \$40,000.
At least \$1 million, but less than \$2 million.	4% of that bid, or \$60,000.
At least \$2 million, but less than \$4 million.	3% of that bid, or \$80,000.
At least \$4 million, but less than \$7 million.	2% of that bid, or \$105,000.
\$7 million or more.....	1 1/2% of the lowest responsive bid, with no dollar limit.

If no responsive bid by a Section 3 business concern meets the requirements above, the contract shall be awarded to a responsible bidder with the lowest responsive bid.

## **Bid/Proposal Phase**

### **Bidder/offeror not claiming a section 3 preference:**

1. Bidder/offeror not claiming a Section 3 preference during the bid/proposal phase shall submit the following forms with their bid/offer. Failure to complete, execute, and submit all forms will render the bidder/offer non-responsive and their bid/offer will not be considered.

Form sec3-001b, List of Current (pre-bid) Employees

Form sec3-001e, Section 3 Strategy Commitment and Compliance Assessment

2. **Bidder/offeror claiming a Section 3 Business Concern preference:**

A bidder/offeror claiming a Section 3 Business Concern preference must submit Section 3 required certification. To qualify, the party wishing to claim a Section 3 preference shall complete the following forms and submit them either prior to or with the bid/offer for which qualification is sought:

### **For all individuals, sole proprietorships, partnerships, corporations, or joint ventures with a 51% ownership claiming a Section 3 preference**

- Form sec3-001a, Section 3 Business Concern Application and all required supporting documentation
- Form sec3-001b, Section 3 Employee List and all required supporting documentation
- Form sec3-001e, Section 3 Strategy Commitment and Compliance Assessment

### **For businesses claiming 30% of their current full-time workforce qualify as section 3 residents, or within three years of the date of first employment with the business concern were section 3 residents**

- Form sec3-001a, Section 3 Business Concern Application
- Form sec3-001b, Section 3 Employee List and all required supporting documentation
- Form sec3-001c, Section 3 Contractor or Subcontractor Payroll Report completed for each F/T employee who has been employed at least one month. This includes all employees of the company
- Form sec3-001e, Section 3 Strategy Commitment and Compliance Assessment
- Form sec3-002a, Section 3 Resident Preference Claim Form and all required supporting documentation (to be completed for each Section 3 resident claimed in meeting the 30% threshold)
- Form sec3-002b, Section 3 Resident or Employee Household Income Certification (to be completed for each Section 3 resident claimed in meeting the 30% threshold)

### **For businesses claiming to subcontract in excess of 25 percent of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications set forth in paragraphs (1) or (2) above**

- Form sec3-001a, Section 3 Business Concern Application and all required supporting documentation for each individual, sole proprietorship, partnership, corporation, or joint venture claimed on the subcontractor list
- Form sec3-001b, Section 3 Employee List and all required supporting documentation
- Form sec3-001d, Section 3 Contractor or Subcontractor Payroll Report (this list must demonstrate that 25% of the total dollar amount of all subcontracts to be awarded to Section 3 business concerns)

- Form sec3-001e, Section 3 Strategy Commitment and Compliance Assessment
- Form sec3-002a, Section 3 Resident Preference Claim Form and all required supporting documentation (to be completed for each Section 3 owner/employee claiming Section 3 resident status as a subcontractor)
- Form sec3-002b, Section 3 Resident or Employee Household Income Certification (to be completed for each Section 3 owner/employee claiming Section 3 resident status as a subcontractor)

**For a Section 3 joint venture** as an association of business concerns, one of which qualifies as a Section 3 business concern, formed by written joint venture agreement to engage in and carry out a specific business venture. As a part of joint venture, Section 3 business concern must be:

1. Responsible for a clearly defined portion of the work to be performed and hold management responsibilities in the joint venture; and
2. Performing at least 25 percent of the work and is contractually entitled to compensation proportionate to its work.

If there is any question about the validity of a joint venture, GDPM shall request a copy of the joint venture agreement and verify its legitimacy.

- Form sec3-001a, Section 3 Business Concern Application and all required supporting documentation
- Form sec3-001b, Section 3 Employee List and all required supporting documentation
- Form sec3-001e, Section 3 Strategy Commitment and Compliance Assessment

## **Completing the Section 3 Strategy Commitment**

In completing the Section 3 Strategy Commitment, the bidders/offeror's efforts shall be directed towards identifying methods to achieve success under this program, as opposed to documenting the reasons why success was not achieved. Some examples of good faith efforts include, but are not limited to the following:

Hiring:

Target recruitment of GDPM residents for training and employment by taking steps such as:

- Prominently placing a notice of commitments under Section 3 at the project site or other places where applications for training and employment are taken
- Contacting local job training centers, employment service agencies, and community organizations
- Developing on-the-job training opportunities or participating in job training programs
- Contacting GDPM, GDPM resident councils, GDPM resident management corporations, and GDPM residents
- Contacting GDPM for a list of agencies that may be able to provide assistance regarding opportunities for training, which can be utilized on this contract
- Advertising in the local media
- Keeping a list of Section 3 area residents who apply on their own or by referral for available positions
- Sending to labor organizations or representatives of workers with whom the recipient, contractor, or subcontractor has a collective bargaining agreement or other understanding, a notice about contractual commitments under Section 3
- Selecting Section 3 area residents, particularly GDPM residents, for training and employment positions



- Providing an ongoing monitoring of the program by the contractor and its subcontractors to ensure compliance and to identify problems or difficulties in meeting the requirements, and implement strategies to overcome the problems. Where problems or difficulties in meeting the goals are encountered, taking aggressive efforts to rectify the matter. Such action shall include, but not be limited to, convening a meeting with GDPM to advise it of the problems and proposed solutions. GDPM will offer its assistance whenever possible.

Contracting:

Target recruitment of Section 3 business concerns by taking such steps as:

- Contacting Section 3 business concerns in GDPM's directory
- Prominently placing a notice of commitment relative to Section 3 contracting at the project site and other appropriate places
- Contacting GDPM for a list of certified firms
- Contacting other organizations which might be helpful in identifying Section 3 business concerns
- Advertising in the local media
- Dividing total work into smaller sub-tasks (i.e. by floor)
- Using multiple firms for the same type of work (i.e. two drywall subcontractors or several plumbing suppliers)
- If necessary to meet the program objectives, exercising flexibility in utilizing Section 3 business concerns in other or additional areas than initially proposed
- Providing ongoing monitoring of the program by the contractor and its subcontractors to ensure compliance and to identify problems or difficulties in meeting the requirements, and implement strategies to overcome the problems. Where problems or difficulties in meeting the goals are encountered, take aggressive efforts to rectify the matter. Such action shall include, but not be limited to convening a meeting with GDPM to advise it of the problems and proposed solutions. GDPM will offer its assistance whenever possible.

#### Pre-Award Phase

Subsequent to the submission of bids/proposals, but prior to contract award, contractors may be requested to provide additional information regarding the submissions required in the Bid/Proposal Phase. Such requests may be made in instances where the contractor does not show sufficient detail in its required Section 3 Strategy Commitment, where the contractor's required submissions do not reflect achievement of the minimum stated goals, where the contractor has not identified the name of the Section 3 subcontractor(s) in the required submissions, or where it is deemed necessary by GDPM's Contracting Officer.

#### Contract Award Phase

As a condition of contract award, the contractor shall be required to enter into a Section 3 Memorandum of Understanding delineating the "greatest extent feasible" efforts required of the contractor during the term of the contract. Form sec3-009, Section 3 Memorandum of Understanding shall be used.

#### Contract Performance Phase

GDPM shall monitor and evaluate the contractor's Section 3 compliance towards achieving the numerical goals relative to Section 3 employment, training, and contracting on a **monthly basis** throughout the contract period. The contractor shall be responsible for providing the following reports to GDPM, which shall be submitted no later than 4:30 p.m., on the first business day of each month throughout the contract period:

- Form sec3-010, Contractor's Section 3 Employment and Training Compliance Report

The contractor shall also ensure that for each Section 3 resident hired, form sec3-002a, Section 3 Resident Preference Claim and form sec3-002b, Section 3 Resident or Employee Household Income Certification are completed and submitted to GDPM. These forms shall be completed by the resident and submitted to GDPM by the contractor with the monthly reports listed above.

The contractor shall be responsible for monitoring the compliance of any tier subcontractors. In doing so, the contractor shall require monthly reports from its lower tier subcontractors in the formats provided.

#### Determination of Compliance

Contractors and their subcontractors may demonstrate compliance with Section 3 by meeting the commitments stated on the Form sec3-001e, Section 3 Strategy Commitment and Compliance Assessment and by meeting the employment and contracting numerical goals set forth above. Contractors who do not meet their commitment **shall have the burden of demonstrating through the submission of supporting documentation why it was not feasible to meet the numerical goals.** It is expected that contractors who put forth a good faith effort will be successful in meeting the goals relative to Section 3 employment and contracting.

#### Effects of Non-Compliance

Contractors that do not meet the numerical goals set forth herein have the burden of demonstrating why it was not feasible to meet the goals. GDPM shall consider documentation provided by the contractor evidencing impediments encountered despite actions taken to comply. Such evidence shall be subject to the satisfaction of GDPM. The documentation may be subject to the examination of GDPM's Board of Commissioners prior to the award of any future contract awards. **Contractors found not to be in compliance with the provisions of Section 3 may be deemed ineligible for future contract awards with GDPM or at least be subject to business suspension from doing business with GDPM for one to three years.**

For complete set of forms please visit: <http://www.gdpm.org/doing-business-with-gdpm/section-3-overview/section-3.html>

For any questions on Section 3, please e-mail [ebid@dmha.org](mailto:ebid@dmha.org) or mail

Section 3 Procurement Office  
400 Wayne Avenue  
Dayton Oh 45410-1106

Telephone: 937-910-7617  
Fax: 937-910-7628

## Is your Bid Packet Complete?



### Are the following forms completed and in our Bid Packet?

1. **Bid Packet Cover Sheet** – *must be completed & signed*
2. **Bid Price Sheet** – *must be completed. MS Excel version available at [www.gdpm.org](http://www.gdpm.org)*
3. **Non-Collusive Affidavit & Full Disclosure Form** – *must be signed*
4. **Insurance and W9 Form**– *must be completed & returned*
5. **Vendor Registration** – *must be completed*
6. **Section 3 Application** – *must be completed*
7. **GDPM General Terms and Conditions for Constructions Services** – *Review! All GDPM General Terms and Conditions are Located here: <http://www.dmha.org/RAD/planning-development-contract-documents.html>*