



<b>Project</b>	CMHA Easton Office Renovation 3400 Morse Crossing Columbus, OH 43219	<b>Addendum Number</b>	3
<b>Project Number</b>	25011.01	<b>Date</b>	5/6/2025
<b>To</b>	Chris Belcastro		

TO ALL BIDDERS:

**Addendum No. 3** to the Drawings and Project Manual, dated March 28, 2025 for the CMHA Easton Office Renovation, as prepared by Moody Nolan, Inc., 300 Spruce St. Suite 300, Columbus, OH 43215.

This Addendum shall hereby be done and become part of the Contract Documents the same as if originally bound thereto. The following clarifications, amendments, additions, revisions, changes, and modifications change the original Contract Documents only in the amount and to the extent hereinafter specified in this Addendum.

Acknowledge receipt of this Addendum on the Bid Form.

NOTE: Bidders are responsible for becoming familiar with every item of this Addendum.

*This addendum contains changes to the requirements of the bidding Documents, Project Manual and Construction Drawings which have been issued to date. Such changes are to be incorporated into the Construction Documents and shall apply to the work in the same meaning and force as if they had been included in the original documents. Wherever this Addendum modifies a portion of a paragraph of the Project Manual or a portion of any Drawing, the remainder of the paragraph or Drawing shall remain in force.*

**Clarifications:**

1. Public Bid Opening date REVISED:
  - a. **Wednesday May 20th, 2025 @ 11:00 am**
  - b. **880 E 11th Ave. Columbus, OH 43211**
  - c. Bid opening will be held Virtually.
  - d. Links to the bid opening will be provided the morning of the bid. All interested bidders are to request a link to bid opening prior to 10:00am, the day of the bid.
2. Last Day for Questions – Wednesday May 7<sup>th</sup>, close of business.
3. Final Addendum to be Addendum #4 – Issued Monday May 12<sup>th</sup>.
4. Project Duration **REVISED: 165 Days.**

**Attachments:**

5. Specifications:
  - a. **Revised Front End Specifications including:**
    - i. Note to Contractors
    - ii. Section A – Invitation for Bids
    - iii. Section B – Instructions for Bidders
    - iv. Section C – Bidding Documents
    - v. Section F – Special Conditions

# CONTRACT SPECIFICATIONS

## CMHA EASTON OFFICE RENOVATION

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### PREPARED FOR



**COLUMBUS METROPOLITAN HOUSING AUTHORITY**  
COMMUNITY. COMMITMENT. COLLABORATION.

880 EAST ELEVENTH AVENUE • COLUMBUS, OHIO 43211-2771 • (614) 421-6000

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### DOCUMENTS PREPARED BY



**MOODY•NOLAN**

300 Spruce Street, Suite 300 • Columbus, Ohio 43215  
Phone: (614) 461-4664 • Fax: (614) 280-8881

**BID DATE**

*MAY 21, 2025*

# CMHA CONTRACT SPECIFICATIONS

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## **NOTE TO ALL CONTRACTORS**

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1. CMHA has revised its Front-End Documents & Bid Forms.

All contractors **MUST** read carefully and thoroughly the revised and updated documents.

Any questions or needed assistance must be directed/to:

Chris Belcastro, Asst. VP of Design & Construction  
Phone: (614) 421-6077

If not available, call:

William Wilson, APM of Design & Construction  
Phone: (614) 301-0596

2. **PRE-BID CONFERENCE**

Bidders are asked to attend the pre-bid conference on Thursday, April 17, 2024, at 11:00 a.m. A Bidder not attending the pre-bid conference might not be considered the BEST Bidder in the evaluation process of their bid. Furthermore, the bidder agrees that any information revealed at the pre-bid conference shall be part of Bid Documents regardless of bidder attendance.

3. Included with their Bid Package, bidders are to submit documentation that establishes they have been licensed and bonded by the Authority having jurisdiction over the project to provide necessary construction services for this project. Should such work require a license, such license shall be in good order and maintained continuously for at least one year prior to the bid opening.

Failure to provide such documentation may cause this bid to be considered **NON-RESPONSIVE**.

4. Responsive bids will be awarded to the lowest & best bid [i.e., the best bidder submitting the lowest bid].
5. Bid evaluation. Bids will be evaluated by CMHA and the project Architect/Engineer to recommend to the CMHA Board of Commissioners the lowest & best bid for contract award. Criteria for bid evaluation & selection: see Section B, Part III & IV, pages B-13 through B-20.
6. The Contract Award is contingent on the approval of Columbus Metropolitan Housing Authority Board of Commissioners.
7. Contractors are to hold all pricing for 60 days post-bid opening.
8. Project Duration. The Base Bid of this project must be complete within One Hundred Sixty-Five (165) calendar days of receipt of the Notice to Proceed.
9. This project will adhere to Davis Bacon Wages.

☒ YES

☐ NO

If so, type:

☐ Residential

☒ Building

☐ Heavy ☐ Highway

**For any wage not listed on the Wage Determination attached to specifications during the Bid Process, the bidder is to assume \$50 per hour.**

10. Certified Payroll Electronic Submission. Each contractor, lower-tier subcontractor, and supplier may be required to submit certified payrolls and labor compliance documentation electronically at the discretion of and in the manner specified by the Columbus Metropolitan Housing Authority (CMHA).

Electronic submittal will be a web-based system. Each contractor and subcontractor will be given a Login identification and password to access CMHA's reporting system.

Use of the system may entail additional data entry of weekly payroll information, including employee identification, labor classification, total hours worked, hours worked on this project, wage and benefit rates paid, etc. The contractor's payroll and accounting software might be capable of generating a 'comma delimited file' that will interface with the software.

This requirement will be 'flowed down' to every lower-tier subcontractor and vendor required to provide labor compliance documentation.

11. **Internet Based Project Management.** CMHA utilizes ProjectMates as an internet-based project management system for managing design, construction, and maintenance projects. Project management-related processes shall be submitted, tracked, and responded to by the Contractor, Owner's Representative, and/or the Architect-Engineer Firm of record only through this system. See Section F, Item 1.16, pages F5
12. Builders Risk Insurance will be the financial responsibility of the contractor. CMHA Requires Builder Risk Insurance to be carried at the full amount of the bid.
13. The project will require Green Certification:  
☐ EGC                      ☐ LEED                      ☒ NONE
14. This project will require a Project Cost Certification post-construction.  
☐ YES                      ☒ NO

**COLUMBUS METROPOLITAN HOUSING AUTHORITY**

**Contract Specifications for**

**CMHA EASTON  
OFFICE RENOVATION**

**3400 Morse Crossing  
Columbus, Ohio 43219**

**SECTION A**

**Invitation for Bids**



**SECTION A**  
**INVITATION FOR BIDS**

The **COLUMBUS METROPOLITAN HOUSING AUTHORITY (CMHA)** will receive bids from general contractors for the following project:

**CMHA EASTON – OFFICE RENOVATION**

3400 Morse Crossing • Columbus, Ohio 43219

**SCOPE OF WORK:** Renovation of building systems throughout the first floor of the CMHA Easton Building. This includes but is not limited to demo of walls and ceilings, flooring, and furnishings, new installation of walls, ceilings, fixtures, and flooring, MEP demo and new work, lighting, and miscellaneous exterior work.

The contractor **MUST** refer to the drawings and specifications per the bid package.

**BID OPENING**

**Bids will be publicly opened on:**

<b>DATE:</b>	Wednesday, May 21, 2025
<b>TIME:</b>	11:00 a.m.
<b>PLACE:</b>	Columbus Metropolitan Housing Authority 880 E. 11 <sup>th</sup> Avenue, Conf. Rm. 1A Columbus, Ohio 43211 (Available via Zoom)
<b>ATTN:</b>	Chris Belcastro, Asst. VP of Design & Construction

**At which time and place, all bids will be publicly opened and read aloud. All bids must be submitted in a clearly labeled sealed envelope; attention to Mr. Mike Wagner, VP of Design & Construction. Bids submitted after the date and time designated shall not be opened and will be considered Non-Responsive.**

Proposed forms of contract documents, including plans and specifications, are available at the addresses listed below. Subcontractors requiring drawings and specifications to be printed solely for their use may purchase such drawings and specifications at the actual cost of reproduction, which is non-refundable. The responsibility for selecting the proper sheets for a given trade is that of the subcontractor.

**THIS PROJECT REQUIRES CONSIDERABLE FIELD INVESTIGATION. BIDDERS SHOULD BEGIN IMMEDIATELY. INTERESTED CONTRACTORS ARE ASKED TO ATTEND THE PRE-BID MEETING. BIDDERS AGREE THAT ANY INFORMATION REVEALED OR DISCUSSED AT THE PRE-BID CONFERENCE SHALL BE PART OF THE BID DOCUMENTS REGARDLESS OF BIDDER ATTENDANCE.**

A Pre-Bid Meeting and walkthrough are scheduled as follows:

**DATE:** Thursday, April 17, 2025  
**TIME:** 11:00 am  
**PLACE:** 3400 Morse Crossing  
Columbus, Ohio 43219

Plans and specifications are available at the following locations starting **Friday, April 11, 2025.**

DC Alpha Graphics (Printing Shop)  
1254 Courtland Avenue  
Columbus, Ohio 43201  
Office: (614) 297-1200  
Fax: (614) 297-1300  
[www.dcplanroom.com](http://www.dcplanroom.com)

Columbus Minority Business Development Center  
1393 E. Broad Street  
2<sup>nd</sup> Floor  
Columbus, Ohio 43205

### **BID BOND**

A certified check or bank draft, payable to the Columbus Metropolitan Housing Authority, U.S. Government Bonds, **or a satisfactory bid bond** (contractor must use CMHA bid bond Form #4, included in this package) executed **by the bidder** and **acceptable sureties** in the amount equal to five percent **(5%)** of the bid, shall be submitted with each bid.

### **PERFORMANCE & PAYMENT BOND**

The successful bidder will be required to furnish and pay for a Performance & Payment Bond:

- ☒ **A satisfactory 100% PERFORMANCE AND PAYMENT BOND OR BONDS. All bonds must be obtained from a surety firm listed in U.S. Treasury Circular Number 570. This is a mandatory requirement.**

### **EQUAL EMPLOYMENT OPPORTUNITY**

Attention is called to the provisions for Equal Employment Opportunity. The successful bidder who is awarded the contract must ensure that all employees and applicants for employment are not discriminated against because of their race, creed, color, sex, or national origin as required by Executive Order 11246, as amended.

### **MINORITY BUSINESS ENTERPRISE PARTICIPATION REQUIREMENTS**

**CMHA projects have a minority business enterprise (MBE) participation goal of 20 percent** dictated by the requirements of Executive Orders 11625 and 12432, as amended, and 24 CFR 85.36(e). Contract award recipients are required to adhere to these requirements throughout the life of the project. These requirements apply to contractors, subcontractors, and all contractors engaged in the project regardless of tier status.

Bidders must demonstrate efforts to achieve the MBE participation goal by submitting the required bid documents in Section C – Bidding Documents. Failure to submit the documents with the bid package may constitute a non-responsive bid.

### **SECTION 3 REQUIREMENTS**

All contract award recipients are required to comply with Section 3 of the U.S. Department of Housing and Urban Development (HUD) Act of 1968, as amended, 12 U.S.C. 1701u. The purpose of Section 3 is to ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible – and consistent with existing Federal, State, and local laws and regulations – be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing, and to business concerns that provide economic opportunities to low- and very low-income persons.

CMHA projects must comply with Section 3 implementing requirements found at 24 CFR Part 75. The requirements state that best efforts must be made to provide contracting opportunities to Section 3 businesses and employment and training opportunities generated by the project to Section 3 workers. Contract award recipients must adhere to the requirements throughout the life of the project. Section 3 requirements apply to contractors, subcontractors, and all contractors engaged in the project regardless of tier status.

CMHA projects governed by the requirements of Section 3 have the following goals:

- **25 percent or more of the total number of labor hours worked by** all workers are worked by **Section 3 workers.**
- **5 percent or more of the total number of labor hours worked by** all workers are worked by **Targeted Section 3 workers.**

Bidders must demonstrate efforts to comply with the Section 3 requirements and goals by submitting the required bid documents found in Section C – Bidding Documents. Failure to submit the documents with the bid package may constitute a non-responsive bid.

### **Monthly Reporting**

All contract award recipients are required to submit monthly reports documenting performance toward meeting the MBE and Section 3 requirements. Reports, instruction details, and due dates will be provided during the project's pre-construction meeting. Failure to comply with the reporting requirements may result in a delay of contract draw payments.

### **WAGE RATES**

The successful bidder and his/her subcontractors shall not pay less than the minimum salaries and wages as set forth in the specifications for this project.

### **BID ACCEPTANCE & REJECTION**

CMHA reserves the right to accept or reject any or all bids, in whole or in part, and to accept or reject any or all alternates. Contracts may be awarded to the **“LOWEST AND BEST BIDDER”** as determined at the discretion of CMHA.

Deviations from the bid instructions might result in the rejection of the bid as **non-responsive** if the deviation was material in the view of CMHA. Non-material deviations or minor irregularities that do not affect the bid amount or give the bidder a competitive advantage **may** be waived by CMHA or **cured** by the bidder, as determined by CMHA in its sole discretion.

In determining the “**BEST**” bidder, CMHA will consider a variety of factors, including but not limited to the following:

- 1) The experience of the bidder in similar/compatible projects.
- 2) The financial condition of the bidder.
- 3) The conduct and performance of the bidder on previous projects.
- 4) The management skills of the bidder.
- 5) The ability of the bidder to execute the contract properly.
- 6) Contractor’s reference evaluation of contractor capabilities, management skills, quality of work, and performance.
- 7) Failure to perform properly, including failure to complete on-time contracts of a similar nature.
- 8) Has neglected to pay bills timely or otherwise disregarded his/her obligations to subcontractors, materialmen, or employees.
- 9) Evidence of “Good Faith Efforts” made to assist CMHA in meeting and achieving its MBE participation goal on this project.

#### **NOTE TO ALL CONTRACTORS**

**Contract award is contingent on the Columbus Metropolitan Housing Authority Board of Commissioners approval.**

#### **BID WITHDRAWAL**

No bidder shall be allowed to withdraw its bid for a period of **60 DAYS, SUBSEQUENT TO THE OPENING OF BIDS**, without the written consent of CMHA.

**COLUMBUS METROPOLITAN HOUSING AUTHORITY**

**COLUMBUS METROPOLITAN HOUSING AUTHORITY**

**Contract Specifications for**

**CMHA EASTON  
OFFICE RENOVATION**

**3400 Morse Crossing  
Columbus, Ohio 43219**

**SECTION B**

**Instruction & Information for Bidders**

**Part I – General**

**Part II – Minority Business Enterprise Participation**

**Part III – Bid Evaluation & Contract Award Requirements**

**Part IV – Bid Evaluation Checklists**

<p style="text-align: center;"><b>PART I</b></p> <p style="text-align: center;"><b>GENERAL</b></p>	
Project Name	CMHA Easton
Scope of Work	Office Renovation
Bid Opening Date	Wednesday, May 21, 2025 @ 11:00 a.m. – (available via Zoom)
Contractor's Name	

**1. OWNER**

- A. The Owner is Columbus Metropolitan Housing Authority (CMHA), 880 E. 11<sup>th</sup> Avenue, Columbus, Ohio 43211.
- B. Bidder shall inspect all Plans and Specifications and become familiar with the project site (*see the General Conditions for Construction Contracts, Section E, paragraph 7* **“SITE INVESTIGATION AND CONDITIONS AFFECTING THE WORK”**).

Each Bidder, by submitting a bid, represents that he/she has become familiar with site conditions and reviewed and fully understands the Contract Documents. Bidders are cautioned to verify that they have reviewed all pages of the plans and specifications and Addenda.

**2. BID DOCUMENTS**

- A. All bidders **MUST** submit **Section C. — ALL BID DOCUMENTS IN THIS PACKAGE MUST BE USED AND SUBMITTED, COMPLETE, SIGNED & NOTARIZED AS NEEDED.**
- B. The following bid documents (*included in Section C*) must be submitted:

Form #1	Addendum Form
Form #2	Form of Bid
Form #3	Form of Non-Collusive Affidavit
Form #4	Bid Bond ( <b>contractors <u>MUST</u> use attached form</b> )
Form #5, 5A, 5B, 5C, 5D, 5E	Minority Business Enterprise (MBE) and Section 3 Participation
Form #6	Bidder Qualification Form
Form #7	Previous Similar Project References
Form #8	Financial Statements
Form #9	Certificate for Drug-Free Workplace

**3. INTERPRETATIONS**

No oral interpretation will be made to any bidder as to the meaning of the specifications and drawings. Every request for an interpretation shall be made in writing to the project Architect or Engineer. All inquiries **MUST** be received 5 days before the bid opening. Any inquiries received later will not be considered. Interpretations will be in the form of addenda, which will be on file in the office of the Columbus Metropolitan Housing Authority and the Architect at least three (3) days before bids are opened. In addition, addenda will be distributed to all Plan Holders by DC

Alpha Graphics Columbus, **but it shall be the bidder's responsibility to make inquiry as to addenda issued.** All such addenda shall become a part of the contract, and all bidders shall be bound by such addenda, whether or not received by the bidders.

All bidders must acknowledge receiving the addenda by completing Bid Form #1 and attaching a copy of all addenda after Bid Form #1.

4. **UNIT PRICING**

Unit pricing (if any) requested on the bid form, will be used for future additions and/or deletions from the project documents. Unit pricing shall remain constant throughout the duration of the contract.

5. **ALTERNATES**

Alternates, if requested on the bid form, **MUST** be completed in order for the bid to be considered. If no change in the base bid is required, indicate **"No Change"** on the bid form for that Alternate. Failure to designate any Alternate as noted above may result in the bid being Non-Responsive.

6. **BID GUARANTEE**

The bid **MUST** be accompanied by a bid guarantee, which shall not be less than **FIVE PERCENT (5%) OF THE AMOUNT OF THE BID**, and at the option of the bidder may be any of the following:

- A. A certified check
- B. Bank draft
- C. U.S. Government Bonds at par value
- D. Bid bond secured by Surety Company  
(Contractor must use the CMHA Bid Bond **Form #4**, included in this package)

Certified checks or bank drafts must be made payable to the order of **CMHA**. The bid guarantee shall insure the execution of the contract and the furnishing of performance and payment bonds by the successful bidder all as required by the specifications. The bid guarantee of unsuccessful bidders will be returned as soon as practicable after the bid award.

7. **NON-COLLUSIVE AFFIDAVIT**

Each person submitting a bid for any portion of the work contemplated by the bidding documents shall execute an affidavit, in the form provided by CMHA, to the effect that he/she has not colluded with any other person, for or corporation in regard to any bid submitted. Such affidavit shall be included in the bid package.

8. **EQUAL EMPLOYMENT OPPORTUNITY**

- A. Attention is called to the Equal Employment Opportunity provisions of the contract (paragraph 39 of the General Conditions) and the requirements for affirmative action by the contractor hereunder.
- B. Your attention is called to CMHA'S Minority and Female Business Enterprise Policy contained in this package.

- C. Certification of Non-Segregated Facilities must be submitted prior to the award of a federally assisted construction contract exceeding \$10,000, which is not exempt from the provisions of the Equal Opportunity Clause. Such a certification is printed on the bid form and is deemed executed by submission of the bid.
- D. The contractor must also provide for the forwarding of the following notice to prospective subcontractors for supplies and construction contracts where the subcontracts exceed \$10,000 and are not exempt from the provisions of the Equal Opportunity Clause.

**NOTICE TO PROSPECTIVE SUBCONTRACTOR OF REQUIREMENT FOR  
CERTIFICATIONS OF NON-SEGREGATED FACILITIES**

1. A certification of non-segregated facilities must be submitted prior to the award of a subcontract exceeding \$10,000, which is not exempt from the provisions of the Equal Opportunity Clause.
2. Contractors receiving subcontract awards exceeding \$10,000, which are not exempt from the provisions of the Equal Opportunity Clause will be required to provide for the forwarding of this notice to prospective subcontractors for supplies and construction contracts where the subcontractors exceed \$10,000 and are not exempt from the provisions of the Equal Opportunity Clause.

- E. Certifications submitted by subcontractors shall be retained in the files of the prime contractor or subcontractor receiving the certification. Where the prime contractor or subcontractor does business with a concern on a continuing basis, a single certification may be submitted periodically, rather than with each transaction.

**9. PRE-BID CONFERENCE**

A pre-bid conference will be conducted by CMHA that will address the general requirements, scope of work, bidding requirements, bidding forms, technical specifications and answer any questions and concerns. CMHA will also discuss the Minority Business (MBE) Policy Plan and Section 3 compliance requirements as they are related to Executive Orders. **All bidders should attend the pre-bid conference, and must sign and register their company name, telephone/fax numbers, and email address in the Pre-Bid Sign-In Sheet.**

**10. TIME FOR RECEIVING BIDS**

- A. Bids received prior to the time of opening will be kept secure and unopened. The officer whose duty is to open them will decide when the specified time has arrived, **and no bid received thereafter will be considered.** No responsibility will attach to an officer for the premature opening of a bid not properly addressed and identified.

**11. OPENING OF BIDS**

- A. At the time and place fixed for the opening of bids, every bid received within the time fixed for receiving bids will be opened and publicly read aloud, irrespective of any irregularities therein. Bidders and other persons properly interested may be present, in person or by representative.



- B. CMHA will form a **Bid Documents Evaluation Committee** after the bid opening to review all bidders' submissions, qualifications, and all bid document forms listed above for completeness and evaluation. CMHA reserves the right to accept or reject any or all bids, in whole or in part, and to accept or reject any or all alternates. Contracts may be awarded to the **"LOWEST AND BEST BIDDER"** as determined in the discretion of CMHA.

Deviations from the bid instructions may result in the rejection of the bid as **non-responsive** if the deviation was material in the view of CMHA. Non-material deviations or minor irregularities that do not affect the bid amount or give the bidder a competitive advantage may be waived by CMHA or cured by the bidder, as determined by CMHA in its sole discretion.

In determining the **"BEST"** bidder CMHA may consider a variety of factors, including but not limited to the following:

- 1) The experience of the bidder in similar/compatible projects.
- 2) The financial condition of the bidder.
- 3) The conduct and performance of the bidder on previous projects.
- 4) The management skills of the bidder.
- 5) The ability of the bidder to execute the contract properly.
- 6) Contractor's reference evaluation to contractor capabilities, management skills, quality of work, and performance.
- 7) Failure to perform properly, including failure to complete contracts on time of a similar nature.
- 8) Has neglected to pay bills timely or otherwise disregarded his/her obligations to subcontractors, materialmen, or employees.
- 9) Evidence of "Good Faith Efforts" made to assist CMHA in meeting and achieving its MBE participation goal on this project.

- C. Any questions regarding these provisions are to be directed to:

Chris Belcastro, Asst. VP of Design & Construction  
Columbus Metropolitan Housing Authority  
880 East Eleventh Avenue • Columbus, Ohio 43211-2771  
Phone: (614) 421-6077 • Fax: (614) 421-4516  
Email: [cbelcastro@cmhanet.com](mailto:cbelcastro@cmhanet.com)

**If not available, contact:**

Mike Wagner, VP of Design & Construction  
Columbus Metropolitan Housing Authority  
880 East Eleventh Avenue • Columbus, Ohio 43211-2771  
Phone: (614) 421-6102 • Fax: (614) 421-4516  
Email: [mwagner@cmhanet.com](mailto:mwagner@cmhanet.com)

## 12. **WITHDRAWAL OF BIDS**

Bids may be withdrawn on written request dispatched by the bidder in time for delivery in the normal course of business **prior to the time fixed for opening**; provided that written confirmation of any withdrawal over the signature of the bidder is placed in the mail and post-marked prior to the time set for bid opening. Negligence on the part of the bidder in preparing his/her bid confers no right of withdrawal or modification or his/her bid after such bid has been opened.

### 13. EVALUATION OF BIDS

CMHA reserves the right to reject any or all bids if it believes that this rejection would be in its best interest of not awarding the contract. CMHA also reserves the right to waive any irregularity or informality in the submitted bids. It also reserves the right to accept any alternate, if any, before awarding the contract. Refer to Part III “Bid Evaluation & Contract Award Requirements.”

### 14. SERVICE OF PROTEST

Definitions *(as used in this provision)* — “**Interested Party**” means a bidder whose direct economic interest would be affected by the award of the contract. “**Protest**” means a written objection by an interested party to this solicitation.

While CMHA may elect to meet with an interested party that has properly served Notice of its protest, CMHA is under no obligation to conduct such a meeting and has no obligation to provide any additional Notice before awarding the contract.

Protests shall be served on the Contracting Officer by obtaining written and dated acknowledgement from:

Charles D. Hillman, President/CEO  
Columbus Metropolitan Housing Authority  
880 East Eleventh Avenue • Columbus, Ohio 43211-2771  
Phone: (614) 421-6400

### 15. AWARD OF CONTRACT / REJECTION OF BIDS

- A. The contract will be awarded to the **Lowest & Best Bidder**, i.e., the **BEST** bidder submitting the **LOWEST** bid and complying with all conditions and requirements in this bid package, provided his/her bid is in the best interest of the Local Authority. The bidder to whom the award is made will be notified at the earliest practicable date. CMHA, however, reserves the right to reject any and all bids and to waive any informality in bids received whenever such rejection or waiver is in the interest of CMHA.
- B. CMHA is prohibited from making any awards to contractors or accepting as subcontractors any individuals or firms, which are on a list of contractors’ ineligible to receive awards from the United States, as furnished from time to time by HUD. The current list of ineligible contractors is available for inspection by prospective bidders at [www.epls.gov](http://www.epls.gov) website.
- C. CMHA also reserves the right to reject the bid of any bidder who has previously failed to perform properly, or to complete on time contracts of a similar nature, who is not in a position to perform the contract, or who has habitually and without just cause neglected the payment of bills or otherwise disregarded his/her obligations to subcontractors, materialmen, or employees.
- D. The ability of a bidder to obtain a performance bond shall not be regarded as the sole test of such bidder’s competency or responsibility.
- E. CMHA reserves the right to award the contract to the bidder, if any, which CMHA determines in its discretion to be the **lowest and best** bidder. In the event that the bid form includes add/deduct alternates, CMHA will determine the lowest bidder on the basis of the aggregate of the base bid and any alternates awarded at the time of initial contract award, together with the bid quotes for those add/deduct alternates which CMHA determines to include in the contract at the time of contract award. Bidders should submit bid prices on all

requested items, including all add/deduct alternates; however, a bid which does not contain a bid price for one or more add/deduct alternates will be considered **non-responsive** only if CMHA determines, at the time of contract award, to include in the contract award the add/deduct alternates for which no bid price is quoted by the bidder in the bid.

- F. CMHA shall consider the criteria provided in this bid package when making the contract award. **THE OWNER IS NOT OBLIGATED TO ACCEPT THE LOWEST BID** and specifically reserves the right to reject any or all bids, for any reason and whether within the estimate or not, if CMHA believes that it would not be in the best interest to award a contract to that bidder.
- G. Refer to Part III and IV for Bid Evaluation & Contract Award Checklists.
- H. **NOTE TO ALL CONTRACTORS**  
**Contract award is contingent on Columbus Metropolitan Housing Authority Board of Commissioners' approval.**

## 16. **PERFORMANCE AND PAYMENT BOND / EXECUTION OF CONTRACT**

- A. Having satisfied all conditions of award as set forth elsewhere in these documents, the successful bidder shall, **within fourteen (14) calendar days after the successfully bidders receives a signed copy of his/her contract, furnish bond/s in a penal sum of at least the full amount of the contract as awarded, in the form included in the specifications,** which secures the faithful performance of the contract, and for the payment of all persons, firms or corporations to whom the materials, tools, equipment, or services, of any nature, employed or used by him/her in performing the work. Such bond(s) shall bear the same date as or a date subsequent to that of the contract.
- B. CMHA will accept a 100% Performance and Payment Bond that is prepared and submitted with all necessary documentation, on the forms provided in this package.
- C. On each such bond the **rate of premium** shall be stated, together with the **total amount** of the premium charged. The current **power-of-attorney** for the person who signs for any surety company shall be attached to such bond.
- D. The failure of the successful bidder to execute such contract and to supply the required bonds within fourteen (14) calendar days after the prescribed forms are presented for signature, or within such extended periods CMHA may grant based upon reason determined adequate by CMHA, **shall constitute a default**, and CMHA may either award the contract to the next responsible bidder or re-advertise for bids, and may charge against the bidder the difference between the amount of the bid and the amount for which a contract for the work is subsequently executed, irrespective of whether the amount thus due exceeds the amount of the bid guaranty. Furthermore, should the successful bidder default on its obligation to execute the contract or supply the required bonds in the time frame provided, the bidder shall forfeit its certified check, bank draft, or bid bond, not as a penalty but as liquidated damages.

## 17. **PRE-CONSTRUCTION CONFERENCE**

Either before or soon after the actual award of the contract (but in any event prior to the start of construction), the contractor or his/her representative shall attend a Pre-Construction Conference with representatives of CMHA, and the Architect. The conference will serve to acquaint the participants with the general plan of contract administration and requirements under which the construction operation is to proceed, and will inform the contractor, in detail, of the obligations

imposed on him/her and his/her subcontractors by the Executive Orders concerning Equal Employment Opportunity. Labor provisions will also be covered.

The date, time and place of the conference will be furnished to the contractor by CMHA.

18. **BY SUBMITTING THIS BID THE BIDDER ACKNOWLEDGES THE FOLLOWING:**

- A. Bidder has given Architect written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and the written resolution thereof by Architect is acceptable to Bidder.
- B. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the work for which this bid is submitted.
- C. Bidder agrees that the work will be substantially completed and completed and ready for final payment in accordance with the General Conditions on or before the dates or within the number of calendar days indicated in the Agreement.
- D. Bidder accepts the provisions of the Agreement as to liquidated damages in the event of failure to complete the work within the times specified above, which shall be stated in the Agreement.

19. **BID DOCUMENTS DEPOSIT REFUND**

Bid Documents deposit will be refunded to the contractor/subcontractor that requested the document by a company check or money order, upon return of the documents in good condition to the same location where the documents were distributed, within 14 days following the bid opening.

<b>NO DEPOSIT WILL BE REFUNDED AFTER THE 14-DAY PERIOD</b>
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<p style="text-align: center;"><b>PART II</b></p> <p style="text-align: center;"><b>MINORITY BUSINESS ENTERPRISE AND SECTION 3 PARTICIPATION REQUIREMENTS</b></p>	
Project Name	CMHA Easton
Scope of Work	Office Renovation
Bid Opening Date	Wednesday, May 21, 2025 @ 11:00 a.m. – (available via Zoom)
Contractor's Name	

### **MINORITY BUSINESS ENTERPRISE REQUIREMENTS**

**CMHA projects have a minority business enterprise (MBE) participation goal of 20 percent** dictated by the requirements of Executive Order 11625 and 12432, as amended, and 24 CFR 85.36(e). This means the goal is to have 20 percent of the awarded construction bid amount awarded to MBE firms (contractors and/or suppliers).

Contract award recipients are required to adhere to these requirements throughout the life of the project. These requirements apply to contractors, subcontractors and all contractors engaged on the project regardless of tier status.

Contractors must be certified as a minority business enterprise by a CMHA approved certifying agency to receive credit toward the MBE goal. To receive a list of certified MBE firms, please contact:

Ohio Minority Supplier Development Council  
Chase Building  
100 E. Broad Street, Suite 2460  
Columbus, Ohio 43215  
Phone: (614) 225-6959  
Website: <http://ohiomsdc.org/>

The City of Columbus, Office of Diversity, and Inclusion  
1111 East Broad Street, Suite 203  
Columbus, Ohio 43205  
Phone: (614) 645-4764  
Fax: (614) 645-6669  
Website: <https://www.columbus.gov/odi/supplier-diversity/Business-Certifications>

The Ohio Department of Administrative Services Equal Opportunity Division  
4200 Surface Road  
Columbus, Ohio 43228  
Phone: 614-466-8380  
Fax: 614-728-5628  
Website: <https://eodreporting.oit.ohio.gov/mbe-certification>  
Email: [das-eod@das.ohio.gov](mailto:das-eod@das.ohio.gov)

## SECTION 3 PARTICIPATION REQUIREMENTS

All contract award recipients are required to comply with the requirements of Section 3 of the U.S. Department of Housing and Urban Development (HUD) Act of 1968, as amended, 12 U.S.C. 1701u. Contract award recipients are required to adhere to these requirements throughout the life of the project. These requirements apply to contractors, subcontractors, and all contractors engaged on the project regardless of tier status.

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

CMHA projects must comply with Section 3 implementing requirements found at 24 CFR Part 75. Contract award recipients must adhere to the requirements throughout the life of the project. Section 3 requirements apply to contractors, subcontractors, and all contractors engaged on the project regardless of tier status.

### *Contracting*

Section 3 requires that best efforts must be made to award contracts and subcontracts to business concerns (Section 3 businesses) that provide economic opportunities to Section 3 workers. **Section 3 businesses shall be extended preference in contracting, purchasing, and servicing activities in the following order of priority:**

1. Section 3 business concerns that provide economic opportunities for CMHA residents of the public housing property for which the assistance is provided.
2. Section 3 business concerns that provide economic opportunities for other CMHA residents or residents of Section 8-assisted housing managed by CMHA.
3. YouthBuild programs.
4. Section 3 business concerns that provide economic opportunities to Section 3 workers residing in Columbus, OH or Franklin County, OH.

### **What is a Section 3 business?**

- A business concern meeting at least one of the following criteria, documented within the last six-month period:
  - Is at least 51 percent owned and controlled by low- or very low-income persons; or
  - Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers; or
  - Is a business at least 51 percent owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing

Contractors must be certified as a Section 3 business to meet the contracting requirements. To receive a list of Section 3 businesses or to be certified as a Section 3 business, please contact:

Andrea Quinichett, AVP of Purchasing Procurement and Inventory  
Columbus Metropolitan Housing Authority  
880 East 11<sup>th</sup> Avenue | Columbus, Ohio 43211-2771  
Phone: (614) 421-4434 | Fax: (614) 421-6271  
Email: [aquinichett@cmhanet.com](mailto:aquinichett@cmhanet.com)

If not available, contact:

Margaret Welch, Contracts & Compliance Manager  
Columbus Metropolitan Housing Authority  
880 East 11<sup>th</sup> Avenue | Columbus, Ohio 43211-2771  
Phone: (614) 421-6100 | Fax: (614) 421-4516  
Email: mwelch@cmhanet.com

### ***Employment and Training***

Section 3 requires that best efforts must be made to provide employment and training opportunities generated by the project to Section 3 workers. Bidders are required to provide a list of employment and training opportunities anticipated for the project's scope of work. Contract award recipients are required to communicate opportunities as they become available through the life of the project.

CMHA projects governed by the requirements of Section 3 have the following goals:

- **25 percent or more of the total number of labor hours worked by** all workers are worked by **Section 3 workers.**
- **5 percent or more of the total number of labor hours worked by** all workers are worked by **Targeted Section 3 workers.**

Bidders shall not fill new opportunities immediately before undertaking work to circumvent Section 3 requirements. **First consideration for employment or training opportunities shall be granted to Section 3 workers in the following order of priority:**

1. CMHA residents of the public housing property for which the public housing financial assistance is expended.
2. Residents of other CMHA properties or residents of Section 8-assisted housing managed by the CMHA.
3. Participants in a YouthBuild program.
4. Low- and very low-income persons residing in Columbus, OH or Franklin County, OH.

In all cases, a Section 3 worker must meet the minimum qualifications for any new opportunity. In no instance shall it be construed that preference is given to a Section 3 worker who does not meet the minimum qualifications.

### **Who is a Section 3 worker?**

Any worker who currently fits or when hired within the past five years fits at least one of the following categories:

- Income for the previous or annualized calendar year is below the income limit established by HUD.
- Employed by a Section 3 business concern.
- A YouthBuild participant.

## Who is a Targeted Section 3 worker?

A Targeted Section 3 worker is a Section 3 worker who is:

- Employed by a Section 3 business concern; or
- Currently fits or when hired fits at least one of the following categories, as documented within the past five years:
  - Resident of CMHA public housing or CMHA Section 8-assisted housing; or
  - Resident of other CMHA public housing properties or Section 8-assisted housing managed by CMHA; or
  - A YouthBuild participant

All workers working on a Section 3 project will be asked to provide information that determines status as a Section 3 worker and a Targeted Section 3 Worker. The information obtained will be used to document compliance performance against the Section 3 goals. Contract award recipients may be required to report on the number of new hires for the project.

All contract award recipients will be required to submit monthly reports documenting performance toward meeting the Section 3 goals. Reports, instruction details and due dates will be provided during the project's pre-construction meeting. Failure to comply with the monthly reporting requirements may result in a delay of contract draw payments.

Bidders must demonstrate efforts to comply the Section 3 requirements and goals by submitting the required bid documents found in Section C – Bidding Documents. Failure to submit the documents with the bid package may constitute a non-responsive bid.

### *Section 3 Clause*

All contracts awarded for projects governed by Section 3 requirements must include the CMHA Section 3 Clause (page C25 thru C26) and be among all binding contracts signed by award recipients, contractors, subcontractors, and all contractors engaged on the project regardless of tier status.

## REQUIRED DOCUMENTS

The General Contractor shall provide documentation that the MBE and Section 3 requirements are met, and Good Faith Efforts performed to engage MBE and Section 3 businesses (contractors and/or suppliers) by submitting the following:

*Bid Form No. 5:* Documents the participation percentage amounts committed in the bid response.

*Bid Form No. 5A:* Itemizes all minority business enterprises and Section 3 businesses committed and included in the bid response. MBE and Section 3 businesses listed must be certified.

*Bid Form No. 5B:* Communicates the business percentage amount committed in the bid response that fails to meet the goal and documents reasons why the goal was not achieved.

*Bid Form No. 5C:* Documents the results of Good Faith Efforts related to contacting businesses when business participation requirements have not been achieved. CMHA has the right to contact all businesses listed for verification.



Good faith efforts that bidders may undertake to achieve business participation requirements are listed below (see also Page B-20, Good Faith Efforts Performed to Achieve Business Participation Goals Checklist). Documentation and proof of efforts made should be provided with the bid package.

Agency Outreach: Bidders should conduct an outreach to certified minority business enterprises and Section 3 businesses (contractors and suppliers) and request quotes for different portions of the work. See CMHA list of approved certifying agencies.

Advertisement: Bidders could advertise for different portions of the project scope in the general circulation paper, trade associations and minority focused media concerning subcontracting and supplier opportunities.

Placement and Recruiting Agencies: Bidders could contact MBE placement and recruiting agencies for MBE outreach and participation.

Other Good Faith Efforts: Bidders could perform the following:

- Request in writing a quote from minority business enterprises and Section 3 businesses for a defined and clear scope of work with adequate information on plans and specifications.
- Meet with minority business enterprises and Section 3 businesses to discuss available work and answer any questions.
- Negotiate in good faith quotes from interested minority business enterprises and Section 3 businesses, not rejecting contractors as unqualified without sound reasons.
- Where appropriate, breakout/adjust contract work items into economically feasible units to facilitate participation by minority business enterprises and Section 3 businesses

*Bid Form No. 5D:* Documents the project's total estimates for new employment and training opportunities identified by all contractors.

*Bid Form No. 5E:* Communicates the individual contractor estimates for new employment and training opportunities. This form must be completed by each contractor (all contractors regardless of MBE or Section 3 business status) included in the bid response.

Bidders are required to provide, within 14 calendar days from receiving an approved contract from CMHA, binding contracts with all minority business enterprise and Section 3 businesses on the project. Contracts shall show:

- Contract Date
- Project Name
- Scope of Work
- Total Contract Amount

<p style="text-align: center;"><b>PART III</b></p> <p style="text-align: center;"><b>BID EVALUATION &amp; CONTRACT AWARD REQUIREMENTS</b></p>	
Project Name	CMHA Easton
Scope of Work	Office Renovation
Bid Opening Date	Wednesday, May 21, 2025 @ 11:00 a.m. – (available via Zoom)
Contractor's Name	

**I. BID DOCUMENTS EVALUATION COMMITTEE**

CMHA will form a **Bid Documents Evaluation Committee** after the Bid Opening to review:

- 1) Bid document forms completeness.
- 2) Bid requirements as listed in this package.
- 3) Bidder's qualifications.

The committee will evaluate each bid as per the Checklists attached in Part IV, Page B-17 to B-20, of this package and will recommend to the CMHA Board of Commissioners the Lowest & Best bid for contract award.

**Note**

- 1) Contract will be awarded to the **LOWEST & BEST BIDDER**, i.e., the Best bidder submitting the **LOWEST** bid.

**II. CONTRACT AWARD REQUIREMENTS (SUMMARY)**

**A. Lowest Bid**

**B. Best Bid**

**Definitions:**

- A. **Lowest bid:** The lowest bid amount of all bids submitted, including the base bid and all alternates (if any) as selected by the Owner.
- B. **Best bid:** Bid document forms completeness, bidder completed similar, compatible projects, and bidder references are satisfactory.

**III. DETERMINATION OF THE BEST BIDDER**

1) **Bid Package Requirements**

Contractor's bid package submitted must be:

- a. Sealed in an envelope.
- b. Envelope **MUST** be clearly labeled with the words:

**BID DOCUMENTS ENCLOSED**”:

Bid package envelope must have the following information:

- 1) Project Name
- 2) Bidder's Name
- 3) Scope of Work
- 4) Date & Time of Bid Opening

**See following sample:**

<b><u>BID DOCUMENTS ENCLOSED</u></b>	
Project Name:	_____
Bidder's Name:	_____
Scope of Work:	_____ _____
Bid Opening Information:	Date: ____/____/____ Time: _____ a.m. p.m.

c. Contractor's Bid Package submitted must contain all eleven (11) bid forms:

- 1) All bids must be submitted on the forms provided by CMHA in this package.
- 2) All forms must be fully complete, signed and notarized as needed.
- 3) Bid forms must be put in order, stapled, bound, or in a 3-ring binder.

**Note:**

CMHA is not responsible for missing pages or bid forms.

2. **Number of Copies Submitted**

All bidders must submit **two copies** of their bid package, one original and one copy. Please identify the original document with the word "**ORIGINAL.**"

3. **Attending the Pre-Bid Conference**

Bidders are recommended and encouraged to attend the Pre-Bid meeting and complete the pre-bid sign-in sheet at the pre-bid meeting and provide the following information: name of attendee, company name, telephone #, fax #, and email address.

4. **Proof of Being Licensed**

Contractor must provide and submit in the bid package, copies of proof of being licensed to work in Columbus, Ohio for similar work for at least a year prior to the bid opening.

5. **Bidder's Construction Experience**

CMHA will contact all contractor references listed for Previous Similar/Compatible Experience verification.

a. Contractor's references listed on Bid Form #7A must be:

- 1) Current
- 2) Reachable
- 3) Familiar with the contractor and the projects listed.

If references cannot be reached, or do not respond back in a timely manner (within 3 working days from message left), or unaware of the contractor's listed project, contractor bid may be considered **NON-RESPONSIVE**.

6. **References Recommendation**

Contractors without similar/comparable previous project and without good standing acknowledged by their references may be considered **Non-Responsive**.

7. **Financial Status**

Contractor must be financially capable of completing the project.

The bidders shall furnish the following financial data in order to comply with Item 1.07.B of the Special Conditions: The most recent **financial statement**, audited if available, including contractors' latest balance sheet and income statement including but not limited to:

- a. Current Assets (e.g., cash, joint venture accounts, accounts receivable, notes receivable, accrued income, deposits, materials inventory, and prepaid expenses)
- b. Net Fixed Assets
- c. Other Assets
- d. Current Liabilities (e.g., accounts payable, notes payable, accrued expenses, provisions for income taxes, advances, accrued salaries, and accrued payroll taxes)
- e. Other Liabilities (e.g., capital, capital stock, authorized and outstanding shares par values, earned surplus, and retained earnings)
- f. Name of firm preparing financial statement and date thereof.

**NOTE TO ALL CONTRACTORS**

**Contract award is contingent on Columbus Metropolitan Housing Authority Board of Commissioners' approval.**

<b>PART IV</b> <b>EVALUATION &amp; SCORING POINTS SUMMARY AND CHECKLIST</b> <b>FOR BID EVALUATION FORM FOR CONTRACT AWARD</b>	
Project Name	CMHA Easton
Scope of Work	Office Renovation
Bid Opening Date	Wednesday, May 21, 2025 @ 11:00 a.m. – (available via Zoom)
Contractor's Name	

- A.    1.    Pre-Bid Conference Attendance  
          2.    Contractor licensed to work in Columbus

Contractor attended Pre-Bid meeting and provided all required information. Y / N

Contractor provided proof for being licensed for One-Year previous to this bid to work in Columbus, Ohio. Y / N

<p style="text-align: center;"><b>PART IV</b></p> <p style="text-align: center;"><b>EVALUATION &amp; SCORING POINTS SUMMARY AND CHECKLIST</b></p> <p style="text-align: center;"><b>FOR BID EVALUATION FORM FOR CONTRACT AWARD</b></p>	
Project Name	CMHA Easton
Scope of Work	Office Renovation
Bid Opening Date	Wednesday, May 21, 2025 @ 11:00 a.m. – (available via Zoom)
Contractor's Name	

**B. Bid Documents Evaluation**

- |                                 |   |                          |
|---------------------------------|---|--------------------------|
| 1) Bid forms in bid package:    | • 11 bid forms                                  | <input type="checkbox"/> |
| 2) Bid forms used:              | • All CMHA bid forms                            | <input type="checkbox"/> |
| 3) Bid forms completeness:      | • All forms are filled & complete               | <input type="checkbox"/> |
|                                 | • All forms are signed                          | <input type="checkbox"/> |
|                                 | • Forms are Notarized as needed                 | <input type="checkbox"/> |
| 4) Bid forms in bid package:    | • Forms are in order                            | <input type="checkbox"/> |
|                                 | • Packages stapled/bound/in 3-ring binder       | <input type="checkbox"/> |
| 5) Number of copies submitted:  | • 1 Original & 1 Copy                           | <input type="checkbox"/> |
| 6) Bid package:                 | • Sealed in an envelop                          | <input type="checkbox"/> |
| 7) Bid package envelop labeled: | • Marked <b><u>“Bid Documents Enclosed”</u></b> | <input type="checkbox"/> |
|                                 | • Project name included                         | <input type="checkbox"/> |
|                                 | • Contractor's name included                    | <input type="checkbox"/> |
|                                 | • Scope of Work included                        | <input type="checkbox"/> |
|                                 | • Bid Opening date included                     | <input type="checkbox"/> |
|                                 | • Bid Opening time included                     | <input type="checkbox"/> |
| 8) Bid package time stamped:    | • At CMHA front desk                            | <input type="checkbox"/> |

<p align="center"><b>PART IV</b></p> <p align="center"><b>EVALUATION &amp; SCORING POINTS SUMMARY AND CHECKLIST</b></p> <p align="center"><b>FOR BID EVALUATION FORM FOR CONTRACT AWARD</b></p>	
Project Name	CMHA Easton
Scope of Work	Office Renovation
Bid Opening Date	Wednesday, May 21, 2025 @ 11:00 a.m. – (available via Zoom)
Contractor's Name	

**C. Contractor Similar/Compatible Previous Experience**

- |   | <u><b>Check</b></u>      |
|---|--------------------------|
| 1. At least 3 references of 4 are contacted.  | <input type="checkbox"/> |
| 2. At least 3 references contacted are familiar with the contractor and project listed.   | <input type="checkbox"/> |
| 3. References indicated that the project listed is similar and compatible to project in bid.  | <input type="checkbox"/> |
| 4. References indicated that the contractor's quality of work is acceptable and work in place was completed in accordance with drawing's specifications and applicable codes. | <input type="checkbox"/> |
| 5. References indicated that contractor completed project on time and within budget except for unforeseen change orders.  | <input type="checkbox"/> |
| 6. References rated contractor as good with 7 out of 10 rate.   | <input type="checkbox"/> |
| 7. References indicated that contractor field administration, management, and subcontractors are managed properly.  | <input type="checkbox"/> |
| 8. References indicated that they would hire and work with contractor in future project.  | <input type="checkbox"/> |

**PART IV**  
**EVALUATION & SCORING POINTS SUMMARY AND CHECKLIST**  
**FOR BID EVALUATION FORM FOR CONTRACT AWARD**

Project Name	CMHA Easton
Scope of Work	Office Renovation
Bid Opening Date	Wednesday, May 21, 2025 @ 11:00 a.m. – (available via Zoom)
Contractor's Name	

**D. Contractor Contacted Reference Log Sheet**

**Reference Information**

- Owner Name: \_\_\_\_\_
- Project Name: \_\_\_\_\_
- Location: \_\_\_\_\_
- Scope of Work: \_\_\_\_\_
- Contract Amount: \_\_\_\_\_
- Starting Date: \_\_\_\_\_
- Completion Date: \_\_\_\_\_
- Contact Person: \_\_\_\_\_
- Tel. #: \_\_\_\_\_
- Date Reference Contacted: \_\_\_\_\_ Time: \_\_\_\_\_ a.m.  
p.m.
- Reference: Reached: ☐ Voicemail: ☐  
Other: \_\_\_\_\_
- Reference: Called back on: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_ a.m.  
p.m.  
Did not call back within 3 working days: ☐

Criteria discussed with reference		Comments
a)	Reference familiar with contractor & project.	
b)	Project listed similar/compatible.	
c)	Contractor's quality, work in place & code.	
d)	Contractor completed project on time & within budget.	
e)	Reference rate for contractor out of 10.	
f)	Contractor, field administration, management, and subs.	
g)	Reference would hire contractor in future.	



**PART IV**  
**EVALUATION & SCORING POINTS SUMMARY AND CHECKLIST**  
**FOR BID EVALUATION FORM FOR CONTRACT AWARD**

Project Name	CMHA Easton
Scope of Work	Office Renovation
Bid Opening Date	Wednesday, May 21, 2025 @ 11:00 a.m. – (available via Zoom)
Contractor's Name	

**E. Good Faith Efforts Performed to Achieve Business Participation Goals**

- ☐ Bidder made efforts to contact minority business enterprises and Section 3 businesses as documented in Bid Form No. 5C. All contractors and/or suppliers listed are certified by one of the CMHA approved certifying agencies.
- ☐ Bidder contacted certifying agencies and conducted outreach to minority business enterprises and Section 3 businesses. Documentation attached.
- ☐ Bidder advertised for minority business enterprises and Section 3 businesses in general circulation paper, trade associations and minority focused media concerning subcontracting and supplier opportunities. Ads attached.
- ☐ Bidder contacted and/or used MBE placement and recruiting agencies. Documentation attached.
- ☐ Bidder requested in writing a quote from minority business enterprises and Section 3 businesses for a defined and clear scope of work with adequate information on plans and specifications.
- ☐ Bidder met with minority business enterprises and Section 3 businesses to discuss available work and answer any questions. Documentation attached.
- ☐ Bidder negotiated quotes in good faith from interested minority business enterprises and Section 3 businesses, not rejecting contractors as unqualified without sound reasons.
- ☐ Bidder adjusted contract work items into economically feasible units. Descriptions and breakout/adjustment documentation attached.

# COLUMBUS METROPOLITAN HOUSING AUTHORITY

## Contract Specifications for CMHA EASTON OFFICE RENOVATION 3400 Morse Crossing Columbus, Ohio 43219

### SECTION C

#### Bidding Documents

Bidding Forms .....	C1 – C36
Note to Contractors.....	C1
Project & Bidder Information.....	C2
Bid Form No. 1 – Addendum .....	C3
Bid Form No. 2 – Bid Form .....	C4 – C6
Bid Form No. 3 – Non-Collusive Affidavit Form .....	C7
Bid Form No. 4 – Bid Bond.....	C8 – C9
MBE and Section 3 Certification Forms .....	C10
Bid Form No. 5 – MBE and Section 3 Participation.....	C11 – C12
Bid Form No. 5A – MBE and Section 3 Subcontractor/Supplier Utilization Commitment...	C13 – C15
Bid Form No. 5B – MBE and Section 3 Business Commitment Statement.....	C16
Bid Form No. 5C – MBE and Section 3 Business Outreach “Good Faith Efforts” .....	C17 – C19
Documentation and Attachments of Good Faith Efforts.....	C20 – C21
Bid Form No. 5D – Section 3 Workforce Commitment Statement .....	C22
Bid Form No. 5E – Section 3 Workforce Commitment Statement for Contractors.....	C23 – C24
Section 3 Clause .....	C25 – C26
Bid Form No. 6 – Bidder’s Qualifications .....	C27 – C32
Bid Form No. 7 – Previous Similar Project References.....	C33
Bid Form No. 8 – Financial Statement / Contractor Forms.....	C34
Bid Form No. 9 – Certification for Drug-Free Workplace .....	C35
End of Bidding Documents.....	C36

**YOUR BID MUST INCLUDE PAGE C1 THROUGH C-36**

## SECTION C — BIDDING DOCUMENTS

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### CMHA EASTON — OFFICE RENOVATION —

**BID DATE & TIME**  
*Wednesday, May 21, 2025 @ 11:00 A.M.*

#### **NOTE TO CONTRACTORS**

- 1) **PLEASE READ THOROUGHLY.**
- 2) **BID FORMS 1 THRU 9 MUST BE SUBMITTED IN YOUR BID PACKAGE.**
- 3) **CONTRACTOR MUST USE CMHA BID FORMS INCLUDED IN THIS PACKAGE.**
- 4) **ALL FORMS MUST BE COMPLETELY FILLED, SIGNED/NOTARIZED AS NEEDED.**
- 5) **PLEASE SUBMIT 1 ORIGINAL AND 1 COPY.**
- 6) **ALL PAGES MUST BE PUT IN ORDER.**
- 7) **ALL PAGES MUST BE STAPLED OR BOUND OR PUT IN A 3-RING BINDER.**

- Contract will be awarded to the **BEST** bidder submitting the **LOWEST** bid.
- Please refer to Section B, Part III, Page B-14, and Checklists Section B, Part IV, A, B, C & D, Page B-17 to B-21.
- **NOTE TO ALL CONTRACTORS**  
Contract award is contingent on Columbus Metropolitan Housing Authority Board of Commissioners' approval.

## SECTION C — BIDDING DOCUMENTS

### PROJECT & BIDDER INFORMATION

ALL CONTRACTORS MUST COMPLETE AS NOTED

#### PROJECT INFORMATION

Project Name: \_\_\_\_\_

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

Project Scope of Work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Bid Date & Time: \_\_\_\_\_  
\_\_\_\_\_

Bid Location: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### BIDDER INFORMATION

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

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

Authorized Representative's Name: \_\_\_\_\_

Tel. #: \_\_\_\_\_ Fax #: \_\_\_\_\_

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

Company is (check all that apply) ☐ MBE ☐ Section 3 ☐ WBE

## SECTION C – BIDDING DOCUMENTS

### BID FORM No. 1 – Addendum

Project Name	CMHA Easton
Scope of Work	Office Renovation
Bid Date & Time	Wednesday, May 21, 2025 @ 11:00 a.m. – (available via Zoom)
Company Name	

- All contractors must record and acknowledge receipt of all Addenda issued for this project.
- Insert copy of all Addenda after this page. **(COVER PAGES ONLY)**

ADDENDUM TITLE	DATE OF ADDENDUM	NUMBER OF PAGES
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

Authorized Representative's Signature	Date
Print/Type — Authorized Representative Name	Print/Type — Authorized Representative's Title

## SECTION C – BIDDING DOCUMENTS

### BID FORM No. 2 – Bid Form

Project Name	CMHA Easton
Scope of Work	Office Renovation
Bid Date & Time	Wednesday, May 21, 2025 @ 11:00 a.m. – (available via Zoom)
Company Name	

1. The undersigned, having familiarized themselves with the local conditions affecting the cost of the work, and with the Plans and Specifications (including Invitation for Bids, Instructions to Bidders, this Bid Form, the form of Bid Bond, the form of Non-Collusive Affidavit, the form of Contract, and the form of Payment and Performance Bond or Bonds, the General Conditions, the Special Conditions, the General Scope of Work, the Technical Specifications and the Drawings) and Addenda, if any thereto as prepared by the Columbus Metropolitan Housing Authority and on file in the office of the same, hereby proposes to furnish all material, equipment, and perform all labor and services required to construct and complete the work.

- A. CONTRACTOR BASE BID:** Bidder will complete the Work in accordance with the Contract Documents for the following price(s):

Total Material, for the sum	_____	Dollars.....	(\$ _____)
Total Labor, for the sum	_____	Dollars.....	(\$ _____)
Signage and Graphics Allowance – will include exterior monument sign, exterior building signage, and interior graphics package			
	_____	Dollars.....	(\$ <u>\$75,000.00</u> )
<b>TOTAL BASE BID AMOUNT</b>	_____		(\$ _____)
	(use words)		(figures)

- B. ALTERNATES:**

**ALT #1: Car Chargers**

- Add Two (2) dual electrical car chargers as indicated on the drawings. Provide circuits for an additional two (2) dual chargers.

**LUMP SUM ALT. PRICE:** \_\_\_\_\_ (\$ \_\_\_\_\_)  
(use words) (figures)

**ALT #2: Exterior Patio Extension**

- Extend the existing patio to the west as indicated on the drawings. Work includes concrete slab, decorative aluminum railing & gate, concrete footing, CMU pier foundation, brick & CMU pier with limestone cap, and bushes to match existing.

**LUMP SUM ALT. PRICE:** \_\_\_\_\_ (\$ \_\_\_\_\_)  
(use words) (figures)

**ALT #3: First Floor Flooring**

- Provide new flooring in the following rooms not included in the base bid: 128, 132, 133, 134, 140, and 142. Reference finish plan.

**LUMP SUM ALT. PRICE:** \_\_\_\_\_ (**use words**) (\$ \_\_\_\_\_) (**figures**)

**ALT #4: "NOT USED"****ALT #5: Glass Stair Railing**

- Provide a new railing at the open stairs in the main lobby as indicated on the drawings. This requires removing half-height walls along the stairs and on the second floor around the opening in the floor.

**LUMP SUM ALT. PRICE:** \_\_\_\_\_ (**use words**) (\$ \_\_\_\_\_) (**figures**)

**ALT #6: Kitchen Casework**

- Replace the casework, sink, and countertops in Kitchen 122 as indicated on the drawings.

**LUMP SUM ALT. PRICE:** \_\_\_\_\_ (**use words**) (\$ \_\_\_\_\_) (**figures**)

**ALT #7: Kitchenette Casework**

- Replace the casework, sinks, backsplashes, side splashes, and countertops in the two Kitchenettes in Room 133 as indicated on the drawings.

**LUMP SUM ALT. PRICE:** \_\_\_\_\_ (**use words**) (\$ \_\_\_\_\_) (**figures**)

2. In submitting the bid, the bidder understands that the Columbus Metropolitan Housing Authority reserves the right to reject any and all bids. If written notice of the acceptance of this bid is mailed or delivered to the undersigned within sixty 60 days after the opening of this bid or at any time thereafter before this bid is withdrawn, the undersigned agrees to execute and deliver a contract in the prescribed form and furnish the required bond within ten (10) days after the contract is presented to him/her signed and approved by the Contracting Officer.
3. A bid bond is submitted with this bid in accordance with the specification requirements in the sum of \_\_\_\_\_ **DOLLARS** (\$ \_\_\_\_\_)  
**AMOUNT OF BID BOND IN US DOLLARS**  
The undersigned also agrees to execute and deliver the required Performance and Payment Bond within 10 days after an approved and executed contract by Columbus Metropolitan Housing Authority is mailed to him/her.
4. Attached hereto is an affidavit in proof that the undersigned have not entered into any collusion with any person in respect to his proposal or any other proposal or the submission of proposals for the contract for which this proposal is submitted.

5. In reference to the Equal Opportunity and Non-Segregated Facilities present in Section B— paragraph 8 the undersigned represents that he/she \_\_\_\_\_

**HAS / HAS NOT**

participated in a previous contract or subcontract subject to the Equal Opportunity Clause prescribed by Executive Orders 10925, 11114, or 11246 or the Secretary of Labor; that he/she \_\_\_\_\_ filled all required compliance reports, and that

**HAS / HAS NOT**

representations indicating the submission of required compliance reports, signed by proposed subcontractors, will be obtained prior to subcontract awards. (The above representation need not be submitted in connection with contracts or subcontracts, which are exempt from the clause.)

Authorized Representative's Signature	Date
Print/Type — Authorized Representative Name	Print/Type — Authorized Representative's Title

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
**NOTARY SIGNATURE AND SEAL**



## SECTION C – BIDDING DOCUMENTS

### BID FORM No. 3 – Non-Collusive Affidavit Form

Project Name	CMHA Easton
Scope of Work	Office Renovation
Bid Date & Time	Wednesday, May 21, 2025 @ 11:00 a.m. – (available via Zoom)
Company Name	

DATE: \_\_\_\_\_

STATE OF: \_\_\_\_\_  
COUNTY OF: \_\_\_\_\_ } ss.

\_\_\_\_\_, being first duly sworn, deposes and says  
Name

That s/he is \_\_\_\_\_ the party making certain proposal, quote or bid, that such proposal, quote or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to putting in a sham quote or bid or to refrain from quoting or 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 quote or bid price or affiant or any other bidder, or to fix any overhead, profit or cost element of said quote or bid price, or of that of any other bidder, or to secure advantage against the **COLUMBUS METROPOLITAN HOUSING AUTHORITY** or any person interested in the proposed contract; and that all statements in said proposal, quote or bid are true.

Authorized Representative's Signature	Date
Print/Type — Authorized Representative Name	Print/Type — Authorized Representative's Title

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
NOTARY SIGNATURE AND SEAL

## SECTION C – BIDDING DOCUMENTS

### BID FORM No. 4 – Bid Bond

Project Name	CMHA Easton
Scope of Work	Office Renovation
Bid Date & Time	Wednesday, May 21, 2025 @ 11:00 a.m. – (available via Zoom)
Company Name	

- **5% OF THE BID AMOUNT MUST BE SUBMITTED BY ALL BIDDERS**
- **CONTRACTOR MUST USE THIS FORM**
- **BID BOND AMOUNT MUST BE SPELLED OUT**

**KNOW ALL MEN BY THESE PRESENTS,** that we the undersigned  
\_\_\_\_\_ as Principal, and  
NAME OF PRINCIPAL

\_\_\_\_\_  
NAME OF SURETY / ADDRESS OF SURETY — STREET / CITY / STATE / ZIP

as **SURETY** are held and firmly bound unto **COLUMBUS METROPOLITAN HOUSING AUTHORITY**, hereinafter called the "*Local Authority*" in the penal

sum of \$ \_\_\_\_\_ ( \_\_\_\_\_ **DOLLARS**)  
5% OF TOTAL BID

lawful money of the United States, for payment of which sum well and truly to be made, we bind ourselves our heirs, executors, administrators' successors and assigns jointly and severally, firmly by these presents.

**THE CONDITION OF THE OBLIGATION IS SUCH,** that whereas the Principal has submitted the accompanying bid, dated, \_\_\_\_\_  
for \_\_\_\_\_  
PROJECT NAME AND ADDRESS

**NOW, THEREFORE,** if the Principal shall not withdraw said bid within the period specified therein after the opening of the same, or, if no period specified, within sixty 60 days after the said opening, and shall within the period specified therefore, or, if no period be specified within ten 10 days after the prescribed forms are presented to him for signature, enter into a written contract with the Local Authority in accordance with the bid accepted, and give bond with good and sufficient surety or sureties, as may be required, for the faithful performance and proper fulfillment of such contract; or in the event of the withdrawal of said bid within the period specified, or the failure to enter into such contract and give such bond within the time specified, then the Principal shall forfeit this bid bond as liquidated damages, and shall pay the Local Authority the difference between the amount specified in the said bid and the amount for which the Local Authority may procure the required work or supplies or both, if the latter amount be in excess of the former, then the above obligations shall be void and of no effect, otherwise to remain in full force and virtue.

**IN WITNESS WHEREOF**, the above-bounden parties have executed this instrument under their seals this \_\_\_\_\_ day of \_\_\_\_\_. 20\_\_\_\_ the name and corporate seal of each corporate party being hereto affixed, and these presents duly signed by its undersigned representative pursuant to authority of its governing body.

**IN PRESENCE OF:**

<b>ATTEST</b>	<b>CORPORATE PRINCIPAL/SEAL – PRINT AND SIGN</b> SIGNATURE _____ NAME _____
<b>ATTEST</b>	<b>BUSINESS ADDRESS — STREET / CITY / STATE / ZIP</b> _____ _____ _____
<b>ATTEST</b>	<b>SURETY /SEAL—PRINT AND SIGN</b> SIGNATURE _____ NAME _____
<b>ATTEST</b>	<b>BUSINESS ADDRESS — STREET / CITY / STATE / ZIP</b> _____ _____ _____
<b>SURETY PHONE No.</b> _____	<b>SURETY FAX No.</b> _____

**POWER- OF- ATTORNEY FOR PERSON SIGNING FOR  
SURETY COMPANY MUST BE ATTACHED TO BOND  
CERTIFICATE AS TO CORPORATE SURETY**

I, \_\_\_\_\_, certify that I am the \_\_\_\_\_ of the corporation named as surety in the within bond; that \_\_\_\_\_ who signed the bond on behalf of the surety was the \_\_\_\_\_ of said corporation; that I know his/her signature, and his/her signature thereto is genuine; and that said bond was duly signed, sealed, and attested to for and on behalf of said corporation by authority of its governing body.

**(CORPORATE SEAL)**

# **MBE AND SECTION 3 CERTIFICATION FORMS**

## SECTION C – BIDDING DOCUMENTS

### BID FORM No. 5 – MBE and Section 3 Participation

Project Name	CMHA Easton
Scope of Work	Office Renovation
Bid Date & Time	Wednesday, May 21, 2025 @ 11:00 a.m. – (available via Zoom)
Company Name	

All bidders shall set forth information requested on Forms No. 5, 5A, 5B, 5C, 5D and 5E specifically itemizing:

- all minority and female business enterprises and Section 3 businesses committed to work on the project.
- a description of services or supplies for each minority and female business enterprise and Section 3 business.
- the total dollar value of the contract intended.
- estimates for new employment and training opportunities.

The above-named company recognizes and commits to the following CMHA requirements:

- 20 percent of the total dollar amount of the contract is awarded to minority business enterprises.
- best efforts made to award contracts and subcontracts to Section 3 businesses.
- best efforts made to provide employment and training opportunities generated by the project to Section 3 workers.
- 25 percent or more of the total number of labor hours worked by all workers are worked by Section 3 workers.
- 5 percent or more of the total number of labor hours worked by all workers are worked by Targeted Section 3 workers.

The above-named company certifies and commits to the following:

Total Base Bid Amount Entered on Bid Form No. 2

\$

Total Contract Value of Committed MBEs

\$

MBE Participation Percentage

%

Total Contract Value of Committed Section 3 Businesses

\$

Section 3 Business Participation Percentage

%

Total Estimated New Employment and Training Opportunities  
Entered on Bid Form No. 5D

Total Number of Section 3 Workers Committed to Hire

## BID FORM No. 5 – MBE and Section 3 Business Participation cont'd

If no minority business enterprises and/or Section 3 businesses are included in this bid package, state “no participation” on this form. Complete Bid Form No. 5B explaining why minority business enterprises and/or Section 3 businesses (contractors and suppliers) are not being engaged.

If the percentages of the total contract values of committed minority business enterprises and/or Section 3 businesses reported on this form are less than the required CMHA goals, complete Bid Form No. 5B and 5C indicating why greater participation is not possible or feasible.

Bidders must show Good Faith Efforts demonstrating outreach to minority business enterprises and Section 3 businesses (contractors and suppliers) on Bid Form No. 5C and as indicated in the Good Faith Efforts detailed in the bid package requirements.

Bidders should include information about the participation of female business enterprises although these businesses are not considered in the CMHA numerical participation goal.

Bidders must ensure that all minority business enterprises and Section 3 businesses (contractors and suppliers) engaged on this project are certified by one of the CMHA approved certifying agencies. Bidders shall submit proof of certification. A business included in this bid package that is not certified will result in the CMHA not considering the business as part of the total minority business enterprise or Section 3 business participation requirements.

Bidders must document the total estimate of new employment and/or training opportunities identified by **all contractors (all contractors regardless of MBE or Section 3 status) included in the bid response** on Bid Form No. 5D.

Bidders must have **all contractors (all contractors regardless of MBE or Section 3 status) included in the bid response** complete Bid Form No. 5E communicating estimates for new employment and/or training opportunities arising as a result of the project's scope of work.

The undersigned will:

- enter into a legal agreement with the minority business enterprises and/or Section 3 businesses (contractors and suppliers) included in the bid package conditioned upon execution of a contract with CMHA.
- demonstrate binding commitments with the minority business enterprises and/or Section 3 businesses (contractors and suppliers) included in the bid package within fourteen (14) working days after receiving an approved contract from CMHA.
- ensure and provide proof of certification of the minority business enterprises and/or Section 3 businesses (contractors and suppliers) included in this bid package.
- provide first consideration for new employment and training opportunities included in the bid package and any that are generated post contract award to Section 3 residents according to the project's priority order.
- contact CMHA if changes are required prior to review and approval.

**THE UNDERSIGNED HEREBY CERTIFIES THAT THE TERMS OF THIS COMMITMENT HAVE BEEN READ AND IS AUTHORIZED TO BIND THE BIDDER TO THE COMMITMENTS HEREIN SET FORTH.**

Authorized Representative's Signature	Date
Print/Type — Authorized Representative Name	Print/Type — Authorized Representative's Title

## SECTION C – BIDDING DOCUMENTS

### BID FORM No. 5A – MBE and Section 3 Subcontractor/Supplier Utilization Commitment

Project Name	CMHA Easton
Scope of Work	Office Renovation
Bid Date & Time	Wednesday, May 21, 2025 @ 11:00 a.m. – (available via Zoom)
Company Name	

\_\_\_\_\_  
Company Name \$ \_\_\_\_\_

\_\_\_\_\_  
Address \_\_\_\_\_ % of Bid

\_\_\_\_\_  
Contact Person Telephone Number MBE \_\_\_\_\_

\_\_\_\_\_  
Scope of Work WBE \_\_\_\_\_

\_\_\_\_\_  
Sec3 \_\_\_\_\_

\_\_\_\_\_  
Company Name \$ \_\_\_\_\_

\_\_\_\_\_  
Address \_\_\_\_\_ % of Bid

\_\_\_\_\_  
Contact Person Telephone Number MBE \_\_\_\_\_

\_\_\_\_\_  
Scope of Work WBE \_\_\_\_\_

\_\_\_\_\_  
Sec3 \_\_\_\_\_

\_\_\_\_\_  
Company Name \$ \_\_\_\_\_

\_\_\_\_\_  
Address \_\_\_\_\_ % of Bid

\_\_\_\_\_  
Contact Person Telephone Number MBE \_\_\_\_\_

\_\_\_\_\_  
Scope of Work WBE \_\_\_\_\_

\_\_\_\_\_  
Sec3 \_\_\_\_\_

**BID FORM No. 5A – MBE and Section 3 Subcontractor/Supplier Utilization Commitment cont'd**

_____	\$ _____
Company Name	
_____	_____ % of Bid
Address	
_____	MBE _____
Contact Person	Telephone Number
_____	WBE _____
Scope of Work	Sec3 _____

---

_____	\$ _____
Company Name	
_____	_____ % of Bid
Address	
_____	MBE _____
Contact Person	Telephone Number
_____	WBE _____
Scope of Work	Sec3 _____

---

_____	\$ _____
Company Name	
_____	_____ % of Bid
Address	
_____	MBE _____
Contact Person	Telephone Number
_____	WBE _____
Scope of Work	Sec3 _____

---

_____	\$ _____
Company Name	
_____	_____ % of Bid
Address	
_____	MBE _____
Contact Person	Telephone Number
_____	WBE _____
Scope of Work	Sec3 _____



**BID FORM No. 5A – MBE and Section 3 Subcontractor/Supplier Utilization Commitment cont'd**

_____	\$ _____
Company Name	
_____	_____ % of Bid
Address	
_____	MBE _____
Contact Person	Telephone Number
_____	WBE _____
Scope of Work	Sec3 _____

_____	\$ _____
Company Name	
_____	_____ % of Bid
Address	
_____	MBE _____
Contact Person	Telephone Number
_____	WBE _____
Scope of Work	Sec3 _____

*Use additional sheets as necessary to document all minority business enterprises and Section 3 businesses committed and included in the bid response.*

Total Contract Value of Committed MBEs	\$ _____
--	----------

<b>MBE Participation Percentage</b>	_____ %
-------------------------------------	---------

Total Contract Value of Committed Section 3 Businesses	\$ _____
--	----------

<b>Section 3 Business Participation Percentage</b>	_____ %
--	---------

Bidders shall submit certification for all minority business enterprises and Section 3 businesses committed and included on this form.

**I certify and affirm to the best of my knowledge that the information contained here within is true and accurate.**

_____	_____
Authorized Representative's Signature	Date
_____	_____
Print/Type — Authorized Representative Name	Print/Type — Authorized Representative's Title

## SECTION C – BIDDING DOCUMENTS

### BID FORM No. 5B – MBE and Section 3 Business Commitment Statement

Project Name	CMHA Easton
Scope of Work	Office Renovation
Bid Date & Time	Wednesday, May 21, 2025 @ 11:00 a.m. – (available via Zoom)
Company Name	

Efforts were made to reach minority business enterprises and Section 3 businesses (contractors and suppliers). The above-named company is unable to meet CMHA's required business participation goals prior to the time of this bid response submittal.

The above-named company certifies and commits to the following participation percentages

Total Base Bid Amount Entered on Bid Form No. 2

\$

Total Contract Value of Committed MBEs

\$

**MBE Participation Percentage**

%

Total Contract Value of Committed Section 3 Businesses

\$

**Section 3 Business Participation Percentage**

%

The above-named company is unable to meet CMHA's minority business enterprise and/or Section 3 business participation requirements for this project due to the following reason(s):

\_\_\_\_\_ No MBE and/or Section 3 contractor(s) are/were available for work included in the RFP.

\_\_\_\_\_ No MBE and/or Section 3 supplier(s) have supplies needed for work included in the RFP.

\_\_\_\_\_ The MBE and/or Section 3 business contractor(s) and/or supplier(s) contacted quoted price(s) beyond acceptable. Documentation provided.

\_\_\_\_\_ Other:\_\_\_\_\_

I certify and affirm to the best of my knowledge that the information contained here within is true and accurate.

Authorized Representative's Signature	Date
Print/Type — Authorized Representative Name	Print/Type — Authorized Representative's Title

## SECTION C – BIDDING DOCUMENTS

### BID FORM No. 5C – MBE and Section 3 Business Outreach Good Faith Efforts

Project Name	CMHA Easton
Scope of Work	Office Renovation
Bid Date & Time	Wednesday, May 21, 2025 @ 11:00 a.m. – (available via Zoom)
Company Name	

Bidders are required to list all certified minority business enterprises and Section 3 businesses contacted demonstrating Good Faith Efforts to engage such businesses.

MBE\_\_\_\_\_ Section 3\_\_\_\_\_

Subcontractor/Supplier Name and Address	Contact Name and Telephone Number
Contact Date(s)	Type of Work/Materials
Reason(s) for Not Accepting	Price Quoted

MBE\_\_\_\_\_ Section 3\_\_\_\_\_

Subcontractor/Supplier Name and Address	Contact Name and Telephone Number
Contact Date(s)	Type of Work/Materials
Reason(s) for Not Accepting	Price Quoted

**BID FORM No. 5C – MBE and Section 3 Business Outreach Good Faith Efforts cont'd**

MBE\_\_\_\_\_ Section 3\_\_\_\_\_

Subcontractor/Supplier Name and Address	Contact Name and Telephone Number
Contact Date(s)	Type of Work/Materials
Reason(s) for Not Accepting	Price Quoted

MBE\_\_\_\_\_ Section 3\_\_\_\_\_

Subcontractor/Supplier Name and Address	Contact Name and Telephone Number
Contact Date(s)	Type of Work/Materials
Reason(s) for Not Accepting	Price Quoted

MBE\_\_\_\_\_ Section 3\_\_\_\_\_

Subcontractor/Supplier Name and Address	Contact Name and Telephone Number
Contact Date(s)	Type of Work/Materials
Reason(s) for Not Accepting	Price Quoted

**BID FORM No. 5C – MBE and Section 3 Business Outreach Good Faith Efforts cont'd**

MBE\_\_\_\_\_ Section 3\_\_\_\_\_

Subcontractor/Supplier Name and Address	Contact Name and Telephone Number
Contact Date(s)	Type of Work/Materials
Reason(s) for Not Accepting	Price Quoted

MBE\_\_\_\_\_ Section 3\_\_\_\_\_

Subcontractor/Supplier Name and Address	Contact Name and Telephone Number
Contact Date(s)	Type of Work/Materials
Reason(s) for Not Accepting	Price Quoted

***Use additional sheets as necessary to document all minority business enterprises and Section 3 businesses contacted for inclusion the bid response.***

CMHA reserves the right to contact each contractor or supplier included on this form for verification.

**I certify and affirm to the best of my knowledge that the information contained here within is true and accurate.**

Authorized Representative's Signature	Date
Print/Type — Authorized Representative Name	Print/Type — Authorized Representative's Title

## **CONTRACTOR MBE GOOD FAITH EFFORT ATTACHMENTS**

**CONTRACTOR TO ATTACH ALL DOCUMENTS  
SUBMITTED TO SUPPORT THEIR MBE  
“GOOD FAITH EFFORTS”  
AFTER THIS PAGE**

### **NOTE**

- 1) REFER TO PROPOSED “GOOD FAITH EFFORT”  
EXAMPLES.**
- 2) PLEASE TITLE ALL DOCUMENTS SUBMITTED AS  
NEEDED FOR CLARIFICATION.**

**PROPOSED  
“GOOD FAITH EFFORT” EXAMPLES &  
POSSIBLE ATTACHMENTS**

---

**MBE “Good Faith Effort” Examples**

1. Contractor made effort to contact MBE firms, Bid Form #5C.  
(All MBEs listed were verified) ☐
2. Contractor advertised for MBE in local, and minority newspaper.  
(Ads attached) ☐
3. Contractor contacted/used MBE placement and recruiting offices.  
(Documentation attached) ☐
4. Contractor requested in writing for MBE firm(s) for quotes on  
different portions of work. ☐  
(Documentation attached)
5. Contractor discusses portions of work with MBE contacted.  
(Documentation attached) ☐
6. Contractor accepted/negotiated in good faith with MBE quote.  
(Documentation attached) ☐

## SECTION C – BIDDING DOCUMENTS

### BID FORM No. 5D – Section 3 Workforce Commitment Statement

Project Name	CMHA Easton
Scope of Work	Office Renovation
Bid Date & Time	Wednesday, May 21, 2025 @ 11:00 a.m. – (available via Zoom)
Company Name	

Bidders are required to document the project's total estimates for new employment and training opportunities identified by all contractors. Section 3 workers should have first preference for openings.

The above-named company certifies and commits to the following Section 3 workforce participation percentage:

**Total Estimated New Employment and Training Opportunities  
Calculated from Submitted Bid Forms No. 5E**

--

Work Classifications	Estimated New Positions

**Total Number of Section 3 Residents Committed to Hire**

--

**Section 3 Workforce Participation Percentage**

	%
--	---

Bidders must include completed Bid Form No. 5E from all contractors included in this bid response communicating estimates for new employment and/or training opportunities arising as a result of the project's scope of work.

**I certify and affirm to the best of my knowledge that the information contained here within is true and accurate.**

Signature	Date
Print Name	Title



## SECTION C – BIDDING DOCUMENTS

### BID FORM No. 5E – Section 3 Workforce Commitment Statement for Contractors

Project Name	CMHA Easton
Scope of Work	Office Renovation
Bid Date & Time	Wednesday, May 21, 2025 @ 11:00 a.m. – (available via Zoom)
Company Name	

All contractors included in the bid response recognize and commit to the following Section 3 workforce requirements:

- **best efforts made to provide employment and training opportunities generated by the project to Section 3 workers.**
- **25 percent or more of the total number of labor hours worked by all workers are worked by Section 3 workers.**
- **5 percent or more of the total number of labor hours worked by all workers are worked by Targeted Section 3 workers.**

This form should be completed by all contractors included in the bid response to communicate estimates for new employment and/or training opportunities arising as a result of the project's scope of work.

- Provide the complete list of work classifications/job titles required for the scope of work.
- Of the work classifications/job titles required for the scope of work, provide the number of workers currently employed to fulfill the scope. *How many workers are currently employed to handle this scope of work will work on this project?*
- Of the work classifications/job titles needed for the scope of work, provide the number of individuals that must be hired to fulfill the scope. *How many individuals will need to be hired to handle this scope of work?*

If no number is provided under the "# Must Hire" column, the contractor is communicating that the company has a full team to complete the scope of work and will not need to hire new workers. Should this information change during the duration of the project, the contractor is required to communicate changes to the general contractor and provide hiring preference to Section 3 workers.

Work Classification/Job Title	# Required for the Scope	# Currently Employed	# Must Hire

*Use additional sheets as necessary to document all work classifications/job titles needed to fulfill the scope of work.*

**BID FORM No. 5E – Section 3 Workforce Commitment Statement for Contractors cont’d**

The above-named company certifies and commits to the following Section 3 workforce participation percentage:

Total Estimated New Employment and Training Opportunities	
Total Number of Section 3 Residents Committed to Hire	
Section 3 Workforce Participation Percentage	%

NOTE: To confirm the project’s compliance performance against Section 3 goals, all workers working on the project will be asked to provide information to determine status as a Section 3 worker and a Targeted Section 3 worker.

**I certify and affirm to the best of my knowledge that the information contained here within is true and accurate.**

Signature	Date
Print Name	Title

## SECTION C – BIDDING DOCUMENTS

### CMHA Section 3 Clause

Project Name	CMHA Easton
Scope of Work	Office Renovation
Bid Date & Time	Wednesday, May 21, 2025 @ 11:00 a.m. – (available via Zoom)
Company Name	

All CMHA Section 3 covered contracts shall include the following clause to comply with Section 3 requirements.

- A. Authority. 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) and 24 CFR Part 75. 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. Contracting, Contract Certification and Compliance. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 75, which implements 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 part 75 regulations. Specifically, contracts must be:
- (1) Consistent with existing Federal, state, and local laws and regulations, PHAs and other recipients of public housing financial assistance, and their contractors and subcontractors, must make their best efforts to award contracts and subcontracts to business concerns that provide economic opportunities to Section 3 workers.
  - (2) PHAs and other recipients, and their contractors and subcontractors, must make their best efforts in the following order of priority:
    - (a) To Section 3 business concerns that provide economic opportunities for residents of the public housing projects for which assistance is provided;
    - (b) To Section 3 business concerns that provide economic opportunities for residents of other public housing projects or Section-8 assisted housing managed by the PHA that is providing the assistance;
    - (c) To YouthBuild programs; and
    - (d) To Section 3 business concerns that provide economic opportunities to Section 3 workers residing within the metropolitan area (or non-metropolitan county) in which assistance is provided.
- C. Notice. 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. Subcontracts. The contractor agrees to include this Section 3 Clause in every subcontract subject to compliance with regulations in 24 CFR Part 75 and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 Clause upon finding that the subcontractor is in violation of the regulations in 24 CFR Part 75. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 75.
- E. Employment and Training Opportunities. The contractor will certify that any vacant employment positions, including training positions, which are filled: after the contractor is selected but before the contract is executed, and with persons other than those to whom the regulations of 24 CFR Part 75 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR Part 75.

Specifically, the contract shall be consistent with existing Federal, State, and local laws and regulations. PHAs or other recipients receiving public housing financial assistance, as well as their contractors and subcontractors, must make their best efforts to provide employment and training opportunities generated by the public housing financial assistance to Section 3 workers. These best efforts must apply to the Section 3 workers in the following order of priority:

- (1) To residents of the public housing projects for which the public housing financial assistance is expended;
  - (2) To residents of other public housing projects managed by the PHA that is providing the assistance or for residents of Section 8-assisted housing managed by the PHA;
  - (3) To participants in YouthBuild programs; and
  - (4) To low- and very low-income persons residing within the metropolitan area (or non-metropolitan county) in which assistance is expended
- F. Noncompliance with HUD's regulations in 24 CFR Part 75 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

## SECTION C – BIDDING DOCUMENTS

### BID FORM No. 6 – Bidder's Qualifications

Project Name	CMHA Easton
Scope of Work	Office Renovation
Bid Date & Time	Wednesday, May 21, 2025 @ 11:00 a.m. – (available via Zoom)
Company Name	

#### NOTE: USE ADDITIONAL SHEETS IF NEEDED

The Bidder is required to complete Bid Form No. 7: Bidder Qualifications Questionnaire (6 pages) and attach his/her reference on Form No. 7A of what work of a character similar and compatible to that included in the proposed contract he/she has done, to give references and such other detailed information as will enable the Columbus Metropolitan Housing Authority to judge his/her responsibility, experience, skill, and financial standing.

A. Names of Principal Shareholder/s or Parent Company and percentage of ownership:

%

\_\_\_\_\_

%

\_\_\_\_\_

%

\_\_\_\_\_

%

B. Check One:

Corporation ☐

Joint Venture ☐

Limited Liability ☐

Partnership ☐

Individual ☐

Date Established \_\_\_\_\_

- C. Has any principal shareholder or owner (30% ownership or more) been involved, as owner, employee, or agent, **in any other business** entity engaged in the construction industry within the past 5 years? ☐ Yes ☐ No

If so, provide the following information:

1. Name of each business entity \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Description of involvement (*e.g., title and duties*) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Dates of involvement \_\_\_\_\_  
\_\_\_\_\_

- D. Has your organization ever operated under another name? ☐ Yes ☐ No

1. If so, what name? \_\_\_\_\_
2. Describe the relationship to the present firm: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 2. BIDDER'S BACKGROUND INFORMATION

- A. Number of years in business \_\_\_\_\_
- B. Number of employees at present \_\_\_\_\_
- C. Geographical area served \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- D. **Safety Record** — Has your organization been inspected by OSHA within the past 2 years? ☐ Yes ☐ No

1. If so, provide the following information for **EACH INSPECTION** on a separate sheet:
  - A. Project inspected
  - B. Dates of inspection
  - C. Citations issued (number of specifics)
  - D. Penalties paid (not proposed)

2. Attach copies of your OSHA 200 Annual Summary of injuries and illness logs for the preceding 3 years.
3. Has any employee or agent of your organization died or been seriously injured (i.e., requiring in patient hospitalization) due to a workplace accident in the last 2 years?  
☐ Yes ☐ No

If yes provide details: \_\_\_\_\_

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4. To put your safety record in perspective, what was the total amount of employee workdays (*not including office / non-field construction employees*) last year?

Number of construction employees \_\_\_\_\_

Total number of hours of construction employees \_\_\_\_\_

- E. Has your organization or its agents defaulted on any construction project within the last 3 years? ☐ Yes ☐ No

*If yes, provide details on separate sheet of paper and attach to this section.*

- F. Has your organization or its agents had a construction contract terminated, or been asked to leave a construction project, within the last 3 years? ☐ Yes ☐ No

*If yes, provide details on separate sheet of paper and attach to this section.*

- G. Has your organization or its agents been issued a Stop Work Order on any project within the past 3 years? ☐ Yes ☐ No

*If yes, provide details on separate sheet of paper and attach to this section.*

- H. Are you now, or have you been in the past, a party to any litigation or arbitration proceedings arising out of your performance of a construction contract? ☐ Yes ☐ No

*If yes, provide details on separate sheet of paper and attach to this section.*

- I. Has your organization been assessed any liquidated damages arising from any construction activities in the past 3 years? ☐ Yes ☐ No

*If yes, provide details on separate sheet of paper and attach to this section.*

- J. Has your organization been found not responsive? ☐ Yes ☐ No

*If yes, provide details on separate sheet of paper and attach to this section.*

- K. Has your organization been cited for any violation of any state or federal prevailing wage requirements in the past 3 years? ☐ Yes ☐ No

*If yes, provide details on separate sheet of paper and attach to this section.*

- L. Has your organization or any of its employees, agents, or affiliates, ever been disbarred or declared ineligible for any government contracts? ☐ Yes ☐ No

*If yes, provide details on separate sheet of paper and attach to this section.*

- M. Has your organization or any of its employees, agents or affiliates ever been cited and/or issued any violations by any regulatory agency with respect to your construction activities within the last 3 years? ☐ Yes ☐ No

*If yes, provide details on separate sheet of paper and attach to this section.*

- N. Is your organization, or any of its employees, agents, or affiliates currently under investigation or audit, or involved in any proceedings involving a regulatory agency with respect to your construction activities? ☐ Yes ☐ No

*If yes, provide details on separate sheet of paper and attach to this section.*

- O. Have any mechanics' liens or bond claims been filed by you, or your subcontractors, suppliers, employees, or materialmen, on any projects on which you have worked in the last 2 years? ☐ Yes ☐ No

*If yes, provide details on separate sheet of paper and attach to this section.*

### 3. FINANCIAL INFORMATION

- A. Identify the Surety Company that will provide your payment and performance bond/s:

Surety Name	
Surety Address	
Surety Phone No.	Surety Fax No.
Contact Person	Bonding Limits \$

- B. Source of Letter of Credit *(if applicable)*:

Credit Limits: \_\_\_\_\_

- C. Have any claims been made against your bonding company, as obligator on a bond issued on your behalf, in the past 3 years? ☐ Yes ☐ No

*If yes, provide details on separate sheet of paper and attach to this section.*



- D. List bank reference/s, stating the name/s of the bank officer, address, and telephone number:

BANK NAME	REFERENCE	TELEPHONE No.
1.		
2.		
3.		
4.		
5.		

- E. List any outstanding liens (*include project name, date, and reason*): \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

- F. Is your company any of the following?

1. Minority Business Enterprise (MBE) ☐ Yes ☐ No
2. Female Business Enterprise (WBE) ☐ Yes ☐ No

#### 4. IMPORTANT NOTICE

The foregoing information must be truthfully, completely, and fully provided. Failure to do so may result, at the owner's discretion, in declaring the bidder's bid non-responsive and therefore not considered. Any falsification, misrepresentation, or untrue response to any of the foregoing shall also be, at the discretion of the owner, cause for the immediate termination of any contract entered into between the owner and the bidder.

If any additional space is necessary to completely answer any of the foregoing, provide all relevant details on a separate, attached sheet. Describe the circumstances, referencing the project, provide the names of involved persons and agencies, and state the results of the incidents in questions. Additional information of facts may be required by the Owner prior to the award of any contract.

This statement, along with any attached sheets, is to be signed by an officer of the bidder organization and notarized. Execution of this form constitutes a representation of the truth and accuracy of all of the statements and answers made in conjunction herewith.

State of \_\_\_\_\_

County of \_\_\_\_\_

Authorized Representative's Signature	Date
Print/Type — Authorized Representative Name	Print/Type — Authorized Representative's Title

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
**NOTARY SIGNATURE AND SEAL**

## SECTION C – BIDDING DOCUMENTS

### BID FORM No. 7 – Previous Similar Project References

Project Name	CMHA Easton
Scope of Work	Office Renovation
Bid Date & Time	Wednesday, May 21, 2025 @ 11:00 a.m. – (available via Zoom)
Company Name	

#### SIMILAR/COMPATIBLE CONSTRUCTION PROJECTS COMPLETED IN THE LAST 5 YEARS

SIMILAR/COMPATIBLE PROJECT NAME / LOCATION	CONTACT PERSON NAME & TEL. #	CONTRACT AMOUNT	PROJECT DATES	
			START	COMPLETION
1.				
2.				
3.				
4.				

**NOTE: USE ADDITIONAL SHEETS IF NEEDED**

Authorized Representative's Signature	Date
Print/Type — Authorized Representative Name	Print/Type — Authorized Representative's Title

## SECTION C – BIDDING DOCUMENTS

### BID FORM No. 8 – Financial Statement / Contractor Forms

Project Name	CMHA Easton
Scope of Work	Office Renovation
Bid Date & Time	Wednesday, May 21, 2025 @ 11:00 a.m. – (available via Zoom)
Company Name	

The bidder is to provide the most recent audited financial statement, audited if available including contractors latest balance sheet and income statement (*see “Instructions and Information for Bidders”*).

- Submit with this form, the following:
  - 1) Certificate of Insurance
  - 2) Bureau of Workers’ Compensation Certificate
  - 3) Contractor License in project

Bidders are to indicate if items listed below are enclosed.

1. Financial Statement: ☐ Yes ☐ No

2. Financial Statement will be submitted if the bidder is the lowest bid. ☐ Yes

If #2 is selected:

Submit Financial Statement within three (3) working days after the Bid Opening if you are the lowest bidder.

Authorized Representative’s Signature	Date
Print/Type — Authorized Representative Name	Print/Type — Authorized Representative’s Title

## SECTION C – BIDDING DOCUMENTS

### BID FORM No. 9 – Certification for Drug Free Workplace

Project Name	CMHA Easton
Scope of Work	Office Renovation
Bid Date & Time	Wednesday, May 21, 2025 @ 11:00 a.m. – (available via Zoom)
Company Name	

#### Program/Activity Receiving Federal Contract Funding

1. Acting on behalf of the above-named Contractor as its Authorized Official, I make the following certifications and agreements to the Columbus Metropolitan Housing Authority (CMHA) regarding the sites listed below:

I certify that the above-named Contractor will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees --

- (1) The dangers of drug abuse in the workplace;
- (2) The Contractor's policy of maintaining a drug-free workplace
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the contract be given a copy of the statement required by paragraph a.

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the contract, the employee will --

- (1) Abide by the terms of the statement; and
- (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every contract officer or other designee on whose contract activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected contract;

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

f. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

**2. Sites for Work Performance.** The Contractor shall list (on separate pages) the site(s) for the performance of work done in connection with the CMHA funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Contractor name and address and the program/activity receiving contract funding.)

Check here <sup>1</sup> if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** CMHA will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.

Authorized Representative's Signature	Date
Print/Type — Authorized Representative Name	Print/Type — Authorized Representative's Title

# **END OF BIDDING DOCUMENTS**

(This sheet should be included as your last page in your bid package)

**COLUMBUS METROPOLITAN HOUSING AUTHORITY**

**Contract Specifications for**

**CMHA EASTON  
OFFICE RENOVATION**

**3400 Morse Crossing  
Columbus, Ohio 43219**

**SECTION F**

**Special Conditions**

# SPECIAL CONDITIONS

## 1.01 GENERAL

1. The following items amend and supplement Instructions to Bidders, HUD Form 5369, and The General Conditions, HUD Form 5370, of the Contract for Construction.
2. The contractor **MUST** read and comply with this section.

## 1.02 PROJECT SITE (PROJECT NAME AND ADDRESS)

### **CMHA EASTON – OFFICE RENOVATION**

3400 Morse Crossing • Columbus, Ohio 43219

**NOTE: ALL PROSPECTIVE BIDDERS MUST VISIT THE PROJECT SITE AND FAMILIARIZE THEMSELVES WITH THE SCOPE OF WORK AND LOCAL CONDITIONS AFFECTING THE COST OF WORK. THIS MUST BE DONE PRIOR TO SUBMITTING A BID FOR THE PROJECT.**

## 1.03 STATE OF OHIO TAXES

- A. Materials purchased for use or consumption in connection with the proposed work will be exempt from the State of Ohio sales tax and the State of Ohio Use Tax.
- B. Purchase of expendable items by the contractor, such as lumber, tools, oils, grease, fuel, or equipment rentals, are subject to the application of the Ohio Sales and/or Use Tax.

## 1.04 CONTRACT TIME

**The Base Bid of this project must be complete within One Hundred Sixty-Five (165) calendar days of receipt of the Notice to Proceed.**

## 1.05 DELAYS AND EXTENSION OF TIME

- A. If the Contractor is delayed at any time in the progress of the work by any act of neglect of Owner, Architect, or by any separate Contractor employed by Owner, or by changes ordered in the work; or by any act, hindrance, obstruction, or interference; or by labor disputes, fire, unusual delay in transportation, unavoidable casualties or any other causes beyond the control of both Contractor and its sub-Contractors; or by any cause which the Owner shall decide justifies the delay; or by delay authorized by Owner pending arbitration, then the contract time shall be extended by change order. For all such delays or suspensions, the Contractor shall be allowed one day to add to the time limitations set forth in this contract for each day that such delay caused in the completion of the work, the same to be ascertained solely by the Architect and the Owner.
- B. **ALL DEMANDS FOR EXTENSION OF TIME SHALL BE MADE IN WRITING TO THE OWNER NOT MORE THAN TEN (10) CALENDAR DAYS AFTER THE COMMENCEMENT OF DELAY; OTHERWISE, ANY RIGHT TO EXTENSION OF TIME SHALL BE WAIVED.**

The Contractor shall provide an estimate of the probable effect of such delay on the progress of the work with the extension request. The Contractor agrees that time is of essence and that failure to give timely notice will prejudice both the Owner's ability to



investigate the cause of the delay and the Contractor's right to an equal time extension from the Owner.

- C. If no agreement is made stating the dates upon which the written Contract shall be furnished, then no time extension for delay shall be allowed on account of failure to furnish such interpretations until fifteen (15) days after the demand is made for them, and not then unless such demand is reasonable.
- D. **If the Contractor is delayed by the Owner and the Contractor provides Notice as required in the Contract Documents, the Owner and Contractor agree that the measure of damages shall be a reasonable time extension and the resulting Extended Field General Conditions costs as determined by the Owner after consultation with the Architect.**

**The Contractor shall be entitled to no costs other than Extended Field Conditions.**

**The Contractor acknowledges that the measure of damages for an Owner-caused delay provided above represents a reasonable estimate of the actual damages it would incur as a proximate cause of the Owner's delay.**

**If the Contractor incurs additional costs for disruption, accelerations, labor inefficiency, or any other impact cost caused by an Owner-caused delay and provides Notice as required in the Contract Documents, the Owner and Contractor agree that the measure of damages for such costs shall be the additional premium cost of overtime wages incurred by the Contractor. The Contractor acknowledges that disruption, acceleration, labor inefficiency, or other impact costs are difficult to quantify and that the measure of damages above represents a reasonable estimate of the actual damages it would incur for disruption, acceleration, labor inefficiency, and impact costs as a proximate cause of the Owner's delay.**

- E. Anything contained in the Contract, to the contrary notwithstanding, the Contractor shall not be entitled to damages or to extra compensation by reason of delays occasioned by proceedings to review the awarding of the Contract to the Contractor or to review the awarding of any other Contract to any other Contractor.

#### **1.06 LIQUIDATED DAMAGES**

In the event of Contractor-caused delays, the Contractor and his sureties shall be liable for and shall pay to CMHA the sum of **\$500.00**, as fixed, agreed, and liquidated damages for each calendar day of delay until the work is completed and accepted.

#### **1.07 DOCUMENTS REQUIRED OF SUCCESSFUL BIDDER**

- A. **Within three (3) calendar days after bid opening**, the three apparent low bidders must furnish to the Owner two (2) copies of the Current Financial Statement (See Information for Bidders).
- B. Within fourteen (14) calendar days after the Contractor receives his **approved contract**; the Contractor must furnish to the Owner two (2) original copies of each of the following:
  - 1.) Evidence of Insurance Coverage
  - 2.) Workmen's Compensation Certificate

- 3.) Performance and Payment Bond Documents or as indicated in Section B, Part I, Item 17.
- 4.) Project Schedule of Values: Bid Cost Breakdown
- 5.) His Commitment/Contract with all MBE firms listed on Bid Form #5A.

#### **1.08 SPECIFICATIONS & DRAWINGS**

The Contractor shall be furnished with five (5) copies of drawings and specifications and addendum. Additional sets shall be furnished at the cost of reproduction.

#### **1.09 COMMUNICATION**

- A. All notices, demands, requests, instructions, approvals, and claims must be in writing.
- B. Any notice to or demand upon the Contractor shall be sufficiently given if delivered at the office of the Contractor stated on the signature page of the contract (or at such other office as he may designate in writing to CMHA) or deposited in the United States mail in a sealed, postage-prepaid envelope, or if delivered with charges prepaid to any telegraph company for transmission, in case addressed to such office.
- C. All papers required to be delivered to CMHA shall, unless otherwise specified in writing to the Contractor, be delivered to the Executive Director; Columbus Metropolitan Housing Authority, 880 East Eleventh Avenue, Columbus, Ohio 43211, and any notice to or demand upon CMHA shall be sufficiently given if so delivered or deposited in the United States mail in a sealed, postage-prepaid envelope, or delivered with charges prepaid to any telegraph company for transmission to said Executive Director at said address.

#### **1.10 SUBMITTALS**

- A. Within **14 calendar days after the pre-construction meeting**, the Contractor shall submit to the Architect for his review and approval three **(3) copies of a Submittal Schedule for all material submittals and shop drawings** as specified in the project specifications and as outlined in the submittal and shop drawings summary sheet (included in the Technical Specifications). No materials shall be delivered to the site and used for work without written approval from the Architect.
- B. Submittals and shop drawings shall include, but not be limited to, the following information:
  1. Name of each manufacturer of each material/equipment proposed for use in the work.
  2. Contractor(s) and/or manufacturer(s) printed specifications or literature for materials and equipment.
  3. Samples and shop drawings as specified in the specifications. All samples/shop drawings shall have labels clearly showing the name of the manufacturer and the referenced section of the specifications and/or contract drawings.

#### **1.11 PRODUCT DELIVERY, STORAGE, AND PROTECTION**

The material used shall be delivered to the job site in the original, unopened packages, clearly labeled with the manufacturer's name, brand name, and identifying numbers as appropriate. Any materials stored on the site shall be kept dry and protected from damage by a method approved by the Owner. Adhesives shall be stored between 60 degrees and 80 degrees F.

## **1.12 PROTECTION AND OCCUPANCY OF PREMISES**

- A. Contractor will be held responsible for the safe condition of all existing structures, parking areas, grass areas, etc., scheduled to remain and any damage to the same resulting from operations under this contract. Abuse of personal property or conduct that may be considered offensive to CMHA employees will not be tolerated. The Contractor's project superintendent will be held responsible for the conduct of all personnel on the project.
- B. The Owner reserves the right to demand replacement of any employees of Contractor and/or its sub-Contractor for the following reasons:
  - 1. Any employee(s) with offensive conduct toward the Owner's representatives.
  - 2. Any employee(s) who choose not to cooperate with the Owner's representative, which causes hardship or delay of construction or affects the quality of construction.
  - 3. Any other misconduct in direct conflict with the law.
- C. At all times, all sidewalks, entrances, and exits leading to or coming from the resident units or public places to the streets or parking areas **MUST** be kept clean, safe, and in good condition as accepted by the Owner.

## **1.13 DAMAGES**

Any damages to the existing buildings or their contents, walk, and landscaping scheduled to remain as a result of the Contractor's construction operations will be repaired or replaced at the Contractor's expense by workers skilled in the various trades. Any damages to tenant property that may result from the Contractor's performance will be replaced at the Contractor's expense. The Contractor will carry insurance as protection against this item.

## **1.14 CLEAN UP**

Upon completion of the work or part of the work, the Contractor shall thoroughly clean all areas of dirt, dust, and debris caused by the installation. The Contractor shall also remove all debris caused by the installation each day from the site.

## **1.15 CONSTRUCTION COORDINATION**

### **General**

- A. The normal job working hours shall be established by mutual cooperation and agreement of all Prime Contractors and the Owner.
- B. During established working hours, it shall be the responsibility of the Prime Contractors and their sub-Contractor to provide all necessary skilled craftsmen so as to cause no delays to any phase or part of construction work, as scheduled.
- C. Each Contractor shall furnish the Architect with sufficient copies of the Progress Schedule for distribution to all involved.
- D. All Prime Contractors shall provide sufficient and adequate supervision, labor, materials, and equipment necessary to properly correlate all phases of the work to the end, that the approved Progress Schedule can be adhered to, and the contract completion date met.
- E. All building permits/work required will be the responsibility of the Contractor. The particular Contractor whose work is involved shall pay for any other permits.

## 1.16 **SCHEDULE OF AMOUNTS FOR CONTRACT PAYMENTS**

- A. A detailed Bid Cost Breakdown, Schedule of Values, and Project Schedule shall be submitted after Contract Award and used as a basis upon which partial payments may be authorized. The Contractor shall furnish to CMHA, on forms supplied, a detailed estimate (herein termed "Breakdown"), giving a complete breakdown of this contract price, so arranged, detailed, and itemized as to meet the approval of the Architect and the Owner.
- B. The values and quantities employed in making up this Breakdown are for determining the amount of partial payments and shall be taken as a basis for additions to or deductions from the contract price after the contract award.
- C. In order to receive partial payments as the work progresses, the Contractor shall submit to the Owner, on forms supplied, periodic estimates showing the value of the work performed each period, based upon the items appearing in the approved Breakdown. Such estimates must be submitted no later than ten days in advance of the date set for payments and are subject to correction and revision as required. In the final form, they must bear the certification of both the Architect and the Owner before any payment can be made.

## 2.01 **TEMPORARY FACILITIES**

☐ **Required**      ☒ **Not Required**

### **A. General**

- 1. Any Contractor requiring one of the temporary services before it can be provided as specified, or whose requirements with respect to a particular service differ from the service specified, shall provide such service at his own expense and in a manner satisfactory to the Owner.
- 2. All temporary facilities are to be maintained and kept in good operating condition. Maintenance personnel necessary to perform this work shall be provided in accordance with the requirements. Maintenance time will include normal working hours for all trades and start-up and shut down overtime as required.
- 3. If temporary fencing around the premises of each phase of construction is required, the layout, method of installation, and the time frame of such fence(s) are subject to the Owner's approval. If the Contractor refuses to install the temporary fencing within the time frame specified by the Owner, the Owner reserves the right to pursue other Contractor(s) to install such fencing, and all costs for this installation will be deducted from the prime Contractor's contract payment.

### **B. Temporary Field Office, Sheds, and Telephone**

If it is not specifically waived and/or the contractor is directed otherwise, in this Item 2.01-B, the contractor will comply with the following:

- 1. The Contractor shall provide and maintain clean weather-tight offices at the site for his use, his Sub-Contractor's Agents, Owners Representative, and the Architect, and at which location he or his authorized agent shall be present, or to which either may be readily called at all times while the work is in progress. Copies of permits, approved shop drawings, and specifications marked up to date with all revisions, and all addenda shall be kept at said office ready for use at all times. Field offices shall be located as directed by the Owner and/or Architect.

2. The Contractor's field office shall be painted, heated, lighted, and provided with ventilating windows, which operate doors with locks and private line telephone service. One room in the temporary office at least 8' x 10' with a plan table; desks, each with suitable chairs or stools, a plan rack, metal filing cabinets, and a coin-free telephone shall be provided for use of the Owner's representative and Architect's field office, including the installation cost and use of telephone, heat, air conditioning, light, water, and janitor service shall be borne by the Contractor. The Contractor shall be reimbursed for all long-distance calls made by parties other than him.
3. Prime Contractors or Subcontractors shall provide office space for their own use, complete with heat, light, and telephone and with a complete set of plans and specifications kept marked up to date with revisions, addenda, and all permits and approved shop drawings on file.
4. Field office shall be maintained until final acceptance and then be removed by the respective Contractors no later than 15 days after acceptance of the project unless the Architect orders or approves earlier removal.
5. All utility installation costs to their field offices are the responsibility of each Prime Contractor or Subcontractor.
6. Each Prime Contractor or Subcontractor shall provide and maintain additional offices, storage sheds, and other temporary buildings or trailers on the project as required for his own use. These shall be located where directed by the Architect or Owner. All temporary sheds shall be given a fresh coat of dark green exterior paint.

#### **C. Water**

1. Under limited renovation and under normal circumstances, water is available from the Owner. For new construction or large water usage and consumption, the Contractor shall arrange and pay for connection to existing water service where directed by the Owner. The Contractor shall furnish and install temporary risers, hose bibs, etc., at no cost to the Owner and pay for the cost of water consumption.
2. If the use period for this temporary installation will include freezing weather, the Contractor shall provide insulated hosing for exposed temporary service piping such as will ensure against damage from freezing and in accordance with the water company's requirements.
3. Each Prime Contractor shall provide and be responsible for dispensing drinking water for all personnel under his jurisdiction. An adequate supply of drinking water shall be available on the site at a convenient distance for any worker.

#### **D. Temporary Sanitary Arrangements**

1. At the start of work, the Contractor shall provide and pay for temporary portable chemical toilets, acceptable to public health authorities, equal to one toilet per 25 men present on the job. Computation of men present includes men of all other Contractors, Architect's personnel, city and state inspectors, and Owner's personnel. Locate as directed by the Architect or Owner. Maintain the same in an antiseptic condition. Clean toilets at least once a week or more often, if required.
2. The Contractor shall maintain all toilets in a sanitary condition. The Contractor shall furnish supplies.

## **E. Temporary Heat and Protection**

1. Each Contractor shall provide at his own expense all cold weather protection as required to continue his work expeditiously during inclement weather and to protect all his work and materials from damage by the weather.
2. Temporary Heat is the Prime Contractor's responsibility:
  - a.) Prime Contractor shall obtain and pay all costs from permits as required. Temporary heat shall be required for field offices and material storage sheds or trailers. The Prime Contractor shall be required to pay the cost of the temporary heating system.
  - b.) The Electrical Contractor shall expedite the temporary power to all equipment required and shall be responsible for any damage caused by inadequate wiring. He shall make ready power to the heating system to be used for temporary heating and permit the use of the electrical system for temporary heat without additional cost to the Prime Contractor or the Owner.
  - c.) Cost of electrical service and power consumed is covered under Item F, Temporary Light, and Power.
3. The Prime Contractor shall advise the Subcontractor(s) daily as to temperatures required in various sheds or trailers as specified herein below:
  - a.) A temperature of not less than 50 degrees F during working hours and at least 40 degrees F at all other times throughout the heating season.
  - b.) It shall be the Prime Contractor's responsibility to inform the Subcontractor(s) of the range of temperatures required for temporary heat, so the temperature as recommended by the manufacturer of the material concerned is maintained while such materials are stored or being installed and for the length of time recommended.
4. Each Prime Contractor shall pay all fuel bills for heating systems for his use.
5. The Contractor's responsibility for temporary heat is as follows:
  - a.) When supplying a temporary heating system, the Contractor shall provide, operate, and maintain approved adequate heating units for the purpose specified. (The use of salamanders or similar open-type smoke-producing devices will not be approved.) Only approved forced air heaters using oil, gas, butane, or electric or steam-heated coils will be approved for use.
  - b.) Complete maintenance of the temporary system is the Contractor's responsibility, including greasing, oiling, etc. The Contractor shall operate and be responsible for the complete operation of the system and will be required to respond to emergency failures at all times.
  - c.) Contractor shall furnish and install all metering devices, pressure regulators, ducts, vent pipes, valves, piping, etc., required for a complete and fully operational system.

## **F. Temporary Light and Power**

1. The Electrical Contractor is to provide temporary light, power, and meter(s) for construction purposes for all trades, including the cost of running temporary service from the Owners, approved on-site location. This Contractor shall provide not less than one full-time electrician to maintain the temporary services. This electrician shall be on-site at all times when trades are working that require

temporary power. This shall include both regular and overtime hours. The Electrical Contractor shall bear the cost of all temporary electrical work.

2. Premium pay for the temporary power electrician shall be negotiated between contractors on the job requiring overtime service. If an electrician is required on the project before total work is started, pay for the temporary power electrician shall be negotiated between the contractors on the job requiring this service.
3. The Contractor will pay the entire cost of electrical power consumed throughout the construction period.
4. The electrical requirements for all temporary heating systems shall be connected directly to the project temporary power system by the Electrical Contractor.
5. The electrical work for construction purposes shall conform to all Federal, State (Ohio Safety Code IC-3) (specific Safety Requirements) as well as the requirements of the National Electric Code. The Electrical Contractor shall obtain and pay for required applications, permits, and inspections pertaining to this work. The cost shall also be included in the Contractor's price.
6. Temporary work shall be installed in such a manner as not to interfere with the permanent construction. If such interference does occur, it shall be the responsibility of the Contractor to make such changes as may be required to overcome the interference.
7. Provide labor and material for the installation and maintenance of temporary light and power as may be required during the period of construction. The Contractor will pay the cost of the electric current. Minimum requirements include:
  - a.) Temporary lighting as required.
  - b.) General all-purpose temporary power requirements.
  - c.) Connections for temporary heat. Check temporary heat requirements.
8. This service consists of distribution systems, panels per board, grounding, branch circuits, switches, receptacle outlets, and all other labor and materials necessary to provide a complete operating system. Provide ground fault protection where required.
9. Where sufficient power is not available from existing electrical systems on the Owner's property, the Contractor shall arrange and pay for temporary pole line construction from the public utility or shall provide electrical generators as required without any additional cost to the Owner.
10. Temporary wiring is to be laid out, balanced, and sized so as to produce a voltage drop of no more than five percent (5%) at the extreme end of the line when operating at full load.
11. Temporary power shall include 240 volts, 1-phase transformers and panel boards, 120/240-volt, and 1 phase. All panels shall be securely and neatly installed on the substantial framework. Any panel installation that does not meet the approval of the Owner and/or Architect shall be remounted in an approved manner.
12. Temporary lighting will be made from the temporary panels indicated above.
13. In addition to the specific requirements indicated herein, there will be required both 240 volts and 120-volt power receptacles. Provide four 20 amp. duplex outlets for 120 volts service and two 30 amp. duplex outlets for 240 volts, 1 phase

service all mounted on a plywood panel (furnished and installed by the Contractor), and service from the local temporary power panel.

14. Each trade shall provide and pay for its own extensions for lights or power tools beyond the receptacle outlets provided above.
15. The Contractor shall furnish and install 200-watt lamps for general circuit lighting and all fuses as may be required for a complete job. Replacement of lamps and fuses, including theft, will be the responsibility of the Electrical Contractor throughout the life of the job.
16. All temporary facilities are to be maintained and kept in good operating condition. Maintenance personnel necessary to perform this work shall be provided in accordance with the requirements. Maintenance time will include normal working hours for all trades and startup and shut down overtime as required.
17. The Contractor shall be responsible for installing and maintaining a reasonably balanced system and shall take current readings on the feeders at regular intervals as required. This Contractor shall correct any serious phase unbalance.
18. The Contractor will protect his installation against weather damage, the normal operations of other trades, the Owner's personnel, tenants, and visitors to the site. The Contractor shall be responsible for the proper use and maintenance of all temporary-wiring systems until they are removed.
19. The Contractor shall notify the Owner in writing at least 3 working days prior to any temporary disconnection of existing power supply to all occupied buildings adjacent to the construction area. If this occurs, the Contractor is to provide the workforce to assist the Owner in notifying all residents in the building affected.

### **3.01 CLOSE-OUT DOCUMENTS**

The Architect shall establish a closeout checklist for the Prime Contractor, enumerating requirements of the specifications such as written guarantees beyond one-year, various certificates of inspection of compliance, receipts for keys, maintenance manuals, and spare parts, allowance adjustments, and other related items as may be needed to verify compliance with the contract documents. The Architect shall also conduct a final inspection and generate a contingency (punch) list for all Contractors when needed, in conjunction with representatives of the Owner and each Contractor. The Architect shall upon completion of all work, and receipt of all closeout documentation from each Contractor, assemble in package form by prime contract the following:

1. Final pay request.
2. Contract Completion Certificate. (This Certificate can precede the final pay).
3. Close-out documentation, with written verification from the Architect that all material is adequate and correct for its intended purpose or use, and forward same to the Owner for final acceptance.