

**INVITATION FOR BIDS (IFB) NO. 2024-008  
THERMAL LIFT STATION PROJECT AT THERMAL APTS.**

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**INVITATION FOR BIDS (IFB) NO. 2024-006**

**THERMAL LIFT STATION PROJECT  
AT THE THERMAL II APARTMENTS  
56690 POLK STREET  
THERMAL, CA 92274**

**Riverside Community Housing Corp. (RCHC)  
5555 Arlington Avenue  
Riverside, CA 9250**

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THERMAL LIFT STATION PROJECT AT THERMAL APTS.**

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**IFB INFORMATION AT A GLANCE**

RCHC CONTACT PERSON:	George Eliseo, Contracting Officer <a href="mailto:gceliseo@rivco.org">gceliseo@rivco.org</a> (951) 955-6405
HOW TO OBTAIN THE IFB DOCUMENTS:	<ol style="list-style-type: none"><li>1. Access <a href="http://www.harivco.org/">http://www.harivco.org/</a></li><li>2. Select the "Vendors/Contractors" Page</li><li>3. Scroll down and download <b>IFB NO. 2024-008 THERMAL LIFT STATION PROJECT AT THERMAL II APTS.</b></li><li>4. Download and save the IFB to your computer.</li></ol>
IFB RELEASE DATE:	<b>May 16th, 2024</b>
<b>PRE-BID CONFERENCE: (JOB WALK)</b>  <i>NOTE: JOB WALK ATTENDANCE IS NOT MANDATORY BUT HIGHLY ENCOURAGED. EACH POTENTIAL BIDDER SHOULD TAKE THEIR OWN MEASUREMENTS.</i> Prospective bidders should attend the pre-bid conference (job walk) to ask any questions and voice concerns on the proposed project(s).	<b>May 28th, 2024 at 10:00 AM</b>  Thermal II Apartments 56690 Polk Street Thermal, CA 92274
DEADLINE FOR SUBMITTING QUESTIONS / REQUEST FOR INTERPRETATIONS: (RFI's)	<b>June 6th, 2024 at 5:00 PM</b>
<b>BID SUBMITTAL DEADLINE &amp; BID OPENING:</b>	<b>June 20th, 2024 at 2:00 PM</b> 5555 Arlington Avenue Riverside, CA 92504 (Bids shall be delivered to Housing Authority on the 1st Floor of the Administrative Building located at 5555 Arlington Avenue, Riverside, CA 92504; Bids shall be promptly opened in public at said address.
<b>NOTE:</b> RCHC reserves the right to deviate from this timeline and/or modify the Scope of Work at any time!	<b>Notices of any such decisions or modifications will be located at: <a href="http://www.harivco.org">www.harivco.org</a></b>

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**INTRODUCTION**

The Riverside Community Housing Corp. (hereinafter, "RCHC") is a California non-profit public benefit corporation that was formed in 1992 as an affiliate of the Housing Authority of the County of Riverside ("HACR"). RCHC's purpose is to create and preserve affordable housing for extremely low-, low- and moderate-income persons within the County of Riverside, and to augment services and housing programs sponsored by HACR and/or the County of Riverside's Department of Housing and Workforce Solutions. As our mission, we believe that affordable housing, economic opportunity, and health are matters of unalienable human dignity. Through the creation and preservation of affordable housing and community development initiatives, RCHC strives to eradicate barriers to the pursuit of actualizing these essential liberties, to galvanize vibrant communities and to expand access in the transition towards self-sufficiency.

This Invitation for Bids no. 2024-008 ("IFB") is issued solely by RCHC and is not issued by HACR. The Riverside Community Housing Corp. is a nonprofit, public benefit corporation affiliated with HACR. While this IFB is issued solely by RCHC, it will be available on HACR's website for convenience and ease of access.

RCHC is inviting bids from qualified, licensed, and insured contractors with the ability to provide construction services to RCHC for the Thermal Lift Station Project at the Thermal II Apartments, located at 56690 Polk Street, Thermal, CA 92274

Details regarding the specifications, scope of work and other requirements are set forth in this IFB document and any attachments or amendments to it, which can also be accessed online at [www.harivco.org](http://www.harivco.org). Bid submittals made in response to this solicitation must conform to all the required specifications outlined within this document and any designated attachments or amendments in their entirety.

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**1.0 RCHC'S RESERVATION OF RIGHTS:**

- 1.1 Right to Reject, Waive, or Terminate the IFB.** RCHC reserves the right to reject any or all bids, to waive any informality in the IFB process, or to terminate the IFB process at any time, in its sole and absolute discretion, if deemed by RCHC to be in its best interests.
- 1.2 Right to Not Award.** RCHC reserves the right not to award a contract pursuant to this IFB.
- 1.3 Right to Terminate.** RCHC reserves the right to terminate a contract awarded pursuant to this IFB, at any time for its convenience upon five (5) calendar day's written notice to the successful bidder(s).
- 1.4 Right to Determine Time and Location.** RCHC reserves the right to determine the days, hours and locations that the successful bidder(s) shall provide the services called for in this IFB.
- 1.5 Right to Determine Financial Responsibility and Viability.** RCHC reserves the right to require of bidder information regarding financial responsibility and viability or such other information as RCHC determines is necessary to ascertain whether a bid is in fact the lowest responsive and responsible bid submitted.
- 1.6 Right to Retain Bids.** RCHC reserves the right to retain all written bids submitted to RCHC in response to this IFB, and not permit withdrawal of same for a period of 60 calendar days subsequent to the deadline for receiving said bids. RCHC may permit the withdrawal of bids when requested in writing by the bidder and such request is approved in writing by RCHC Contracting Officer (CO) in his/her sole and absolute discretion.
- 1.7 Right to Reject Any Bid.** RCHC reserves the right to reject and not consider any bid that does not meet the requirements of this IFB, including but not necessarily limited to incomplete bids and/or bids offering alternate or non-requested services.
- 1.8 No Obligation to Compensate.** RCHC shall have no obligation to compensate any bidder for any costs incurred in responding to this IFB.
- 1.9 Right to Amend Prior to Award.** RCHC reserves the right to, prior to award, revise, change, alter or amend any of the instructions, terms, conditions, and/or specifications identified within the IFB documents issued, within any attachment or drawing, or within any addenda issued. All addenda will be posted on the Housing Authority of the County of Riverside's website which is affiliated with RCHC at [www.harivco.org](http://www.harivco.org) and/or [www.missionreproplanroom.com](http://www.missionreproplanroom.com) both available via the Internet. Such changes that are issued before the bid submission deadline shall be binding upon all prospective bidders. RCHC reserves the right to amend the contract any time prior to contract execution.
- 1.10 Right to Issue New Bids.** In the event RCHC rejects all bids submitted, RCHC reserves the right to re-advertise this IFB for new bids, to modify this IFB and re-advertise for new bids or to proceed to have the work completed otherwise.

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- 1.11 Right to Cancel Award.** RCHC reserves the right to, without any liability; cancel the award of any bid(s) at any time before the execution of the contract documents by all parties.
- 1.12 Right to Revise Quantities.** RCHC reserves the right to reduce or increase estimated or actual quantities in whatever amount necessary without prejudice or liability to RCHC under the following conditions:
- 1.12.1** Funding is not available;
  - 1.12.2** Legal restrictions are placed upon the expenditure of monies for this category of service or supplies; or,
  - 1.12.3** RCHC's requirements in good faith change after the award of the contract.
  - 1.12.4 Right to Require Additional Information.** RCHC reserves the right to require additional information from all prospective bidders to determine level of responsibility. Such information shall be submitted in the form and time frame required by RCHC.
- 1.13 Right to Require Accurate Timesheets.** RCHC reserves the right to require the successful bidder to keep accurate timesheets for all employees assigned to perform any project, task, or assignment resulting from this IFB and any resulting contract.
- 1.14 Right to Contact.** RCHC reserves the right to contact any individuals, entities, or organizations that have had a business relationship with the bidder regardless of their inclusion in the reference section of the bid submittal.
- 1.15 Right to Seek Restitution.** In the event any contract resulting from this IFB is prematurely terminated due to nonperformance and/or withdrawal by the successful bidder, RCHC reserves the right to seek monetary restitution (to include but not limited to withholding of monies owed) from the successful bidder to cover costs for interim services and/or cover the difference of a higher cost (difference between the terminated successful bidder's rate and new company's rate) beginning the date of successful bidder's termination through the contract expiration date.
- 1.16 Right to Amend Prior to Contract Execution.** RCHC reserves the right to amend the contract any time prior to contract execution.

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**2.0 SCOPE OF WORK:**

RCHC is seeking bids from qualified, licensed, and bonded contractors to provide construction, deletion, and bypassing of the current Lift Station and run new sewer lines directly to the (CVWD) Coachella Valley Water District in accordance with the following Scope of Work.

**2.1 Location:** This project is in the City of Thermal, Eastern Riverside County.  
**Thermal II Apartments**  
**56690 Polk Street**  
**Thermal, CA 92274**

**2.2 Construction Drawings/Plans:** All work to be done according to plans provided by Fiero Engineering, attached hereto as Exhibit G.

**2.3 SCOPE OF WORK - GENERAL SPECIFICATIONS**

1. The work under this contract shall be performed at the Thermal II Apartments, located in the City of Thermal, County of Riverside, State of California and shall include furnishing all labor, material, equipment, tools, supplies, services, and incidentals, and performing all work necessary for the deletion and bypassing of a current lift station and approved connection to the Coachella Valley Water District (CVWD) sewer lines and all other associated improvements in strict conformance with all Contract documents.
2. Contractor to trench, lay and install approximately sixty-seven (67) LF of eight-inch (8") PVC pipe including one 8-inch diameter cleanout, and the installation of the lateral drop manhole to the existing sewer main.
3. All traffic control to be provided by Contractor for any work done involving public streets.
4. Prior to the start of construction, Contractor will supply RCHC with a construction schedule. A construction walk will be required with CVWD and a RCHC representative prior to the start of work.
5. Contractor shall provide quality assurance in strict accordance with current building codes as well as terms, conditions, special contract requirements, specifications, attachments, and exhibits contained in the General Conditions of the Contract.
6. Verification of existing conditions:
  - a. It shall be the Contractor's sole responsibility to verify existing conditions for each individual work item. The Contractor shall be satisfied that there are no discrepancies between actual conditions and the Scope of Work as issued. Before ordering materials/products, the Contractor shall verify related conditions to ensure proper fit and installation.
  - b. Contractor to notify RCHC immediately of any hidden condition discovered which might affect the progress of work.
7. When the sewer lines are connected to the City, the lift station pit must be filled according to code (sand and gravel).

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8. Contractor shall be responsible for the professional quality, accuracy, competence, methodology, and the coordination of all services performed pursuant to this IFB.
- 2.4 Explanations and Interpretations to Prospective Bidders:** (a) Any prospective bidder desiring an explanation or interpretation of the solicitation, specifications, drawings, etc., must request it at least **ten (10)** days before the scheduled time for bid opening. Requests may be oral or written. Oral requests must be confirmed in writing. The only oral clarifications that will be provided will be those clearly related to solicitation procedures, i.e., not substantive technical information. No other oral explanation or interpretation will be provided. Any information given a prospective bidder concerning this solicitation will be furnished promptly to all other prospective bidders as a written amendment to the solicitation, if that information is necessary in submitting bids, or if the lack of it would be prejudicial to other prospective bidders. (b) Any information obtained by, or provided to, a bidder other than by formal amendment to the solicitation shall not constitute a change to the solicitation.
- 2.5 Interpretation of the Documents:** Discrepancies in and omissions from the plans, specifications or other contract documents, or questions as to their meaning shall, at once, be brought to the attention of RCHC. Any interpretation of the documents will be made only by amendment duly issued and a copy of such amendment will be mailed or delivered to each person or firm receiving a set of such documents. RCHC will not be responsible for any other explanations or interpretations. Should anything in the Scope of Work or any of the sections of the specifications be of such nature as to be apt to cause disputes between the various trades involved, such information shall be promptly called to RCHC's attention.
- 2.6 Amendments to the IFB:** If this solicitation is amended, then all terms and conditions which are not modified remain unchanged. Bidders shall acknowledge receipt of any amendment to this solicitation by signing and returning the amendment, by identifying the amendment number and date on the bid form, or by letter, telegram, or facsimile, if those methods are authorized in the solicitation. RCHC must receive acknowledgement by the time and at the place specified for receipt of bids. Bids which fail to acknowledge the bidder's receipt of any amendment will result in the rejection of the bid if the amendment(s) contained information which substantively changed RCHC's requirements. Amendments will be on file in the offices of RCHC at least 7 days before bid opening.
- 2.7 Caution to Bidders:** Prospective bidders are cautioned not to merely examine the plans and specifications in making their bid, since requirements are imposed upon the bidder by various other portions of this IFB and the Contract Documents.
- 2.8 Construction Cost Estimate:** The construction cost estimate is approximately \$70,000.00
- 2.9 Permits:** The selected contractor will obtain the necessary construction/building permits from CVWD and the Riverside County TLMA (Transportation Land Management Agency), **and all other permits as may be required to complete the project (permit has been pulled through TLMA Reference# BPL2400308). Contractor will be responsible for reimbursement for the cost of permit.**

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**3.0 BID FORMAT:**

**3.1 Two-step Bid Submittal Process:** All bidders will initially submit the documentation/information detailed within the following listed Step #1. Then, RCHC will notify which bidders are to submit, within five (5) days after being notified to do so, the information detailed within the following detailed Step #2 (the bidder(s) that are directed to submit information for Step #2 will generally be the apparent low bidders that RCHC intends to award the project).

**3.1.1 Tabbed Bid Submittal.** As may be further described herein, RCHC intends to retain a Contractor pursuant to a "Low Bid" basis, also taking into consideration responsiveness and responsibility. Therefore, so that RCHC can properly evaluate the offers received, all bids submitted in response to this IFB must be formatted in accordance with the sequence noted within the table below. Each category must be separated by numbered index dividers (which number extends so that each tab can be located without opening the bid) and labeled with the corresponding tab reference also noted below. None of the proposed services may conflict with any requirement RCHC has published herein or has issued by addendum.

<b>Tab No.</b>	<b>Description</b>
<b>1</b>	<b>Bid Proposal Form:</b> Attached to this IFB as Attachment A. Enter the fee/bid amount, complete and execute where provided and submit under this tab as a part of the bid submittal.
<b>2</b>	<b>Form of Bid Bond:</b> Attached to this IFB as Attachment B. Certificate as to Corporate Principal – this portion must be completed by the Secretary of the Corporation and the corporate seal affixed. Complete form and notarize. This 2-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the bid submittal.
<b>3</b>	<b>Equal Employment Opportunity Certification (Form HUD-92010):</b> Attached to this IFB as Attachment E. The 2-page form must be signed, completed, and submitted under this tab as a part of the bid submittal.
<b>4</b>	<b>Form of Non-Collusive Affidavit:</b> Attached to this IFB as Attachment C. Must check box indicating whether bidder is an individual, a corporation or partnership. Complete form and notarize. This 1-page form must be fully completed, executed and submitted under this tab as a part of the bid submittal.



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<b>5</b>	<b>Contractor Designation Form:</b> Attached to this IFB as Attachment D. This 2-page form must be fully completed executed and submitted under this tab as a part of the bid submittal. NOTE: Bidders must also provide RCHC with the name, contact information to include address, phone number, email address, core area of business, and years of expertise for each subcontractor and the minority status of each. This form <b>MUST</b> be completed for each general and subcontractor and included in this Tab. If subcontractors will not be utilized, please check the appropriate box.
<b>6</b>	<b>OPTIONAL Section 3 Business Preference Documentation:</b> For any bidder claiming a Section 3 Business Preference, under this tab include the fully completed and executed Section 3 Business Preference Certification Form attached and any documentation required by that form. <b>Note: If you qualify as a Section 3 Business Preference, your bid will receive a preference over other bids as specified.</b>
	<b>Bid Submittal Binding Method:</b> It is preferable and recommended that the bidder bind the bid submittal in such a manner that RCHC can, if needed, remove the binding (i.e. "comb-type;" etc.) or remove the pages from the cover (i.e. 3-ring binder; etc.) to make copies then conveniently return the bid submittal to its original condition.

**Step #2:** Documentation/information to be submitted, within 10 days, **only by the apparent low bidder** and only when directed to do so by RCHC.

<b>1</b>	<b>Managerial Capacity:</b> If requested, the winning bidder must submit under this tab a concise description of its capacity to deliver the proposed services, including brief professional resumes for the persons identified within areas (5) and (6) of the <i>Contractor Designation Form</i> . Such information shall include the bidder's qualifications to provide the services; a brief description of the background and current organization of the firm.
	<b>Insurance Certificates.</b> The apparent successful bidder will also direct its insurance broker or carrier to deliver directly to the Agency (by email is preferred) the insurance certificates detailed within the following Sections 6.2.1 through 6.2.5 herein. NOTE: The apparent successful bidder will NOT deliver these certificates—the insurance broker or carrier will do so.
	If no information is to be placed under any of the above noted tabs (especially the "Optional" tabs), please place there a statement such as "NO INFORMATION IS BEING PLACED UNDER THIS TAB" or "THIS TAB LEFT INTENTIONALLY BLANK." DO NOT eliminate any of the tabs.

**3.2 Bidder's Security:** Bids in excess of twenty-five thousand dollars (\$25,000) shall be accompanied by a bid guarantee of not less than ten percent (10%) of the amount of the bid, including the aggregate of all separate bid items and schedules covered by the bid,

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which may be: bid bond, money order, certified check or bank draft, U.S. Government Bonds at par value, or a bid bond secured by a surety company acceptable to the U.S. Government and authorized to do business in the state where the work is to be performed. ***The Form of Bid Bond must be fully completed, executed, and notarized where provided thereon and submitted under tab 2 as a part of the bid submittal.*** Said check or bond shall be made payable to RCHC and shall be given as a guarantee that the Bidder, ***if awarded the Work, will enter into an Agreement with RCHC and will furnish the necessary insurance certificates, Payment Bond, and Performance Bond.*** Each of said bonds and insurance certificates shall be in the amounts of stated in the Standard Specifications or Special Provisions. In case of refusal or failure of the successful Bidder to enter into said Agreement, the check or Bid Bond, as the case may be, shall be forfeited to RCHC. If the Bidder elects to furnish a Bid Bond as its security, the Bidder shall use the Bid Bond from bound herein, or one conforming substantially to it in form.

**3.3 Reserved.**

**3.4 Reserved.**

**3.5 Reserved.**

**3.6 Preemption of State Prevailing Wage Requirements:** A prevailing wage rate (including basic hourly rate and any fringe benefits) determined under State law to be prevailing with respect to an employee in any trade or position employed under them contract **shall be inapplicable** to a contract or RCHC performed work item for the development, maintenance, and modernization of a project (24 CFR Part 965.101).

**3.7 Reserved:**

**3.8 Public Works Registration Program Update:** SB 96 was enacted on June 27, 2017. Amongst other things, the bill makes changes to Labor Code sections 1725.5, 1771.1 and 1773.3 and Public Contract Code section 4104. Moving forward, DIR notification of an award of a public project will only be required for projects greater than \$25,000 for construction, alteration, demolition, installation, or repair work, or projects greater than \$15,000 for maintenance work. The law also now requires that bidders provide the DIR registration numbers for all subcontractors listed in a bid for a project.

**3.9 Bid Submission:** All bids must be submitted and time-stamped received in the designated RCHC office by no later than the submittal deadline stated herein (or within any ensuing amendment). A total of one (1) original signature copy (marked "ORIGINAL" and "SEALED BID") of the bid submittal shall be placed unfolded in a sealed package and addressed to:

**Riverside Community Housing Corp. (RCHC)  
Attention: George Eliseo - Contracting Officer  
5555 Arlington Avenue Riverside, CA 92504**

The package exterior must clearly include the following, **"IFB No. 2024-008 Thermal Lift Station Project at Thermal II Apartments"** and must have the bidder's name and return address. Bids received after the published deadline will not be accepted. Email

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delivery shall not be a substitute for or waive physical delivery of the bid by the deadline.

- 3.10 Bid Acceptance Period:** The acceptance period is the number of calendar days available to RCHC for awarding a contract from the date specified in this solicitation for receipt of bids. RCHC requires a minimum acceptance period of **ninety 90 calendar days**. A bid allowing less than RCHC's minimum acceptance period will be rejected.
- 3.11 Submission Conditions:** DO NOT FOLD OR MAKE ANY ADDITIONAL MARKS, NOTATIONS OR REQUIREMENTS ON THE DOCUMENTS TO BE SUBMITTED! Bidders are not allowed to change any requirements or forms contained herein, either by making or entering onto these documents or the documents submitted any revisions or additions; and if any such additional marks, notations or requirements are entered on any of the documents that are submitted to RCHC by the bidder, such may invalidate that bid. If, after accepting such a bid, RCHC decides that any such entry has not changed the intent of the bid that RCHC intended to receive, RCHC may accept the bid and the bid shall be considered by RCHC as if those additional marks, notations or requirements were not entered on such. By accessing the noted Internet Site, registering and downloading these documents, each prospective bidder that does so is thereby agreeing to confirm all notices that RCHC delivers to him/her as instructed, and by submitting a bid, the bidder is thereby agreeing to abide by all terms and conditions published herein and by amendment pertaining to this IFB.
- 3.12 Submission Responsibilities:** It shall be the responsibility of each bidder to be aware of and to abide by all dates, times, conditions, requirements, and specifications set forth within all applicable documents issued by RCHC, including this IFB, the documents listed in the attachments section, and any amendments and required attachments submitted by the bidder. By virtue of completing, signing and submitting the completed documents, the bidder is stating his/her agreement to comply with all conditions and requirements set forth within those documents. Written notice from the bidder not authorized in writing by the CO to exclude any of RCHC requirements contained within the documents may cause that bidder to not be considered for award.
- 3.13 Bidder's Responsibilities; Contact with RCHC:** It is the responsibility of the bidder to address all communication and correspondence pertaining to this IFB process to the CO only. Bidders must not make inquiry or communicate with any other RCHC staff member or official (including members of the Board of Commissioners) pertaining to this IFB. Failure to abide by this requirement may be cause for RCHC to not consider a bid submittal received from any bidder who may has not abided by this directive.
- 3.14 Responsibility for Subcontractors:** All requirements for the "Prime" contractor shall also apply to any and all subcontractors. It is the Prime Contractors' responsibility to insure the compliance of the subcontractors. Regardless of subcontracting, the Prime Contractor remains liable to RCHC for the performance under this IFB or any resulting contract.
- 3.15 Invitations for Bids (IFB) Amendments:** If this solicitation is amended, then all terms and conditions which are not modified remain unchanged. Bidders shall acknowledge receipt of any amendment to this solicitation by signing and returning the amendment, by identifying the amendment number and date on the bid form by email, letter, or facsimile. RCHC must receive acknowledgement by the time and at the place specified

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for receipt of bids. Bids which fail to acknowledge the bidder's receipt of any amendment will result in the rejection of the bid if the amendment(s) contained information which substantively changed RCHCs requirements. Amendments will be on file in the offices of RCHC and at least **seven (7) calendar days** prior to bid opening. All questions and requests for information must be addressed in writing to the CO. The CO will respond to all such inquiries in writing by amendment to all prospective bidders (i.e. firms or individuals that have obtained the IFB Documents). During the IFB solicitation process, the CO will NOT conduct any *ex parte* (a substantive conversation, "substantive" meaning, when decisions pertaining to the IFB are made between RCHC and a prospective bidder when other prospective bidders are not present) conversations that may give one prospective bidder an advantage over other prospective bidders. This does not mean that prospective bidders may not call the CO, it simply means that other than making replies to direct the prospective bidder where his/her answer has already been issued within the solicitation documents, the CO may not respond to the prospective bidder's inquiries but will direct him/her to submit such inquiry in writing so that the CO may more fairly respond to all prospective bidders in writing by amendment.

- 3.16 Non-Mandatory Pre-bid Conference (Job Walk):** The scheduled job walk is not mandatory. Typically, such conferences last one (1) hour or less, though such is not guaranteed. The purpose of this conference is to give prospective bidders an understanding of the full scope of the job and the IFB documents so that they feel confident in submitting an appropriate bid; therefore, at this conference RCHC will conduct a brief overview of the IFB documents, including the attachments, as well as walk the job site. Prospective bidders may also ask questions, though the CO may require that some such questions are delivered in writing prior to a response being delivered. All attendees should bring a copy of the IFB documents to this conference; RCHC **will not** distribute any copies of the IFB documents.
- 3.17 Contract Service Standards:** All work performed pursuant to this IFB must conform and comply with all applicable local, state, and federal codes, statutes, laws and regulations.

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**4.0 BID EVALUATION:**

**4.1 Public Opening:** At the set date and time, all bids received will be opened and publicly read aloud by the CO, including the company name of the bidder and the total calculated costs proposed. At the bid opening RCHC will only disclose the following information: (a) The company name of each bidder; (b) the calculated total amount bid; and (c) the identity of the apparent lowest bidder. A copy of the bid tabulation or recap recorded will be made available to each member of the public attending such opening and to anyone who requests such afterwards. The bids will not be made available for inspection by anyone at this time. RCHC will, at a later time, review all bids in detail and will notify all bidders of any bidder that is, as a result of the more detailed inspection of bids submitted, ruled to be non-responsive or not responsible. RCHC reserves the right to, as determined by RCHC, “waive informalities and minor irregularities” in the offers received.

**4.1.1 Ties:** In the case of tie bids, the award shall be decided by “drawing lots or other random means of selection.”

**4.2 Responsive Bid Evaluation:** After the public opening of bid submittals, all bids received will later be evaluated by the CO for responsiveness, starting with the apparent lowest bidder. Bids not meeting the IFB’s listed minimum requirements are deemed to be non-responsive and shall not be considered further. The CO may then consider the next apparent lowest bidder, in his/her sole and absolute discretion. The non-responsive bidder will be notified of such in writing by RCHC in a timely manner.

**4.3 Responsible Bidder Evaluation:** Once a bid is determined to be responsive to the IFB, the CO will then evaluate the apparent lowest responsive bidder to ensure that he/she or their firm is responsible. If the CO ascertains that such person or firm is responsible, as defined below in Section 4.3.1, the CO may then proceed with a notice of intent to award. If the CO determines that such person or firm is deemed to be not responsible, in his/her sole and absolute discretion, they will be notified of such in writing by RCHC in a timely manner. The non-responsive bidder may request further information and a hearing; in such case the CO may proceed with the noted Responsive and Responsible Evaluations with the next apparent lowest bidder.

**4.3.1 Responsible Bidder Requirements:**

- Have adequate financial resources to perform the contract, or the ability to obtain them;
- Have all necessary and required insurance coverage as listed in the IFB, or the ability to obtain such;
- Have the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them;
- Have the necessary management, recruitment sources, personnel and/or training facilities, or the ability to obtain them;
- Be able to comply with the required delivery and performance schedule, taking into consideration all existing commercial and/or governmental business commitments;

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- Have a satisfactory performance record in placement of qualified personnel;
- Have a satisfactory record of integrity and business ethics, and;
- Be otherwise qualified and eligible to receive an award under all applicable laws and regulations, including not being debarred or suspended under a HUD-imposed LDP. Be advised that all persons or contractors that have been suspended or debarred from Federal programs will be indicated as such in the System for Award Management (SAM).

**4.4 Additional Evidence of Responsibility:** RCHC reserves the right to request additional information whether in writing or by oral presentation in order to further determine the successful bidder's responsibility. Failure to provide adequate documentation within the specified time will result in the successful bidder being determined as non-responsible.

**4.5 Restrictions:** Any and all persons having ownership interest in a bidder entity or familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a bidder entity will be excluded from participation in the evaluation of the bid.

**4.6 Bid Protest:** Any prospective or actual bidder, who is allegedly aggrieved in connection with the solicitation of a bid or award of a contract, shall have the right to protest. To be eligible to file a protest with RCHC pertaining to an IFB or contract, the alleged aggrieved protestant must have been involved in the IFB process in some manner as a prospective bidder (i.e. registered and received the IFB documents) when the alleged situation occurred. The alleged aggrieved protestant must file, in writing, to RCHC the exact reason for the protest, attaching any supportive data. The protestant must state within the written protest document specifically (not by inference) what action by RCHC or condition is being protested as inequitable, making, where appropriate specific reference to the IFB documents issued and including the specific citation of law, rule, regulation, or procedure upon which the protest is based. The protest document must also state the corrective action requested. Failure by the alleged aggrieved protestant to fully submit such information shall relieve RCHC from any responsibility to take any corrective action, and as a result of noncompliance, the appeal will be dismissed without further review. RCHC has no obligation to consider a protest filed by any party that does not meet these criteria. Any protest against a solicitation must be received before the due date for the receipt of bids, and any protest against the award of a contract must be received within ten (10) calendar days after the successful bidder receives notice of the contract award, or the protest will not be considered. All bid protests shall be in writing, submitted to the CO or designee, who shall issue a written decision on the matter. The CO may, at his/her discretion, suspend the procurement pending resolution of the protest if the facts presented so warrant. All appeals shall be marked as follows and sent to the address listed below:

**APPEAL OF IFB NO. 2024-006  
Riverside Community Housing Corp. (RCHC)  
Attn: George Eliseo, Contracting Officer  
5555 Arlington Avenue, Riverside, CA 92504**

**INVITATION FOR BIDS (IFB) NO. 2024-008  
THERMAL LIFT STATION PROJECT AT THERMAL APTS.**

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**5.0 CONTRACT AWARD:**

**5.1 Lowest Responsive and Responsible Bidder:** An award of a contract pursuant to this IFB, if determined to be in the best interest of RCHC to do so, will be made to the responsive and responsible bidder that submits the lowest cost; in this case, the lowest calculated cost.

**5.1.1 Basis for Determining Lowest Bid:** The lowest bid shall be the lowest total of the base bid amounts on the base contract.

**5.2 Contract Award Procedure:** If a contract is awarded pursuant to this IFB, the following detailed procedures will be followed:

**5.2.1** By completing, executing, and submitting the Form of Bid, Attachment A, the successful bidder is thereby agreeing to “abide by all terms and conditions pertaining to this IFB as issued by RCHC, in hard copy, including an agreement to execute their contract.” Accordingly, RCHC has no responsibility to conduct after the submittal deadline any negotiations pertaining to the contract clauses already published; and in any case RCHC has no power or authority to negotiate any clauses contained within any attached documents.

**5.2.2** Depending on the amount of the award (typically for amounts greater than \$75,000), RCHC will forward the contract to RCHC Board of Directors (BOD) for approval prior to signing the contract with the lowest responsive and responsible bidder.

**5.2.3** The contract shall be awarded upon a resolution or minute order to that effect duly adopted by RCHC BOD, in their sole and absolute discretion. Execution of the contract documents shall constitute a written memorial thereof.

**5.3 Contract Conditions:** The following provisions are considered mandatory conditions of any contract award made by RCHC pursuant to this IFB:

**5.3.1 Contract Form:** By responding to this IFB and submitting a bid, the successful bidder acknowledges and agrees that RCHC will only execute agreements prepared by RCHC which are substantially approved as to form and substance by RCHC. RCHC WILL NOT execute the successful proposer's contract form. Any proposer that does not feel the listed contract clauses or specifications are reasonable or complete shall address such with RCHC in writing during the bidding period (prior to the posted bid submittal deadline). RCHC will consider such clauses and determine in its sole and absolute discretion, whether or not to amend the contract if deemed by RCHC to be in its best interests. Please note that RCHC has no legal right or ability to negotiate any clauses contained within ANY of the HUD forms included as a part of this IFB.

**5.3.2 Assignment of Personnel:** RCHC shall retain the right to demand and receive a change in personnel assigned to the work if RCHC believes that such change is in the best interest of RCHC and the completion of the contracted work.

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- 5.4 Contract Period (Time of Completion):** The successful bidder agrees to commence work no later than **ten (10) calendar days** after the commencement date specified in the **Notice to Proceed (NTP)** and to fully complete the project within **Seventy-Five (75) calendar days**. The NTP is the written notification from RCHC giving the contractor notice to commence with the project. The NTP will specify project details such as the mobilization start date, construction start date, and work completion date. **NOTE:** The timeframe for ordering and delivery of supplies and/or materials is typically not included with the issuance of the NTP. The NTP is issued once RCHC staff and the contractor have mutually agreed to commence construction, installation, erection, alteration, repair and demolition activities.
- 5.4.1 Liquidated Damages:** If the Contractor fails to complete the work within the time specified in the contract, or any extension, as specified in the clause entitled Default of this contract, the Contractor shall pay to RCHC as liquidated damages, the sum of **\$300.00** for each day of delay.
- 5.4.2 Temporary Delay:** RCHC may withhold issuance of the NTP for a period not to exceed **ninety (90) calendar days** after the construction Contract is executed.
- 5.4.3 Time of the Essence:** Time is of the essence as to each provision in which a timeframe for performance is provided in this IFB. Failure to meet these timeframes may be considered a material breach, and RCHC may pursue compensatory and/or liquidated damages under the contract.
- 5.5 Execution of Work:** All work is to be performed by qualified, competent trained personnel. The contractor is to be licensed and responsible for providing supervision of the work by appropriately identified personnel. RCHC may require the contractor to remove from the work such employees as the local authority deems incompetent, careless, insubordinate, or otherwise objectionable, or whose continued employment on the work is deemed by RCHC to be contrary to the public interest. The contractor shall ensure full cooperation of all workers and suppliers and shall be confined to this work only. The contractor and his personnel shall respect the rights of tenants in the surrounding dwellings where work is being performed. The office hours for all locations of RCHC are 8:00 am – 5:00 pm Monday through Friday, or as otherwise specified in the Scope of Work. The contractor’s working hours may vary depending upon the type of work being performed. Contractor may work longer hours if approved in advance by RCHC.
- 5.6 Warranty:** All items installed/provided under any contract resulting from this IFB must include a minimum of a one (1) year warranty from the Contractor for labor, materials, and installation except as specified otherwise herein. The period will begin on the date of “FINAL” acceptance by RCHC.
- 5.6.1** The services provided under the contract shall conform to all information contained within the IFB documents as well as applicable Industry Published Technical Specifications, and if one of the above-mentioned Specifications contains more stringent requirements than the other, the more stringent requirements shall apply.
- 5.6.2** In addition to all other warranties, the warranty shall include the warranty for merchantability and the warranty of fitness for a particular purpose.



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**5.6.3 Assignment of Warranty:** Contractor shall assign any warranties and guarantees to RCHC and provide the Contractor's Warranty for Labor and Installation to RCHC along with all Manufacturers' Warranty documents.

(Continued on Next Page)

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**6.0 PROMPT ACTION BY SUCCESSFUL BIDDER:**

**6.1.1** Upon issuance of the Notice of Award or Notice of Intent to Award, the successful bidder will have **seven (7) calendar days** to supply a payment/performance bond and furnish insurance documents in accordance with the Contract Documents.

**6.1.2 Assurance of Completion (Performance Bond & Payment Bond):** The successful bidder shall furnish an assurance of completion prior to the execution of the construction contract. This assurance shall be a performance and payment bond in a penal sum of 100 percent of the contract price.

**6.1.3 Security substitutions for monies withheld to ensure the contractor's performance:** In accordance with Section 22300 of the State of California Public Contract Code, the Contractor at his request and expense will be permitted to substitute equivalent securities for any monies withheld to insure performance.

**6.2 Licensing and Insurance Requirements:** Prior to contract award (but not as a part of the bid submission) the *successful bidder* will be required to provide:

**6.2.1 Insurance:** Without limiting or diminishing the Contractor's obligation to indemnify or hold the Authority harmless, Contractor shall procure and maintain or cause to be maintained, at its sole cost and expense, the following insurance coverages during the term of this Contract. As respects to the insurance section only, RCHC herein refers to the Riverside Community Housing Corp, County of Riverside, its Agencies, Districts, Special Districts, and Departments, their respective directors, officers, Board of Supervisors, Board of Directors, employees, elected or appointed officials, agents, or representatives as Additional Insureds.

**6.2.2 Workers' Compensation:** If the Contractor has employees as defined by the State of California, the Contractor shall maintain statutory Workers' Compensation Insurance (Coverage A) as prescribed by the laws of the State of California. Policy shall include Employers' Liability (Coverage B) including Occupational Disease with limits not less than \$1,000,000 per person per accident. The policy shall be endorsed to waive subrogation in favor of the Authority; and, if applicable, to provide a Borrowed Servant/Alternate Employee Endorsement.

**6.2.3 Commercial General Liability:** Commercial General Liability insurance coverage, including but not limited to, premises liability, unmodified contractual liability, products and completed operations liability, personal and advertising injury, employment practices liability, and cross liability coverage, covering claims which may arise from or out of Contractor's performance of its obligations hereunder. Policy shall name the Riverside Community Housing Corp, County of Riverside, its Agencies, Districts, Special Districts, and Departments, their respective directors, officers, Board of Supervisors, Board of Directors, employees, elected or appointed officials, agents or representatives as Additional Insureds. Policy's limit of liability shall not be less than \$1,000,000

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per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this Contract or be no less than two (2) times the occurrence limit.

**6.2.4 Vehicle Liability:** If vehicles or mobile equipment are used in the performance of the obligations under the Contract, then Contractor shall maintain liability insurance for all owned, non-owned or hired vehicles so used in an amount not less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to the Contract or be no less than two (2) times the occurrence limit. Policy shall name the Riverside Community Housing Corp, the County of Riverside, its Agencies, Districts, Special Districts, and Departments, their respective directors, officers, Board of Supervisors, Board of Directors, employees, elected or appointed officials, agents or representatives as Additional Insureds.

**6.2.5 Professional Liability:** If Contractor is providing services or expertise that falls under a quasi-professional role, Contractor shall maintain Professional Liability Insurance providing coverage for the Contractor's performance of work, with a limit of liability of not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate. If Contractor's Professional Liability insurance is written on a claims made basis rather than an occurrence basis, such insurance shall continue through the term of the performance period and Contractor shall purchase at his sole expense either 1) an Extended Reporting Endorsement (also, known as Tail Coverage); or 2) Prior Dates Coverage from a new insurer with a retroactive date back to the date of, or prior to, the inception of this Contract; or 3) demonstrate through Certificates of Insurance that Contractor has maintained continuous coverage with the same or original insurer. Coverage provided under items; 1), 2), or 3) will continue as long as the law allows.

**6.2.6 General Insurance Provisions - All lines:**

- a. Any insurance carrier providing insurance coverage hereunder shall be admitted to the State of California and have an AM BEST rating of not less than A:VIII (A:8) unless such requirements are waived, in writing, by the County Risk Manager. If the County's Risk Manager waives a requirement for a particular insurer such waiver is only valid for that specific insurer and only for one policy term.
- b. The Contractor must declare its insurance self-insured retention for each coverage required herein. If any such self-insured retention exceeds \$500,000 per occurrence each such retention shall have the prior written consent of the County Risk Manager before the commencement of operations under this Contract. Upon notification of self-insured retention unacceptable to the Authority, and at the election of the County's Risk Manager, Contractor's carriers shall either; 1) reduce or eliminate such self-insured retention as respects this Contract with the Authority, or 2) procure a bond which guarantees payment of losses and related investigations, claims administration, and defense costs and expenses.
- c. Contractor shall cause its insurance carrier(s) to furnish RCHC with either 1) a properly executed original Certificate(s) of Insurance and certified original

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copies of Endorsements effecting coverage as required herein, and 2) if requested to do so orally or in writing by the County Risk Manager, provide original Certified copies of policies including all Endorsements and all attachments thereto, showing such insurance is in full force and effect. Further, said Certificate(s) and policies of insurance shall contain the covenant of the insurance carrier(s) that thirty (30) days written notice shall be given to the Authority prior to any material modification, cancellation, expiration or reduction in coverage of such insurance. In the event of a material modification, cancellation, expiration, or reduction in coverage, the Contract shall terminate forthwith, unless RCHC receives, prior to such effective date, another properly executed original Certificate of Insurance and original copies of endorsements or certified original policies, including all endorsements and attachments thereto evidencing coverage's set forth herein and the insurance required herein is in full force and effect. ***Contractor shall not commence operations until RCHC has been furnished original Certificate (s) of Insurance and certified original copies of endorsements and if requested, certified original policies of insurance including all endorsements and any and all other attachments as required in this Section, showing that such insurance is in full force and effect. An individual authorized by the insurance carrier to do so on its behalf shall sign the original endorsements for each policy and the Certificate of Insurance.***

- d. It is understood and agreed to by the parties hereto that the Contractor's insurance shall be construed as primary insurance, and RCHC's insurance and/or deductibles and/or self-insured retentions or self-insured programs shall not be construed as contributory.
- e. If, during the term of the Contract or any extension thereof, there is a material change in the scope of services; or, there is a material change in the equipment to be used in the performance of the scope of work; or, the term of the Contract, including any extensions thereof, exceeds five (5) years; RCHC reserves the right to adjust the types of insurance and the monetary limits of liability required under the Contract, if in the County Risk Manager's reasonable judgment, the amount or type of insurance carried by the Contractor has become inadequate.
- f. Contractor shall pass down the insurance obligations contained herein to all tiers of subcontractors working under the Contract.
- g. The insurance requirements contained in the Contract may be met with a program(s) of self-insurance acceptable to RCHC.
- h. Contractor agrees to notify RCHC of any claim by a third party or any incident or event that may give rise to a claim arising from the performance of the Contract.

**6.3 Business License:** A copy of the bidder's business license allowing that entity to provide such services within the State of California, if needed.

**6.4 Contractor's License:** A copy of the bidder's license issued by the California Contractors State License Board (CSLB) allowing the bidder to provide the services detailed herein. To be considered, a potential bidder must have a ***"C-36" – Plumbing***

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**Contractor or "C42" – Sanitation System Contractor**, to perform the specialty work, as required under provisions of Public Contract Code Section 3300, and the California Business and Professions Code Sections 7058 and 7059, for work covered in its bid when a bid is submitted. Contractor shall be licensed as required by the jurisdiction in which the service is to be performed and the license shall be current and in good standing.

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**7.0 ADDITIONAL CONSIDERATIONS**

- 7.1 Work on RCHC Property:** If the successful bidder's work under the contract involves operation on RCHC premises, the successful bidder shall take all necessary precautions to prevent the occurrence of any injury to persons or property during the progress of such work and shall immediately return said property to a condition equal to or better than the existing condition prior to the commencement of work at the site at no cost to RCHC.
- 7.2 Subcontractors:** Unless otherwise stated within the IFB documents, the successful bidder may not use any subcontractors to accomplish any portion of the services described within the IFB documents or the contract without the prior written permission of RCHC. Also, any substitution of subcontractors must be approved in writing by RCHC prior to their engagement.
- 7.3 Salaries and Expenses Relating to the Successful Bidders Employees:** Unless otherwise state within the IFB documents, the successful bidder shall pay all salaries and expenses of, and all Federal, Social Security taxes, Federal and State unemployment taxes, and any similar taxes relating to its employees or other personnel furnished under this contract.
- 7.4 Federal Funding:** If this project is being financed with Community Development Block Grant funds from the U.S. Department of Housing and Urban Development (24 CFR Part 570) Then it will be subject to certain requirements including: compliance with Section 3 (24 CFR Part 135) Economic Opportunities requirements; payment of Federal Davis-Bacon prevailing wages; Federal Labor Standards Provisions (HUD 4010); Executive Order #11246; and others.
- 7.5 Applicable Federal Statutes, Regulations & Orders:** Successful bidders shall comply with all Federal statutes, rules, regulations, and executive orders affecting procurements by Public Housing Authorities, including but not limited to:
- 7.5.1** Executive Order 13658
  - 7.5.2** Executive Order 11246
  - 7.5.3** Executive Order 11063
  - 7.5.4** Copeland "Anti-Kickback" Act (18 USC 874)
  - 7.5.5** Davis Bacon Act (40 USC 276a-276a-7)
  - 7.5.6** Clean Air & Water Acts (42 USC 1857(h); 33 USC 1368)
  - 7.5.7** Contract Work Hours & Safety Standards Act (40 USC 327-330)
  - 7.5.8** Energy Policy & Conservation Act (PL 94-163, 89 STAT 871)
  - 7.5.9** Civil Rights Act of 1964, Title VI (PL 88-352)
  - 7.5.10** Civil Rights Act of 1968, Title VIII (PL 90-284 Fair Housing Act)
  - 7.5.11** Age Discrimination Act of 1975
  - 7.5.12** Anti-Drug Abuse Act of 1988 (42 USC 11901 et. Seq.)
  - 7.5.13** HUD Information Bulletin 909-23
  - 7.5.14** Immigration Reform & Control Act of 1986
  - 7.5.15** Fair Labor Standards Act (29 USC 201, et. Seq.)

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**8.0 RECAP OF ATTACHMENTS:**

It is the responsibility of each bidder to verify that he/she has received and/or downloaded the following attachments pertaining to this IFB, which by this reference are included herein as a part of this IFB:

<b>Attachment</b>	<b>Attachment Description</b>
<b>A</b>	Bid Proposal Form
<b>B</b>	Bid Bond Form
<b>C</b>	Non-Collusive Affidavit Form
<b>D</b>	Contractor Designation Form
<b>E</b>	Equal Employment Opportunity Certification Form
<b>F</b>	General Conditions (HUD-5369 & HUD-5370)
<b>G</b>	Plans and Drawings from Fiero Engineering
<b>H</b>	Optional Section 3 Form
<b>I</b>	Directions for Preparation and Completion of Performance and Payment Bonds <b>ONLY THE SELECTED/AWARDED CONTRACTOR WILL NEED PERFORMANCE AND PAYMENT BONDS</b>

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**ATTACHMENT A**

**BID PROPOSAL FORM**

(This Form must be fully completed and placed under Tab No. 1 of the "hard copy" tabbed bid submittal.)

- A. Form of Bid:** Each bidder shall submit his/her bid amount on this form only, which shall be completed, signed and returned to RCHC with the completed Bid Proposal.
- B. Base Bid Amount:** The Form of Bid shall be completed and submitted by the bidder. The undersigned, having familiarized themselves with the local conditions affecting the cost of the work (including Invitation for Bid, this Form of Bid, the Form of Bid Bond, the Form of Performance Bond and Payment Bond (Labor and Materials Payment Bond), the General Conditions, the Scope of Work/Technical Specifications, and Addenda (if any thereto) and all other documents in the bid package, should base their prices accordingly. The bid amount shall be all-inclusive of all related costs that the Contractor will incur to provide the noted services, including, but not limited to: employee wages and benefits, clerical support, overhead, profit, labor, licensing, taxes, fees, insurance, materials, supplies, tools, equipment, shipping, permits, long distance telephone calls; document copying; and services for the **Project** in strict accordance therewith and for the bid amount specified below:

Item #	Description	Bid/Fee Amount
1	<b>Construction of the Thermal Lift Station and Connection to the existing CVWD Sewer Line at the Thermal Apts. as indicated in the contract documents.</b>	\$
<b>TOTAL BASE BID AMOUNT</b>		\$

- C. Basis for Determining Lowest Bid:** The lowest bid shall be the lowest total of all base bid amounts received
- D. Bid Guarantee:** Security in the sum of [ten percent (10%) of total base bid/fee amount listed above]: \_\_\_\_\_ Dollars (\$ \_\_\_\_\_), in the form of \_\_\_\_\_ is submitted.
- E. Addendum(s):** (if applicable) The Bidder acknowledges he/she received the following issued addenda:  
 Addendum #1    Date: \_\_\_\_\_                      Addendum #3    Date: \_\_\_\_\_  
 Addendum #2    Date: \_\_\_\_\_                      Addendum #4    Date: \_\_\_\_\_
- F. Performance Bond and Payment Bond:** The undersigned agrees that, if he is selected as the Contractor, he will within ten days, Saturdays, Sundays, and legal holidays excluded, after presentation thereof by RCHC, execute a contract in accordance with the terms of this Form of Bid furnish a Performance Bond and a Payment Bond (Labor and Materials Payment Bond), each of a surety company qualified to do business under the laws of California and satisfactory to the Authority and each in the sum of at least one hundred percent of the contract price, the premium for which are to be paid by the Contractor and are included in the contract price.
- G. Quantities:** The undersigned understands that RCHC reserves the right to increase or decrease the amount of any class or portion of the work, or to omit any item of the work as may be deemed necessary or expedient by RCHC. RCHC does not guarantee any minimum or maximum amount of work as a result of any award ensuing from this IFB. RCHC shall retain one contractor only and shall retain the right to order from that contractor (successful bidder), on a task order basis, any amount of services RCHC requires.



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- H. Non-Collusive:** The Bidder declares that he/she is the only person interested in this response and that this bid is made without connection or arrangement with any other person or RCHC employee, and that this bid is in every respect fair, in good faith, and without collusion or fraud.
- I. Time Limit:** The undersigned hereby agrees to commence work under this contract on or after the date to be specified in the Notice to Proceed, and to fully complete the PROJECT within **FORTY-FIVE (45) CALENDAR DAYS.**
- J. Qualifications:** The undersigned offers the following information as evidence of his qualifications to perform the work as bid upon, according to all the requirements of the plans and specifications.

1. Have been in business under (present name) \_\_\_\_\_ since \_\_\_ / \_\_\_ / \_\_\_
2. Have you been awarded any jobs but failed to complete?  No  Yes (please explain):  
\_\_\_\_\_  
\_\_\_\_\_
3. List work completed/ongoing in the last two years:

**Projects for Riverside Community Housing Corp. (if applicable)**

Project Description		Contract Amount:
Job was	Davis Bacon or	State Prevailing Wage
Contact Person Name, Address Phone & Fax Nos.		
Owner Name:	Completion Date:	
Project Description		Contract Amount:
Job was	Davis Bacon or	State Prevailing Wage
Contact Person Name, Address Phone & Fax Nos.		
Owner Name:	Completion Date:	

**Other Projects**

Project Description		Contract Amount:
Job was	Davis Bacon or	State Prevailing Wage or Other
Contact Person Name, Address Phone & Fax Nos.		
Owner Name:	Completion Date:	
Project Description		Contract Amount:
Job was	Davis Bacon or	State Prevailing Wage or Other
Contact Person Name, Address Phone & Fax Nos.		
Owner Name:	Completion Date:	

4. **Banking Information:** Bank Name: \_\_\_\_\_ Branch Location: \_\_\_\_\_  
Account Name: \_\_\_\_\_

- L. Excise Tax Exemption:** If under federal excise tax law any transaction hereunder constitutes a sale on which a federal excise tax is imposed, and the sale is exempt from such excise tax because it is a sale to a state or local government, then RCHC, upon request, will execute documents necessary to show: (1) that RCHC is a political subdivision for the purposes of such exemption; and (2) that the sale is for the exclusive use of RCHC. No excise

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tax for such materials shall be included in any price (including, without limitation, the Bid) submitted by Contractor for the Work or for Changes in the Work.

- M. Labor:** The undersigned hereby certifies that he is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the work.
- N. EEO:** The undersigned represents that he has (\_\_\_\_) he has not (\_\_\_\_) participated in a previous contract or subcontract subject to the equal opportunity clause prescribed by U.S. Executive Orders 10925, 11114, or 11246 or the Secretary of Labor; that he has (\_\_\_\_) he has not (\_\_\_\_) filed all required compliance reports; and that representations indicating 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).

**COMPLETED BY:** (NOTE: The penalty for making false statements in bids/offers is prescribed in 18 U.S.C. 1001.)

Print Name	Title	Email
Signature	Date	Telephone Number
Company Name	Address (Street; City; State; Zip)	
CSLB License Number	Expiration Date	CSLB License Designation
D.I.R. Registration Number		

**BIDDER'S STATEMENT**

The undersigned bidder hereby states that by completing and submitting this Form and all other documents within this bid submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if RCHC discovers that any information entered herein to be false, such shall entitle RCHC to not consider or make award or to cancel any award with the undersigned party. Further, by completing and submitting the form of bid, the undersigned bidder is thereby agreeing to abide by all terms and conditions pertaining to this IFB as issued by RCHC, in hard copy, including an agreement to execute the attached Sample Contract form. Pursuant to all IFB Documents, this Bid Submittal Form, and all attachments, and pursuant to all completed Documents submitted, including these forms and all attachments, the undersigned proposes to supply RCHC with the services described herein for the fee(s) entered within the areas provided in the Form of Bid.

Signature	Date	Printed Name	Company
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**ATTACHMENT B**

**“Bid Bond Form”**

(This Form must be fully completed and placed under Tab No. 2 of the “hard copy” tabbed bid submittal.)

**(behind this page)**



ATTEST:

\_\_\_\_\_  
(Corporate Principal)

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

By: \_\_\_\_\_  
(Affix Corporate Seal)

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

ATTEST:

\_\_\_\_\_  
(Corporate-Surety)

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

By: \_\_\_\_\_  
(Affix Corporate Seal)

\_\_\_\_\_  
(Print or type the names underneath all signatures.)

Power -of-attorney for person signing for Surety Company must be attached to bond.)

CERTIFICATE AS TO CORPORATE PRINCIPAL

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

\_\_\_\_\_  
(Corporate Seal)

**INVITATION FOR BIDS (IFB) NO. 2024-008  
THERMAL LIFT STATION PROJECT AT THERMAL APTS.**

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**ATTACHMENT C**

**“Non-Collusive Affidavit”**

(This form must be fully completed and placed under Tab No. 3 of the “hard copy” tabbed bid submittal.)

**(behind this page)**

**INVITATION FOR BIDS (IFB) NO. 2024-008  
THERMAL LIFT STATION PROJECT AT THERMAL APTS.**

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**FORM OF NON-COLLUSIVE AFFIDAVIT**

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

ss.

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

\_\_\_\_\_,  
being first sworn, deposes and says:

That he is \_\_\_\_\_  
(a partner or officer of the firm of, etc.)

the party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed directly or indirectly, sought-by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or of any bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against Riverside Community Housing Corp. or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

Bidder is:

A Corporation

A Partnership

An Individual

\_\_\_\_\_  
Signature of Bidder

Printed Name \_\_\_\_\_

Printed Title \_\_\_\_\_

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

\_\_\_\_\_  
My commission expires \_\_\_\_\_.

**INVITATION FOR BIDS (IFB) NO. 2024-008  
THERMAL LIFT STATION PROJECT AT THERMAL APTS.**

**ATTACHMENT D**

**CONTRACTOR DESIGNATION FORM**

***THIS TWO (2) PAGE FORM MUST BE COMPLETED BY EACH GENERAL AND SUB-CONTRACTOR***

(This Form must be fully completed and placed under Tab No. 4 of the "hard copy" tabbed bid submittal.)

(1) General/Prime \_\_\_\_ Sub-contractor<sup>1</sup> \_\_\_\_ (This 2-page Form must be completed by each General and Sub-Contractor.)

(2) IF NO SUBCONTRACTORS WILL BE UTILIZED, PLEASE CHECK THE FOLLOWING BOX No  Initials \_\_\_\_\_  
"NO SUBCONTRACTORS - PRIME CONTRACTOR INTENDS TO PERFORM ALL WORK DETAILED IN THIS IFB"

(3) Name of Firm: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

(4) Street Address, City, State, Zip: \_\_\_\_\_

(5) Please attached a brief biography/resume of the company, including the following information:  
(a) Year Firm Established; (b) Year Firm Established in [JURISDICTION]; (c) Former Name and Year Established (if applicable); (d) Name of Parent Company and Date Acquired (if applicable).

(6) Identify Principals/Partners in Firm (submit under Tab No. 7 a brief professional resume for each):

NAME	TITLE	% OF OWNERSHIP

(7) Identify the individual(s) that will act as project manager and any other supervisory personnel that will work on project; please submit under Tab No. 7 a brief resume for each. (Do not duplicate any resumes required above):

NAME	TITLE

(8) Proposer Diversity Statement: You must circle all of the following that apply to the ownership of this firm and enter where provided the correct percentage (%) of ownership of each:

Caucasian American (Male) \_\_\_\_\_%       Public-Held Corporation \_\_\_\_\_%       Government Agency \_\_\_\_\_%       Non-Profit Organization \_\_\_\_\_%

Resident- (RBE), Minority- (MBE), or Woman-Owned (WBE) Business Enterprise (Qualifies by virtue of 51% or more ownership and active management by one or more of the following):

Resident-Owned\* \_\_\_\_\_%       African American \_\_\_\_\_%       \*\*Native American \_\_\_\_\_%       Hispanic American \_\_\_\_\_%       Asian/Pacific American \_\_\_\_\_%       Hasidic Jew \_\_\_\_\_%       Asian/Indian American \_\_\_\_\_%

Woman-Owned (MBE) \_\_\_\_\_%       Woman-Owned (Caucasian) \_\_\_\_\_%       Disabled Veteran \_\_\_\_\_%       Other (Specify): \_\_\_\_\_%

WMBE Certification Number: \_\_\_\_\_ Certified by (Agency): \_\_\_\_\_  
(NOTE: A CERTIFICATION/NUMBER NOT REQUIRED TO PROPOSE – ENTER IF AVAILABLE)

(9) Federal Tax ID No.: \_\_\_\_\_ (10) County of Riverside Business License No.: \_\_\_\_\_

(11) Contractor's State Licensing Board No.: \_\_\_\_\_ D.I.R. Registration No.: \_\_\_\_\_

Portion (Type) of Work: \_\_\_\_\_



**INVITATION FOR BIDS (IFB) NO. 2024-008  
THERMAL LIFT STATION PROJECT AT THERMAL APTS.**

**CONTRACTOR DESIGNATION FORM – (ATTACHMENT F) - CONTINUED**

**THIS FORM MUST BE COMPLETED BY EACH GENERAL AND SUB-CONTRACTOR**

(12) Has your firm or any member of your firm been a part to litigation with a public entity?  
Yes  No  Initials \_\_\_\_\_

If yes, when, with who and state the circumstances and any resolution.

(13) Has, or is this firm or any member of your firm currently in default on any contract obligation or agreement of any kind entered into with a City/County or local public agency?  
Yes  No  Initials \_\_\_\_\_

If yes, when, with who and state the circumstances and any resolution.

(14) In the past 10 years, has your firm or any member of your firm failed to qualify as a responsible bidder, or refused to enter into a contract after an award has been made, privately or with any government agency?  
Yes  No  Initials \_\_\_\_\_

If yes, when, with who and state the circumstances and any resolution.

(15) Does your firm or any member of your firm have a record of substantial Building Code Violations or litigation against properties owned by the firm or by any entity or individual that comprises the Proposer?  
Yes  No  Initials \_\_\_\_\_

If yes, when, with who and state the circumstances and any resolution.

(16) Has your firm or any member of your firm ever sued or been sued by the Riverside Community Housing Corp. or its affiliated entities?  
Yes  No  Initials \_\_\_\_\_

If yes, when and state the circumstances and any resolution of the lawsuit.

(17) Has your firm or any member of your firm ever had a claim brought against because of breach of contract or nonperformance?  
Yes  No  Initials \_\_\_\_\_

If yes, when and state the circumstances and any resolution of the matter.

(18) Debarred Statement: Has this firm, or any principal(s) ever been debarred from providing any services by the Federal Government, any state government, the State of California, or any local government agency within or without the State of California? Has this firm been de-designated as a contractor/bidder/vendor of any government sponsored or publicly assisted project?  
Yes  No  Initials \_\_\_\_\_

If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.

(19) Disclosure Statement: Does this firm or any principals thereof have any current, past personal or professional relationship with any Commissioner or Officer of RCHC?  
Yes  No  Initials \_\_\_\_\_

If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.

(20) Non-Collusive Affidavit: The undersigned party submitting this bid hereby certifies that such bid is genuine and not collusive and that said bidder entity has not colluded, conspired, connived or agreed, directly or indirectly, with any proposer or person, to put in a sham proposal or to refrain from proposing, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the proposal price of affiant or of any other proposer, to fix overhead, profit or cost element of said proposal price, or that of any other bidder or to secure any advantage against RCHC or any person interested in the proposed contract; and that all statements in said bid are true.

Yes  No  Initials \_\_\_\_\_

(21) Verification Statement: The undersigned bidder hereby states that by completing and submitting this bid he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and agrees that if RCHC discovers that any information entered herein is false, that shall entitle RCHC to not consider nor make award or to cancel any award with the undersigned party.

Yes  No  Initials \_\_\_\_\_

\_\_\_\_\_  
Signature                      Date                      Printed Name & Title                      Company

**In compliance with Sections 4100-4114 of the Public Contract Code, the undersigned submits the following complete list of each Subcontractor who will perform work or labor or render service in or about the construction/installation in an amount in excess of 1/2 of 1% of said total bid, and the portion of the work to be performed by that subcontractor.**

**INVITATION FOR BIDS (IFB) NO. 2024-008  
THERMAL LIFT STATION PROJECT AT THERMAL APTS.**

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**ATTACHMENT E**

**“Equal Employment Opportunity Certification Form”**

(This form must be fully completed and placed under Tab No. 5 of the “hard copy” tabbed bid submittal.)

(behind this page)

**Equal Employment  
Opportunity Certification**  
Excerpt From 41 CFR §60-1.4(b)

U.S. Department of Housing  
and Urban Development  
Office of Housing  
Federal Housing Commissioner

Department of Veterans Affairs  
OMB Control No. 2502-0029  
(exp. 7/31/2009)

The applicant hereby agrees that it will incorporate or cause to be incorporated into any contract for construction work, or modification thereof, as defined in the regulations of the Secretary of Labor at 41 CFR Chapter 60, which is paid for in whole or in part with funds obtained from the Federal Government or borrowed on the credit of the Federal Government pursuant to a grant, contract, loan insurance, or guarantee, or undertaken pursuant to any Federal program involving such grant, contract, loan, insurance, or guarantee, the following equal opportunity clause:

During the performance of this contract, the contractor agrees as follows:

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin, such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.
- (3) The contractor will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations and relevant orders of the Secretary of Labor.
- (5) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to its books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

- (6) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- (7) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: **Provided, however,** That in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the contractor may request the United States to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work:

**Provided,** That if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and Federally-assisted construction contracts pursuant to the Executive order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed

Firm Name and Address

By

Title

upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

#### **Excerpt from HUD Regulations**

200.410 Definition of term "applicant".

- (a) In multifamily housing transactions where controls over the mortgagor are exercised by the Commissioner either through the ownership of corporate stock or under the provisions of a regulatory agreement, the term "applicant" as used in this subpart shall mean the mortgagor.
- (b) In transactions other than those specified in paragraph(a) of this section, the term "applicant" as used in this subpart shall mean the builder, dealer or contractor performing the construction, repair or rehabilitation work for the mortgagor or other borrower.

200.420 Equal Opportunity Clause to be included in contracts and subcontracts.

- (a) The following equal opportunity clause shall be included in each contract and subcontract which is not exempt:

During the performance of this contract, the contractor agrees as follows:

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, creed, color, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, creed, color, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of the nondiscrimination clause.

- (2) The contractor will in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard race, creed, color, or national origin.

- (3) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided, advising the said labor union or workers' representative of the contractor's commitments under this section, and shall post copies of the notices in conspicuous places available to employees and applicants for employment.

- (4) The contractor will comply with all provisions of Executive Order 10925 of March 6 1961, as amended, and of the regulations, and relevant orders of the President's Committee on Equal Employment Opportunity created thereby.

- (5) The contractor will furnish all information and reports required by Executive Order 10925 of March 6, 1961, as amended, and by the regulations, and orders of the said Committee, or pursuant thereto, and will permit access to his books, records, and accounts by HUD and the Committee for purposes of investigation to ascertain compliance with such regulations, and orders.

- (6) In the event of the contractor's non-compliance with the nondiscrimination clause of this contract or with any of the said regulations, or orders, this contract may be cancelled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or Federally-assisted construction contracts in accordance with procedures authorized in Executive Order 10925 of March 6, 1961, as amended, and such other sanctions may be imposed and remedies invoked provided in the said Executive Order or by regulations, or order of the President's Committee on Equal Employment Opportunity, or as otherwise provided by law.

- (7) The contractor will include the provisions of Paragraphs(1) through (7) in every subcontract or purchase order unless exempted by regulations, or orders of the President's Committee on Equal Employment Opportunity issued pursuant to Section 303 of Executive Order 10925 of March 6, 1961, as amended, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase orders as HUD may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by HUD, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

- (b) Except in subcontracts for the performance of construction work at the site of construction, the clause is not required to be inserted in subcontracts below the second tier. Subcontracts may incorporate by reference to the equal opportunity clause.

200.425 Modification in and exemptions from the regulations in this subpart.

- (a) The following transactions and contracts are exempt from the regulations in this subpart:

- (1) Loans, mortgages, contracts and subcontracts not exceeding \$10,000.

- (2) Contract and subcontracts not exceeding \$100,000 for standard commercial supplies or raw material;

- (3) Contracts and subcontracts under which work is to be or has been performed outside the United States and where no recruitment of workers within the United States is involved. To the extent that work pursuant to such contracts is done within the United States, the equal opportunity clause shall be applicable;

- (4) Contracts for the sale of Government property where no appreciable amount of work is involved; and

- (5) Contracts and subcontracts for an indefinite quantity which are not to extend for more than one year if the purchaser determines that the amounts to be ordered under any such contract or subcontract are not reasonably expected to exceed \$100,000 in the case of contracts or subcontracts for standard commercial supplies and raw materials, or \$10,000 in the case of all other contracts and subcontracts.

**INVITATION FOR BIDS (IFB) NO. 2024-008  
THERMAL LIFT STATION PROJECT AT THERMAL APTS.**

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**ATTACHMENT F**

**“General Conditions as described in HUD Form 5369 and HUD Form 5370-C Sec II”**

**(behind this page)**

# General Conditions for Non-Construction Contracts

## Section II – (With Maintenance Work)

### U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

Office of Labor Relations

OMB Approval No. 2577-0157 (exp. 1/31/2017)

Public Reporting Burden for this collection of information is estimated to average 0.08 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600; and to the Office of Management and Budget, Paperwork Reduction Project (2577-0157), Washington, D.C. 20503. Do not send this completed form to either of these addressees.

**Applicability. This form HUD-5370C has 2 Sections. These Sections must be inserted into non-construction contracts as described below:**

- 1) Non-construction contracts (*without* maintenance) greater than \$100,000 - use Section I;
- 2) Maintenance contracts (including nonroutine maintenance as defined at 24 CFR 968.105) greater than \$2,000 but not more than \$100,000 - use Section II; and
- 3) Maintenance contracts (including nonroutine maintenance), greater than \$100,000 – use Sections I and II.

### Section II – Labor Standard Provisions for all Maintenance Contracts greater than \$2,000

#### 1. Minimum Wages

- (a) All maintenance laborers and mechanics employed under this Contract in the operation of the project(s) shall be paid unconditionally and not less often than semi-monthly, and without subsequent deduction (except as otherwise provided by law or regulations), the full amount of wages due at time of payment computed at rates not less than those contained in the wage determination of the Secretary of Housing and Urban Development which is attached hereto and made a part hereof. Such laborers and mechanics shall be paid the appropriate wage rate on the wage determination for the classification of work actually performed, without regard to skill. Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein; provided, that the employer's payroll records accurately set forth the time spent in each classification in which work is performed. The wage determination, including any additional classifications and wage rates approved by HUD under subparagraph 1(b), shall be posted at all times by the Contractor and its subcontractors at the site of the work in a prominent and accessible place where it can be easily seen by the workers.
- (b) (i) Any class of laborers or mechanics which is not listed in the wage determination and which is to be employed under the Contract shall be classified in conformance with the wage determination. HUD shall approve an additional classification and wage rate only when the following criteria have been met:
  - (1) The work to be performed by the classification required is not performed by a classification in the wage determination;
  - (2) The classification is utilized in the area by the industry; and
  - (3) The proposed wage rate bears a reasonable relationship to the wage rates contained in the wage determination.(ii) The wage rate determined pursuant to this paragraph shall be paid to all workers performing work

in the classification under this Contract from the first day on which work is performed in the classification.

#### 2. Withholding of funds

The Contracting Officer, upon his/her own action or upon request of HUD, shall withhold or cause to be withheld from the Contractor under this Contract or any other contract subject to HUD-determined wage rates, with the same prime Contractor, so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics employed by the Contractor or any subcontractor the full amount of wages required by this clause. In the event of failure to pay any laborer or mechanic employed under this Contract all or part of the wages required under this Contract, the Contracting Officer or HUD may, after written notice to the Contractor, take such action as may be necessary to cause the suspension of any further payment or advance until such violations have ceased. The Public Housing Agency or HUD may, after written notice to the Contractor, disburse such amounts withheld for and on account of the Contractor or subcontractor to the respective employees to whom they are due.

#### 3. Records

- (a) The Contractor and each subcontractor shall make and maintain for three (3) years from the completion of the work records containing the following for each laborer and mechanic:
  - (i) Name, address and Social Security Number;
  - (ii) Correct work classification or classifications;
  - (iii) Hourly rate or rates of monetary wages paid;
  - (iv) Rate or rates of any fringe benefits provided;
  - (v) Number of daily and weekly hours worked;
  - (vi) Gross wages earned;
  - (vii) Any deductions made; and
  - (viii) Actual wages paid.
- (b) The Contractor and each subcontractor shall make the records required under paragraph 3(a) available for inspection, copying, or transcription by authorized representatives of HUD or the HA and shall permit such representatives to interview employees during working hours on the job. If the Contractor or any subcontractor fails to make the required records available, HUD or its designee may, after written notice to the Contractor, take such action as may be necessary to cause the suspension of any further payment, advance or guarantee of funds.

#### 4. Apprentices and Trainees

- (a) Apprentices and trainees will be permitted to work at less than the predetermined rate for the work they perform when they are employed pursuant to and individually registered in:
  - (i) A bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration (ETA), Office of

Apprenticeship Training, Employer and Labor Services (OATELS), or with a state apprenticeship agency recognized by OATELS, or if a person is employed in his/her first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually registered in the program, but who has been certified by OATELS or a state apprenticeship agency (where appropriate) to be eligible for probationary employment as an apprentice; A

- (ii) A trainee program which has received prior approval, evidenced by formal certification by the U.S. Department of Labor, ETA; or
- (iii) A training/trainee program that has received prior approval by HUD.

- (b) Each apprentice or trainee must be paid at not less than the rate specified in the registered or approved program for the apprentice's/trainee's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination. Apprentices and trainees shall be paid fringe benefits in accordance with the provisions of the registered or approved program. If the program does not specify fringe benefits, apprentices/trainees must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification.
- (c) The allowable ratio of apprentices or trainees to journeyman on the job site in any craft classification shall not be greater than the ratio permitted to the employer as to the entire work force under the approved program.
- (d) Any worker employed at an apprentice or trainee wage rate who is not registered in an approved program, and any apprentice or trainee performing work on the job site in excess of the ratio permitted under the approved program, shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed.
- (e) In the event OATELS, a state apprenticeship agency recognized by OATELS or ETA, or HUD, withdraws approval of an apprenticeship or trainee program, the employer will no longer be permitted to utilize apprentices/trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

**5. Disputes concerning labor standards**

- (a) Disputes arising out of the labor standards provisions contained in Section II of this form HUD-5370-C, other than those in Paragraph 6, shall be subject to the following procedures. Disputes within the meaning of this paragraph include disputes between the Contractor (or any of its subcontractors) and the HA, or HUD, or the employees or their representatives, concerning payment of prevailing wage rates or proper classification. The procedures in this section may be initiated upon HUD's own motion, upon referral of the HA, or upon request of the Contractor or subcontractor(s).
  - (i) A Contractor and/or subcontractor or other interested party desiring reconsideration of findings of violation by the HA or HUD relating to the payment of straight-time prevailing wages or classification of work shall request such reconsideration by letter postmarked within 30 calendar days of the date of notice of findings issued by the HA or HUD. The request shall set

forth those findings that are in dispute and the reasons, including any affirmative defenses, with respect to the violations. The request shall be directed to the appropriate HA or HUD official in accordance with instructions contained in the notice of findings or, if the notice does not specify to whom a request should be made, to the Regional Labor Relations Officer (HUD). The HA or HUD official shall, within 60 days (unless otherwise indicated in the notice of findings) after receipt of a timely request for reconsideration, issue a written decision on the findings of violation. The written decision on reconsideration shall contain instructions that any appeal of the decision shall be addressed to the Regional Labor Relations Officer by letter postmarked within 30 calendar days after the date of the decision. In the event that the Regional Labor Relations Officer was the deciding official on reconsideration, the appeal shall be directed to the Director, Office of Labor Relations (HUD). Any appeal must set forth the aspects of the decision that are in dispute and the reasons, including any affirmative defenses, with respect to the violations. The Regional Labor Relations Officer shall, within 60 days (unless otherwise indicated in the decision on reconsideration) after receipt of a timely appeal, issue a written decision on the findings. A decision of the Regional Labor Relations Officer may be appealed to the Director, Office of Labor Relations, by letter postmarked within 30 days of the Regional Labor Relations Officer's decision. Any appeal to the Director must set forth the aspects of the prior decision(s) that are in dispute and the reasons. The decision of the Director, Office of Labor Relations, shall be final.

- (b) Disputes arising out of the labor standards provisions of paragraph 6 shall not be subject to paragraph 5(a) of this form HUD-5370C. Such disputes shall be resolved in accordance with the procedures of the U.S. Department of Labor set forth in 29 CFR Parts 5, 6 and 7. Disputes within the meaning of this paragraph 5(b) include disputes between the Contractor (or any of its subcontractors) and the HA, HUD, the U.S. Department of Labor, or the employees or their representatives.

**6. Contract Work Hours and Safety Standards Act**

The provisions of this paragraph 6 are applicable only where the amount of the prime contract exceeds \$100,000. As used in this paragraph, the terms "laborers" and "mechanics" includes watchmen and guards.

- (a) **Overtime requirements.** No Contractor or subcontractor contracting for any part of the Contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of 40 hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of 40 hours in such workweek.
- (b) **Violation; liability for unpaid wages; liquidated damages.** In the event of any violation of the provisions set forth in paragraph 6(a), the Contractor and any

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subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such Contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to the District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the provisions set forth in paragraph (a) of this clause, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of 40 hours without payment of the overtime wages required by provisions set forth in paragraph (a) of this clause.

- (c) **Withholding for unpaid wages and liquidated damages.** HUD or its designee shall upon its own action or upon written request of an authorized representative of the U.S. Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the Contractor or subcontractor under any such Contract or any federal contract with the same prime Contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime Contractor such sums as may be determined to be necessary to satisfy any liabilities of such Contractor or subcontractor for unpaid wages and liquidated damages as provided in the provisions set forth in paragraph (b) of this clause.

## **7. Subcontracts**

The Contractor or subcontractor shall insert in any subcontracts all the provisions contained in this Section II and also a clause requiring the subcontractors to include these provisions in any lower tier subcontracts. The prime Contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all the provisions contained in these clauses.

## **8. Non-Federal Prevailing Wage Rates**

Any prevailing wage rate (including basic hourly rate and any fringe benefits), determined under state law to be prevailing, with respect to any employee in any trade or position employed under the Contract, is inapplicable to the contract and shall not be enforced against the Contractor or any subcontractor, with respect to employees engaged under the contract whenever such non-Federal prevailing wage rate, exclusive of any fringe benefits, exceeds the applicable wage rate determined by the Secretary of HUD to be prevailing in the locality with respect to such trade or position.



**U.S. Department of Housing and  
Urban Development**  
Office of Public and Indian Housing

**Instructions to Bidders for Contracts  
Public and Indian Housing Programs**

# Instructions to Bidders for Contracts

## Public and Indian Housing Programs

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### 1. Bid Preparation and Submission

(a) Bidders are expected to examine the specifications, drawings, all instructions, and, if applicable, the construction site (see also the contract clause entitled **Site Investigation and Conditions Affecting the Work** of the *General Conditions of the Contract for Construction*). Failure to do so will be at the bidders' risk.

(b) All bids must be submitted on the forms provided by the Public Housing Agency/Indian Housing Authority (PHA/IHA). Bidders shall furnish all the information required by the solicitation. Bids must be signed and the bidder's name typed or printed on the bid sheet and each continuation sheet which requires the entry of information by the bidder. Erasures or other changes must be initialed by the person signing the bid. Bids signed by an agent shall be accompanied by evidence of that agent's authority. (Bidders should retain a copy of their bid for their records.)

(c) Bidders must submit as part of their bid a completed form HUD-5369-A, "Representations, Certifications, and Other Statements of Bidders."

(d) All bid documents shall be sealed in an envelope which shall be clearly marked with the words "Bid Documents," the Invitation for Bids (IFB) number, any project or other identifying number, the bidder's name, and the date and time for receipt of bids.

(e) If this solicitation requires bidding on all items, failure to do so will disqualify the bid. If bidding on all items is not required, bidders should insert the words "No Bid" in the space provided for any item on which no price is submitted.

(f) Unless expressly authorized elsewhere in this solicitation, alternate bids will not be considered.

(g) Unless expressly authorized elsewhere in this solicitation, bids submitted by telegraph or facsimile (fax) machines will not be considered.

(h) If the proposed contract is for a Mutual Help project (as described in 24 CFR Part 905, Subpart E) that involves Mutual Help contributions of work, material, or equipment, supplemental information regarding the bid advertisement is provided as an attachment to this solicitation.

### 2. Explanations and Interpretations to Prospective Bidders

(a) Any prospective bidder desiring an explanation or interpretation of the solicitation, specifications, drawings, etc., must request it at least 7 days before the scheduled time for bid opening. Requests may be oral or written. Oral requests must be confirmed in writing. The only oral clarifications that will be provided will be those clearly related to solicitation procedures, i.e., not substantive technical information. No other oral explanation or interpretation will be provided. Any information given a prospective bidder concerning this solicitation will be furnished promptly to all other prospective bidders as a written amendment to the solicitation, if that information is necessary in submitting bids, or if the lack of it would be prejudicial to other prospective bidders.

(b) Any information obtained by, or provided to, a bidder other than by formal amendment to the solicitation shall not constitute a change to the solicitation.

### 3. Amendments to Invitations for Bids

(a) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

(b) Bidders shall acknowledge receipt of any amendment to this solicitation (1) by signing and returning the amendment, (2) by identifying the amendment number and date on the bid form, or (3) by letter, telegram, or facsimile, if those methods are authorized in the solicitation. The PHA/IHA must receive acknowledgement by the time and at the place specified for receipt of bids. Bids which fail to acknowledge the bidder's receipt of any amendment will result in the rejection of the bid if the amendment(s) contained information which substantively changed the PHA's/IHA's requirements.

(c) Amendments will be on file in the offices of the PHA/IHA and the Architect at least 7 days before bid opening.

### 4. Responsibility of Prospective Contractor

(a) The PHA/IHA will award contracts only to responsible prospective contractors who have the ability to perform successfully under the terms and conditions of the proposed contract. In determining the responsibility of a bidder, the PHA/IHA will consider such matters as the bidder's:

- (1) Integrity;
- (2) Compliance with public policy;
- (3) Record of past performance; and
- (4) Financial and technical resources (including construction and technical equipment).

(b) Before a bid is considered for award, the bidder may be requested by the PHA/IHA to submit a statement or other documentation regarding any of the items in paragraph (a) above. Failure by the bidder to provide such additional information shall render the bidder nonresponsible and ineligible for award.

## 5. Late Submissions, Modifications, and Withdrawal of Bids

(a) Any bid received at the place designated in the solicitation after the exact time specified for receipt will not be considered unless it is received before award is made and it:

(1) Was sent by registered or certified mail not later than the fifth calendar day before the date specified for receipt of offers (e.g., an offer submitted in response to a solicitation requiring receipt of offers by the 20th of the month must have been mailed by the 15th);

(2) Was sent by mail, or if authorized by the solicitation, was sent by telegram or via facsimile, and it is determined by the PHA/IHA that the late receipt was due solely to mishandling by the PHA/IHA after receipt at the PHA/IHA; or

(3) Was sent by U.S. Postal Service Express Mail Next Day Service - Post Office to Addressee, not later than 5:00 p.m. at the place of mailing two working days prior to the date specified for receipt of proposals. The term "working days" excludes weekends and observed holidays.

(b) Any modification or withdrawal of a bid is subject to the same conditions as in paragraph (a) of this provision.

(c) The only acceptable evidence to establish the date of mailing of a late bid, modification, or withdrawal sent either by registered or certified mail is the U.S. or Canadian Postal Service postmark both on the envelope or wrapper and on the original receipt from the U.S. or Canadian Postal Service. Both postmarks must show a legible date or the bid, modification, or withdrawal shall be processed as if mailed late. "Postmark" means a printed, stamped, or otherwise placed impression (exclusive of a postage meter machine impression) that is readily identifiable without further action as having been supplied and affixed by employees of the U.S. or Canadian Postal Service on the date of mailing. Therefore, bidders should request the postal clerk to place a hand cancellation bull's-eye postmark on both the receipt and the envelope or wrapper.

(d) The only acceptable evidence to establish the time of receipt at the PHA/IHA is the time/date stamp of PHA/IHA on the proposal wrapper or other documentary evidence of receipt maintained by the PHA/IHA.

(e) The only acceptable evidence to establish the date of mailing of a late bid, modification, or withdrawal sent by Express Mail Next Day Service-Post Office to Addressee is the date entered by the post office receiving clerk on the "Express Mail Next Day Service-Post Office to Addressee" label and the postmark on both the envelope or wrapper and on the original receipt from the U.S. Postal Service. "Postmark" has the same meaning as defined in paragraph (c) of this provision, excluding postmarks of the Canadian Postal Service. Therefore, bidders should request the postal clerk to place a legible hand cancellation bull's eye postmark on both the receipt and Failure by a bidder to acknowledge receipt of the envelope or wrapper.

(f) Notwithstanding paragraph (a) of this provision, a late modification of an otherwise successful bid that makes its terms more favorable to the PHA/IHA will be considered at any time it is received and may be accepted.

(g) Bids may be withdrawn by written notice, or if authorized by this solicitation, by telegram (including mailgram) or facsimile machine transmission received at any time before the exact time set for opening of bids; provided that written confirmation of telegraphic or facsimile withdrawals over the signature of the bidder is mailed and postmarked prior to the specified bid opening time. A bid may be withdrawn in person by a bidder or its authorized representative if, before the exact time set for opening of bids, the identity of the person requesting withdrawal is established and the person signs a receipt for the bid.

## 6. Bid Opening

All bids received by the date and time of receipt specified in the solicitation will be publicly opened and read. The time and place of opening will be as specified in the solicitation. Bidders and other interested persons may be present.

## 7. Service of Protest

(a) Definitions. As used in this provision:

"Interested party" means an actual or prospective 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 or to a proposed or actual award of a contract pursuant to this solicitation.

(b) Protests shall be served on the Contracting Officer by obtaining written and dated acknowledgement from —

[Contracting Officer designate the official or location where a protest may be served on the Contracting Officer]

(c) All protests shall be resolved in accordance with the PHA's/IHA's protest policy and procedures, copies of which are maintained at the PHA/IHA.

## 8. Contract Award

(a) The PHA/IHA will evaluate bids in response to this solicitation without discussions and will award a contract to the responsible bidder whose bid, conforming to the solicitation, will be most advantageous to the PHA/IHA considering only price and any price-related factors specified in the solicitation.

(b) If the apparent low bid received in response to this solicitation exceeds the PHA's/IHA's available funding for the proposed contract work, the PHA/IHA may either accept separately priced items (see 8(e) below) or use the following procedure to determine contract award. The PHA/IHA shall apply in turn to each bid (proceeding in order from the apparent low bid to the high bid) each of the separately priced bid deductible items, if any, in their priority order set forth in this solicitation. If upon the application of the first deductible item to all initial bids, a new low bid is within the PHA's/IHA's available funding, then award shall be made to that bidder. If no bid is within the available funding amount, then the PHA/IHA shall apply the second deductible item. The PHA/IHA shall continue this process until an evaluated low bid, if any, is within the PHA's/IHA's available funding. If upon the application of all deductibles, no bid is within the PHA's/IHA's available funding, or if the solicitation does not request separately priced deductibles, the PHA/IHA shall follow its written policy and procedures in making any award under this solicitation.

(c) In the case of tie low bids, award shall be made in accordance with the PHA's/IHA's written policy and procedures.

(d) The PHA/IHA may reject any and all bids, accept other than the lowest bid (e.g., the apparent low bid is unreasonably low), and waive informalities or minor irregularities in bids received, in accordance with the PHA's/IHA's written policy and procedures.

(e) Unless precluded elsewhere in the solicitation, the PHA/IHA may accept any item or combination of items bid.

(f) The PHA/IHA may reject any bid as nonresponsive if it is materially unbalanced as to the prices for the various items of work to be performed. A bid is materially unbalanced when it is based on prices significantly less than cost for some work and prices which are significantly overstated for other work.

(g) A written award shall be furnished to the successful bidder within the period for acceptance specified in the bid and shall result in a binding contract without further action by either party.

#### **9. Bid Guarantee (applicable to construction and equipment contracts exceeding \$25,000)**

All bids must be accompanied by a negotiable bid guarantee which shall not be less than five percent (5%) of the amount of the bid. The bid guarantee may be a certified check, bank draft, U.S. Government Bonds at par value, or a bid bond secured by a surety company acceptable to the U.S. Government and authorized to do business in the state where the work is to be performed. In the case where the work under the contract will be performed on an Indian reservation area, the bid guarantee may also be an irrevocable Letter of Credit (see provision 10, Assurance of Completion, below). Certified checks and bank drafts must be made payable to the order of the PHA/IHA. The bid guarantee shall insure the execution of the contract and the furnishing of a method of assurance of completion by the successful bidder as required by the solicitation. Failure to submit a bid guarantee with the bid shall result in the rejection of the bid. Bid guarantees submitted by unsuccessful bidders will be returned as soon as practicable after bid opening.

#### **10. Assurance of Completion**

(a) Unless otherwise provided in State law, the successful bidder shall furnish an assurance of completion prior to the execution of any contract under this solicitation. This assurance may be [Contracting Officer check applicable items] —

[ ] (1) a performance and payment bond in a penal sum of 100 percent of the contract price; or, as may be required or permitted by State law;

[ ] (2) separate performance and payment bonds, each for 50 percent or more of the contract price;

[ ] (3) a 20 percent cash escrow;

[ ] (4) a 25 percent irrevocable letter of credit; or,

[ ] (5) an irrevocable letter of credit for 10 percent of the total contract price with a monitoring and disbursements agreement with the IHA (applicable only to contracts awarded by an IHA under the Indian Housing Program).

(b) Bonds must be obtained from guarantee or surety companies acceptable to the U.S. Government and authorized to do business in the state where the work is to be performed. Individual sureties will not be considered. U.S. Treasury Circular Number 570, published annually in the Federal Register, lists companies approved to act as sureties on bonds securing Government contracts, the maximum underwriting limits on each contract bonded, and the States in which the company is licensed to do business. Use of companies listed in this circular is mandatory. Copies of the circular may be downloaded on the U.S. Department of Treasury website <http://www.fms.treas.gov/c570/index.html>, or ordered for a minimum fee by contacting the Government Printing Office at (202) 512-2168.

(c) Each bond shall clearly state the rate of premium and the total amount of premium charged. The current power of attorney for the person who signs for the surety company must be attached to the bond. The effective date of the power of attorney shall not precede the date of the bond. The effective date of the bond shall be on or after the execution date of the contract.

(d) Failure by the successful bidder to obtain the required assurance of completion within the time specified, or within such extended period as the PHA/IHA may grant based upon reasons determined adequate by the PHA/IHA, shall render the bidder ineligible for award. The PHA/IHA may then either award the contract to the next lowest responsible bidder or solicit new bids. The PHA/IHA may retain the ineligible bidder's bid guarantee.

#### **11. Preconstruction Conference (applicable to construction contracts)**

After award of a contract under this solicitation and prior to the start of work, the successful bidder will be required to attend a preconstruction conference with representatives of the PHA/IHA and its architect/engineer, and other interested parties convened by the PHA/IHA. The conference will serve to acquaint the participants with the general plan of the construction operation and all other requirements of the contract (e.g., Equal Employment Opportunity, Labor Standards). The PHA/IHA will provide the successful bidder with the date, time, and place of the conference.

#### **12. Indian Preference Requirements (applicable only if this solicitation is for a contract to be performed on a project for an Indian Housing Authority)**

(a) HUD has determined that the contract awarded under this solicitation is subject to the requirements of section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e(b)). Section 7(b) requires that any contract or subcontract entered into for the benefit of Indians shall require that, to the greatest extent feasible

(1) Preferences and opportunities for training and employment (other than core crew positions; see paragraph (h) below) in connection with the administration of such contracts or subcontracts be given to qualified "Indians." The Act defines "Indians" to mean persons who are members of an Indian tribe and defines "Indian tribe" to mean any Indian tribe, band, nation, or other organized group or community, including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act, which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians; and,

(2) Preference in the award of contracts or subcontracts in connection with the administration of contracts be given to Indian organizations and to Indian-owned economic enterprises, as defined in section 3 of the Indian Financing Act of 1974 (25 U.S.C. 1452). That Act defines "economic enterprise" to mean any Indian-owned commercial, industrial, or business activity established or organized for the purpose of profit, except that the Indian ownership must constitute not less than 51 percent of the enterprise; "Indian organization" to mean the governing body of any Indian tribe or entity established or recognized by such governing body; "Indian" to mean any person who is a member of any tribe, band, group, pueblo, or community which is recognized by the Federal Government as eligible for services from the Bureau of Indian Affairs and any "Native" as defined in the Alaska Native Claims Settlement Act; and Indian "tribe" to mean any Indian tribe, band, group, pueblo, or community including Native villages and Native groups (including

corporations organized by Kenai, Juneau, Sitka, and Kodiak) as defined in the Alaska Native Claims Settlement Act, which is recognized by the Federal Government as eligible for services from the Bureau of Indian Affairs.

(b) (1) The successful Contractor under this solicitation shall comply with the requirements of this provision in awarding all subcontracts under the contract and in providing training and employment opportunities.

(2) A finding by the IHA that the contractor, either (i) awarded a subcontract without using the procedure required by the IHA, (ii) falsely represented that subcontracts would be awarded to Indian enterprises or organizations; or, (iii) failed to comply with the contractor's employment and training preference bid statement shall be grounds for termination of the contract or for the assessment of penalties or other remedies.

(c) If specified elsewhere in this solicitation, the IHA may restrict the solicitation to qualified Indian-owned enterprises and Indian organizations. If two or more (or a greater number as specified elsewhere in the solicitation) qualified Indian-owned enterprises or organizations submit responsive bids, award shall be made to the qualified enterprise or organization with the lowest responsive bid. If fewer than the minimum required number of qualified Indian-owned enterprises or organizations submit responsive bids, the IHA shall reject all bids and readvertise the solicitation in accordance with paragraph (d) below.

(d) If the IHA prefers not to restrict the solicitation as described in paragraph (c) above, or if after having restricted a solicitation an insufficient number of qualified Indian enterprises or organizations submit bids, the IHA may advertise for bids from non-Indian as well as Indian-owned enterprises and Indian organizations. Award shall be made to the qualified Indian enterprise or organization with the lowest responsive bid if that bid is -

(1) Within the maximum HUD-approved budget amount established for the specific project or activity for which bids are being solicited; and

(2) No more than the percentage specified in 24 CFR 905.175(c) higher than the total bid price of the lowest responsive bid from any qualified bidder. If no responsive bid by a qualified Indian-owned economic enterprise or organization is within the stated range of the total bid price of the lowest responsive bid from any qualified enterprise, award shall be made to the bidder with the lowest bid.

(e) Bidders seeking to qualify for preference in contracting or subcontracting shall submit proof of Indian ownership with their bids. Proof of Indian ownership shall include but not be limited to:

(1) Certification by a tribe or other evidence that the bidder is an Indian. The IHA shall accept the certification of a tribe that an individual is a member.

(2) Evidence such as stock ownership, structure, management, control, financing and salary or profit sharing arrangements of the enterprise.

(f) (1) All bidders must submit with their bids a statement describing how they will provide Indian preference in the award of subcontracts. The specific requirements of that statement and the factors to be used by the IHA in determining the statement's adequacy are included as an attachment to this solicitation. Any bid that fails to include the required statement shall be rejected as nonresponsive. The IHA may require that comparable statements be provided by subcontractors to the successful Contractor, and may require the Contractor to reject any bid or proposal by a subcontractor that fails to include the statement.

(2) Bidders and prospective subcontractors shall submit a certification (supported by credible evidence) to the IHA in any instance where the bidder or subcontractor believes it is infeasible to provide Indian preference in subcontracting. The acceptance or rejection by the IHA of the certification shall be final. Rejection shall disqualify the bid from further consideration.

(g) All bidders must submit with their bids a statement detailing their employment and training opportunities and their plans to provide preference to Indians in implementing the contract; and the number or percentage of Indians anticipated to be employed and trained. Comparable statements from all proposed subcontractors must be submitted. The criteria to be used by the IHA in determining the statement(s)'s adequacy are included as an attachment to this solicitation. Any bid that fails to include the required statement(s), or that includes a statement that does not meet minimum standards required by the IHA shall be rejected as nonresponsive.

(h) Core crew employees. A core crew employee is an individual who is a bona fide employee of the contractor at the time the bid is submitted; or an individual who was not employed by the bidder at the time the bid was submitted, but who is regularly employed by the bidder in a supervisory or other key skilled position when work is available. Bidders shall submit with their bids a list of all core crew employees.

(i) Preference in contracting, subcontracting, employment, and training shall apply not only on-site, on the reservation, or within the IHA's jurisdiction, but also to contracts with firms that operate outside these areas (e.g., employment in modular or manufactured housing construction facilities).

(j) Bidders should contact the IHA to determine if any additional local preference requirements are applicable to this solicitation.

(k) The IHA [ ] does [ ] does not [Contracting Officer check applicable box] maintain lists of Indian-owned economic enterprises and Indian organizations by specialty (e.g., plumbing, electrical, foundations), which are available to bidders to assist them in meeting their responsibility to provide preference in connection with the administration of contracts and subcontracts.

**ATTACHMENT G**

**“Plans and Drawing from Fiero Engineering”**

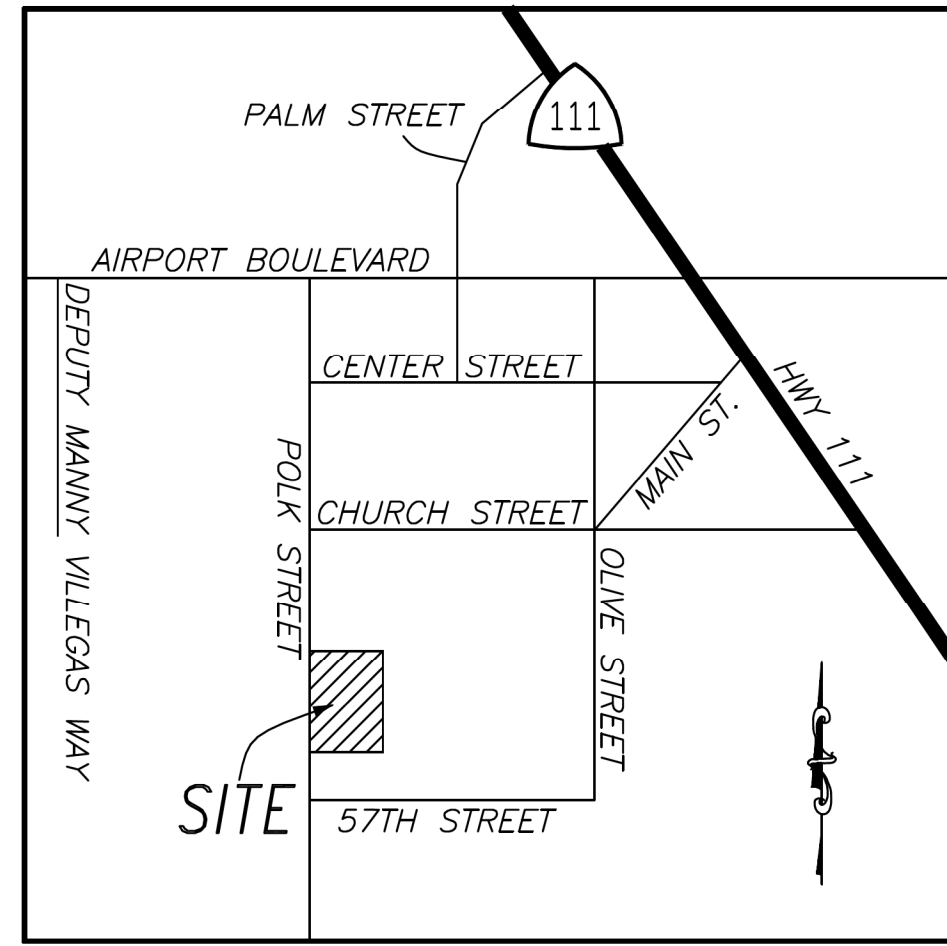
**(behind this page)**

In the Unincorporated Territory of Thermal, County of Riverside, State of California

# Sewer Improvement Plan

## Riverside County Housing Authority

In the NW 1/4 of Section 22, T.6S, R.8E, S.B.M.



VICINITY MAP  
NOT TO SCALE

**LEGEND & ABBREVIATIONS:**

C	CENTERLINE
H.P.	PROPERTY LINE
G.B.	HIGH POINT
E.G.	GRADE BREAK
F.G.	EXISTING GROUND
F.S.	FINISH GRADE
F.F.	FINISH SURFACE
F.F.	FINISH FLOOR ELEVATION
PAD	PAD ELEVATION
P	PLANTER
T.W.	TOP OF WALL
T.R.W.	TOP OF RETAINING WALL
W.S.	WATER SURFACE
B.W.	BOTTOM OF WALL
T.F.	TOP OF FOOTING
B.F.	BOTTOM OF FOOTING
R/W	RIGHT-OF-WAY
D/W	DRIVEWAY
T.C.	TOP OF CURB
F.L.	FLOW LINE
T.H.	TOP OF HEADER
E.P.	EDGE OF EXISTING PAVEMENT
T.P.	TOP OF PAVEMENT
T.G.	TOP OF GRATE
INV	INVERT ELEVATION
[G]	"G" CHISELED ON CURB
[S]	"S" CHISELED ON CURB
[E]	"E" CHISELED ON CURB
(99.9)	EXISTING ELEVATION
99.9	PROPOSED ELEVATION
---	PROPERTY LINE / RIGHT-OF-WAY
---	CENTERLINE
(99)	EXISTING CONTOUR
99	FINISH CONTOUR
---	DRAINAGE SWALE
---	EXISTING SLOPE
---	FINISH SLOPE
---	EXISTING CURB AND GUTTER
---	RETAINING WALL/DEEPEMED FOOTING
---	EXISTING RETAINING WALL/DEEPEMED FOOTING
---	EXISTING BLOCK WALL
---	PROPOSED BLOCK WALL
---	BLOCK WALL ATOP RETAINING WALL
---	EXISTING BLOCK WALL ATOP RETAINING WALL
---	SHEET FLOW
---	CONCRETE
---	WATER METER
---	FIRE HYDRANT
---	POWER POLE
---	WATER VALVE
---	IRRIGATION CONTROL VALVE
---	GAS METER
---	SEWER CLEANOUT
---	STREET LIGHT
---	MANHOLE
---	BACK FLOW VALVE
---	TREE
---	SEWER MAIN
---	WATER SERVICE

**OWNER:**  
TOMMIE LINES, BUILDING SUPERINTENDENT  
RIVERSIDE COUNTY HOUSING AUTHORITY  
5555 ARLINGTON AVENUE  
RIVERSIDE, CA 92504  
OFFICE: (951) 343-5408  
CELL: (951) 205-3507  
tlines@rcvco.org

**LEGAL DESCRIPTION:**  
IN MAP OF GILBERTA ACRES, AS  
RECORDED IN MAP BOOK 9, PAGE 21  
OF THE RECORDS OF RIVERSIDE  
COUNTY, CALIFORNIA, ALL THAT  
PROPERTY IN LOTS 24, 25, AND 26

**SITE ADDRESS:**  
56690 POLK STREET  
THERMAL, CA 92274

**ASSESSORS PARCEL NO.:**  
757-061-033

**BASIS OF BEARINGS:**  
CENTERLINE OF POLK STREET AS  
N0°06'40"E PER RS 71/45

**BENCHMARK:**  
USC & GS P-70  
BRONZE DISC IN CONCRETE POST AT NE  
CORNER OF 56TH AVE. & HWY 111  
ELEVATION = (-120.282')

**SITE BENCHMARK:**  
NAIL AND TIN SET IN CURB LOCATED  
SOUTH OF CURB AND SOUTH DRIVEWAY  
ENTRY INTERSECTION SEEN ON SHEET 2  
ELEVATION = (75.68 NAIL TIN)

**SITE BENCHMARK:**  
INDICATES THE BENCHMARK AT THE SITE WHICH THE  
ENGINEER OF RECORD SHALL USE TO CERTIFY PAD  
ELEVATION AND FINAL GRADING CERTIFICATION. THE  
CONTRACTOR SHALL NOTIFY THE ENGINEER OF RECORD OF  
ANY DISCREPANCIES BETWEEN THIS BENCHMARK AND THE  
BENCHMARK USED BY THE CONTRACTOR PRIOR TO ANY  
GRADING.

**SOURCE OF TOPOGRAPHY:**  
THE TOPOGRAPHY SHOWN HEREON WAS OBTAINED BY A  
FIELD SURVEY BY FEIRO ENGINEERING, INC. ON 9-9-22

**NOTE:**  
NO PERMANENT STRUCTURES OR TREES WITHIN CVWD  
AND/OR USBR EASEMENTS. CVWD WILL NOT BE  
RESPONSIBLE FOR DAMAGE OR REPLACEMENT OF ANY  
SURFACE IMPROVEMENTS, INCLUDING BUT NOT LIMITED TO,  
DECORATIVE CONCRETE, LANDSCAPING, CURB, GUTTER,  
SIDEWALKS, PLANTERS, GATES AND RELATED IMPROVEMENTS  
INSTALLED WITHIN CVWD AND/OR USBR EASEMENTS.

**CONSTRUCTION NOTES AND QUANTITIES:**

NOTE: THE QUANTITIES SHOWN ARE FOR PERMIT PURPOSES ONLY.  
THE CONTRACTOR IS RESPONSIBLE TO OBTAIN HIS OWN ESTIMATE OF QUANTITIES FOR BID PURPOSES.

SYM.	DESCRIPTION	QUANTITY	UNIT
1	FURNISH AND INSTALL 8" SDR 26, ASTM D3034 PVC SEWER MAIN, SEE TRENCH DETAIL ON SHEET 2	66.82	LF
2	FURNISH AND INSTALL 6" INSIDE DIAMETER SEWER CLEANOUT PER CVWD STD. S-5	1	EA
3	FURNISH AND INSTALL SEWER LATERAL DROP MANHOLE PER CVWD STD. S-8B OVER EXISTING 8" SDR 26, ASTM PVC SEWER MAIN, UNDER DIRECT DISTRICT INSPECTION	1	EA

MANHOLE LEGEND						
STATION	DESCRIPTION	RIM	INV IN	INV OUT (E)	DEPTH	NORTHING
10+00.00	(MH NO. 14)	(77.06)	INV IN 69.13' (W)	INV OUT (57.85') (S)	7.93'	10129.58
10+65.64	CO NO. 1	75.98'	INV IN 69.35' (W)	INV OUT 69.45' (E)	6.63'	10139.85

**REFERENCE DRAWING TABLE**

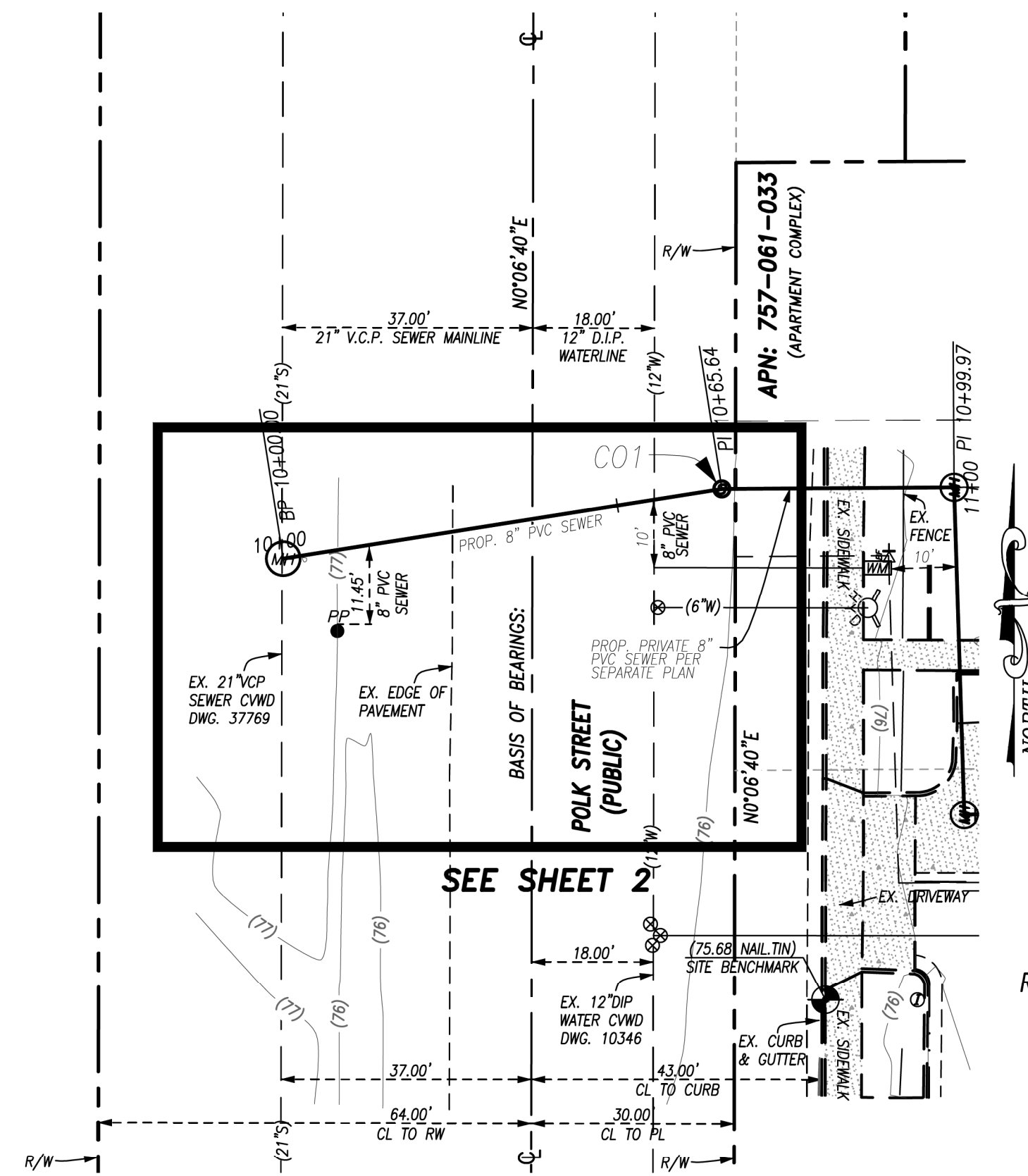
UTILITY	SIZE	CVWD DWG. NO.
SEWER	21"	37769
WATER	12"	10346

**SHEET INDEX**

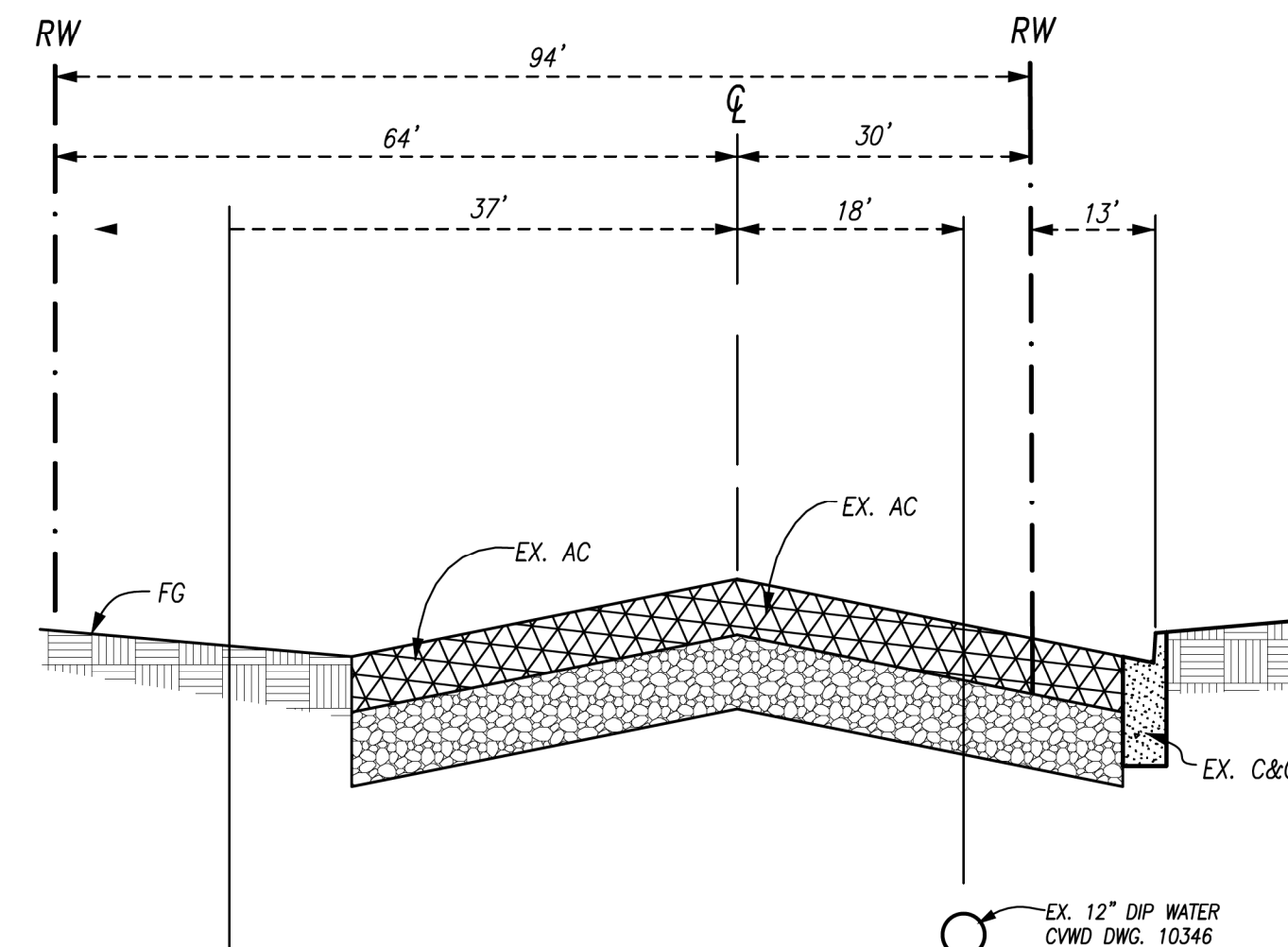
1	TITLE SHEET
2	SEWER PLAN SHEET

**UTILITIES:** ELECTRIC (760) 335-3640  
GAS (760) 323-1851  
TELEPHONE (800) 921-8104  
WATER (760) 398-2651  
SEWER (760) 398-2651  
CABLE (800) 892-4357

IMPERIAL IRRIGATION DISTRICT (760) 335-3640  
SOUTHERN CALIFORNIA GAS COMPANY (760) 323-1851  
FRONTIER COMMUNICATIONS (800) 921-8104  
COACHELLA VALLEY WATER DISTRICT (760) 398-2651  
COACHELLA VALLEY WATER DISTRICT (760) 398-2651  
SPECTRUM (800) 892-4357



INDEX MAP  
SCALE = 1" = 20'



TYPICAL SECTION  
POLK STREET (PUBLIC)  
NOT TO SCALE

Sanitary Sewer General Notes-Final-12/13/05

- COACHELLA VALLEY WATER DISTRICT  
GENERAL NOTES FOR SANITARY SEWER SYSTEMS**
- ALL SEWER MAIN CONSTRUCTION SHALL CONFORM TO THE STANDARD SPECIFICATIONS FOR CONSTRUCTION OF SANITARY SEWER SYSTEMS (STANDARD SPECIFICATIONS) OF THE COACHELLA VALLEY WATER DISTRICT (CVWD).
  - THE CONTRACTOR SHALL POSSESS A VALID CLASS A OR C-34 STATE OF CALIFORNIA CONTRACTORS LICENSE.
  - CONTRACTOR SHALL CONTACT CVWD'S CHIEF INSPECTOR UPON RECEIPT OF APPROVED DRAWINGS TO ARRANGE THE PRECONSTRUCTION CONFERENCE. NO CONSTRUCTION SHALL BEGIN PRIOR TO THE PRECONSTRUCTION CONFERENCE.
  - CONTRACTOR SHALL SUBMIT TO CVWD A LIST OF MATERIALS TO BE USED PRIOR TO THE PRECONSTRUCTION CONFERENCE. ONLY MATERIALS ON THE APPROVED LIST MAY BE USED. LIST SHALL INCLUDE QUANTITY, MANUFACTURER, MODEL, SIZE AND OTHER PERTINENT DATA.
  - ALL WORK SHALL BE INSPECTED BY CVWD. THE CHARGES FOR INSPECTION SHALL BE IN ACCORDANCE WITH CVWD'S REGULATIONS.
  - CONTRACTOR SHALL SCHEDULE HIS CONSTRUCTION ACTIVITIES DAILY WITH THE INSPECTION DEPARTMENT BETWEEN 3:30 P.M. AND 4:30 P.M. FOR THE FOLLOWING WORKING DAY. IF CVWD IS UNABLE TO PROVIDE AN INSPECTOR OR INSPECTORS, CONTRACTOR SHALL RESCHEDULE THE WORK FOR ANOTHER TIME.
  - IF CONTRACTOR ELECTS TO CANCEL SCHEDULED WORK WITHOUT PRIOR NOTICE TO CVWD, CONTRACTOR SHALL BE CHARGED ONE HOUR OF INSPECTION TIME FOR EACH DAY OF OCCURRENCE.
  - WORK PERFORMED WITHOUT INSPECTION SHALL BE REJECTED.
  - COPIES OF COMPACTION TEST RESULTS SHALL BE FURNISHED TO THE INSPECTOR PRIOR TO AIR TESTING. MINIMUM FREQUENCY OF COMPACTION TESTING SHALL BE AS FOLLOWS: A SET OF PIPE ZONE AND MID-TRENCH TESTS SHALL BE CONDUCTED OVER THE SEWER MAIN BETWEEN MANHOLE SECTIONS AND A SET OF PIPE ZONE AND MID-TRENCH TESTS SHALL BE CONDUCTED AT EVERY THIRD SERVICE LATERAL AND MANHOLE LOCATION.
  - GRADE AND ALIGNMENT SHALL BE ESTABLISHED IN A MANNER APPROVED BY CVWD. CUT SHEETS SHALL BE PROVIDED TO THE INSPECTOR PRIOR TO EXCAVATION AND INCLUDE THE TOP OF CURB ELEVATION AT THE LATERAL LOCATIONS. SEWER MAIN SHALL BE INSTALLED TO WITHIN 0.02 FOOT TOLERANCE OF LINE AND GRADE AND NO SAGS GREATER THAN 1/8 INCH ARE ACCEPTABLE.
  - THE SEPARATION BETWEEN WATER AND SEWER FACILITIES SHALL BE AS SPECIFIED IN CVWD STANDARD DRAWING NO. W-1/S-3.
  - NO SEWER LATERALS SHALL BE INSTALLED IN DRIVEWAYS.
  - NO SEWER MAINS SHALL BE INSTALLED UNDER CURBS OR SIDEWALKS.
  - THESE PLANS MAY BE SUBJECT TO REVIEW AND/OR REVISION BY CVWD IF CONSTRUCTION HAS NOT STARTED WITHIN 12 MONTHS FROM DATE OF APPROVAL AS SHOWN IN CVWD DRAWING APPROVAL BLOCKS.
  - CONTRACTOR SHALL CALL UNDERGROUND SERVICE ALERT (USA) AT 1-800-422-4133 AT LEAST TWO WORKING DAYS PRIOR TO START OF CONSTRUCTION AND PROVIDE THE CVWD INSPECTOR THE USA NUMBER PRIOR TO EXCAVATION.
  - NEW CONSTRUCTION TO BE PLUGGED UNTIL SEWER SYSTEM IS APPROVED FOR SERVICE, PLUG TO BE REMOVED IN PRESENCE OF DISTRICT INSPECTORS.
  - THE LOCATION OF THE HOUSE LATERALS SHOULD BE MARKED AS FOLLOWS: STREETS WITH CURB AN "S" SHALL BE CHISELED OR PERMANENTLY MARKED ON THE CURB AT THE LOCATION OF THE HOUSE LATERALS, AND AN APPROPRIATE MID-RANGE OR FULL RANGE MAGNETIC MARKER MANUFACTURED BY 3M ELECTRICAL PRODUCTS DIVISION, SCOTCH-MARKER LOCATOR (EMS) OR EQUAL SHALL BE PLACED ONE FOOT BELOW THE FINISHED GROUND SURFACE DIRECTLY ABOVE THE TERMINUS OF THE LATERAL. IN AREAS WHERE THE FINISHED GROUND SURFACE IS UNKNOWN, THE MARKER SHALL BE INSTALLED TWO FEET BELOW THE ASSUMED FINISHED GROUND SURFACE.

**DESIGN ENGINEER**  
FINAL AS-BUILT DWG. OF RECORD

E.O.R.: \_\_\_\_\_ DATE: \_\_\_\_\_

LIC NO: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_

INSPECTOR \_\_\_\_\_ DATE \_\_\_\_\_

INSPECTION # \_\_\_\_\_

W.O.# \_\_\_\_\_



C.V.W.D. DRAWING APPROVAL

DATE: 03/07/2024

Checked: *JM*  
PROJECT ENGINEER

Recommended: *Carrie Oliphant*  
DIRECTOR OF ENGINEERING

DWG. NO.: 49743

Revisions: \_\_\_\_\_ DATE: \_\_\_\_\_ APPR.: \_\_\_\_\_

REVISIONS:	DATE	INITIAL	APPROVED BY:	DATE

**FEIRO ENGINEERING, Inc.**  
75-060 Gerald Ford Drive, Suite 3  
Palm Desert, California 92211  
(760) 346-8015  
www.feiro.net  
PREPARED UNDER THE DIRECT SUPERVISION OF:  
*RK Feiro*  
03-07-2024  
R.C.E. 52260 DATE

In the Unincorporated Territory of Thermal, County of Riverside, State of California

**Sewer Improvement Plan**  
Riverside County Housing Authority  
Title Sheet  
Within the NW 1/4 of Section 22, T.6S, R.8E S.B.M. APN: 757-061-033  
FOR: Riverside County Housing Authority

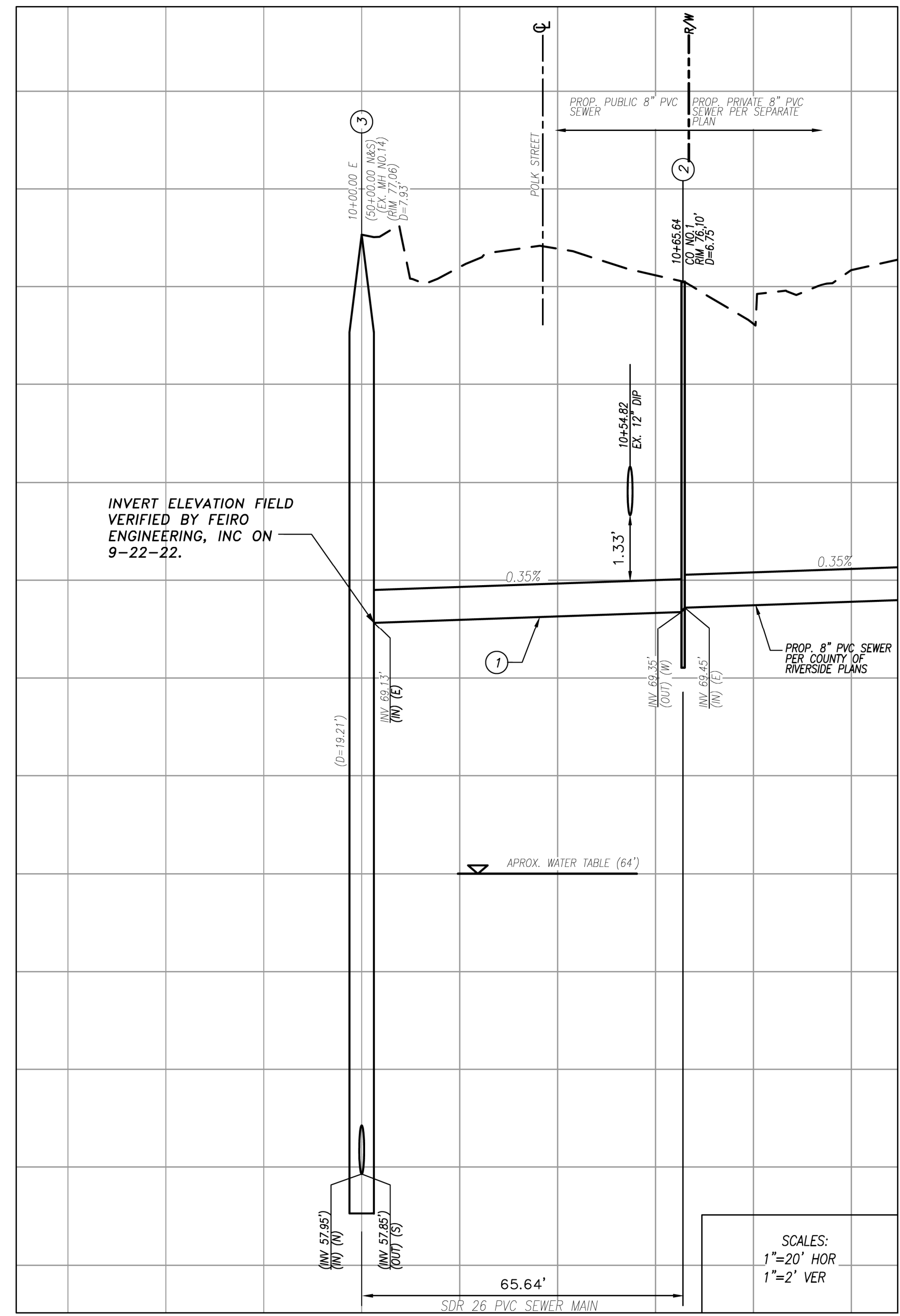
SHEET NUMBER: 1  
OF 2 SHEETS  
.DWG FILE: 211r1sw01  
LAYOUT: SW01  
JOB NUMBER: 211R-001



80'

70'

60'



POLK STREET (PUBLIC)

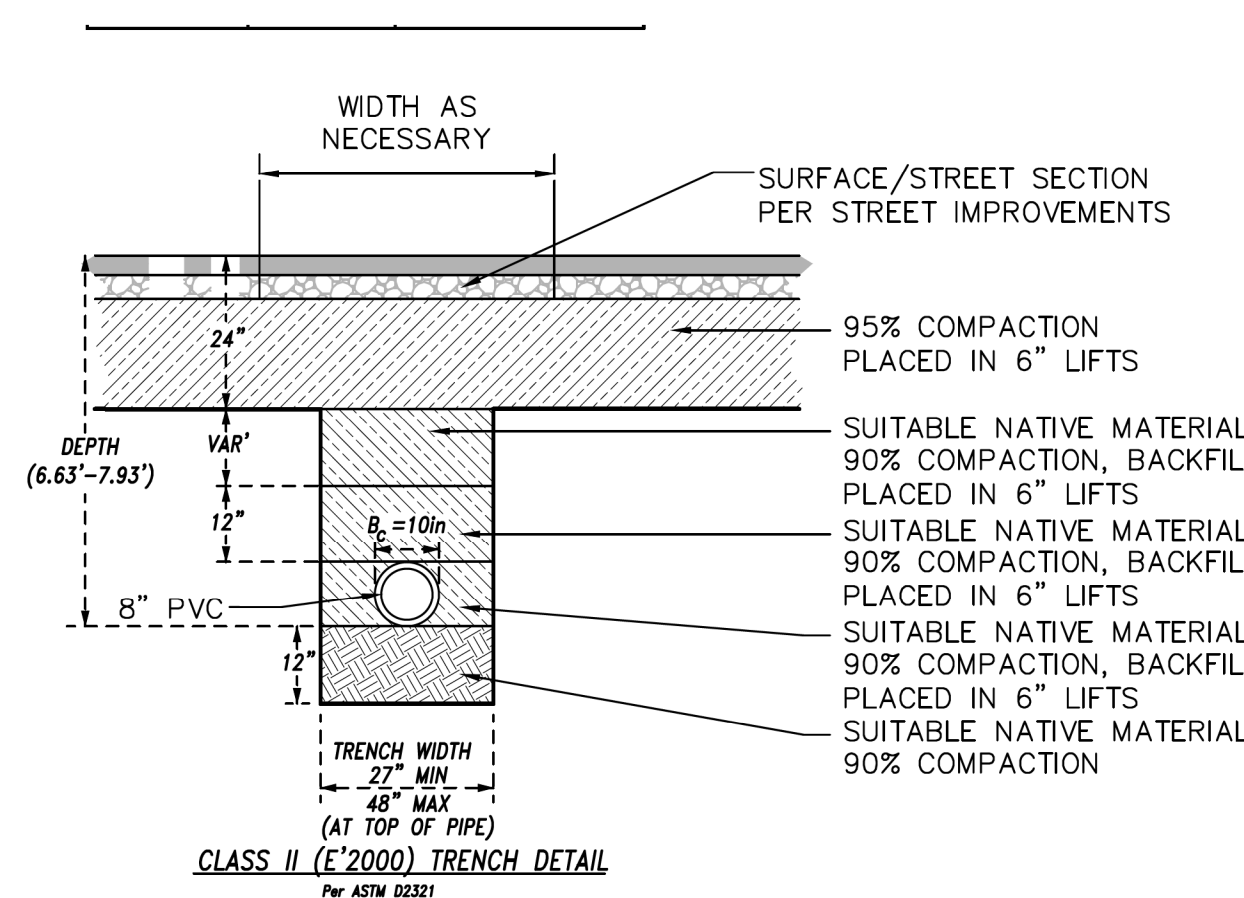
10+00

11+00

80'

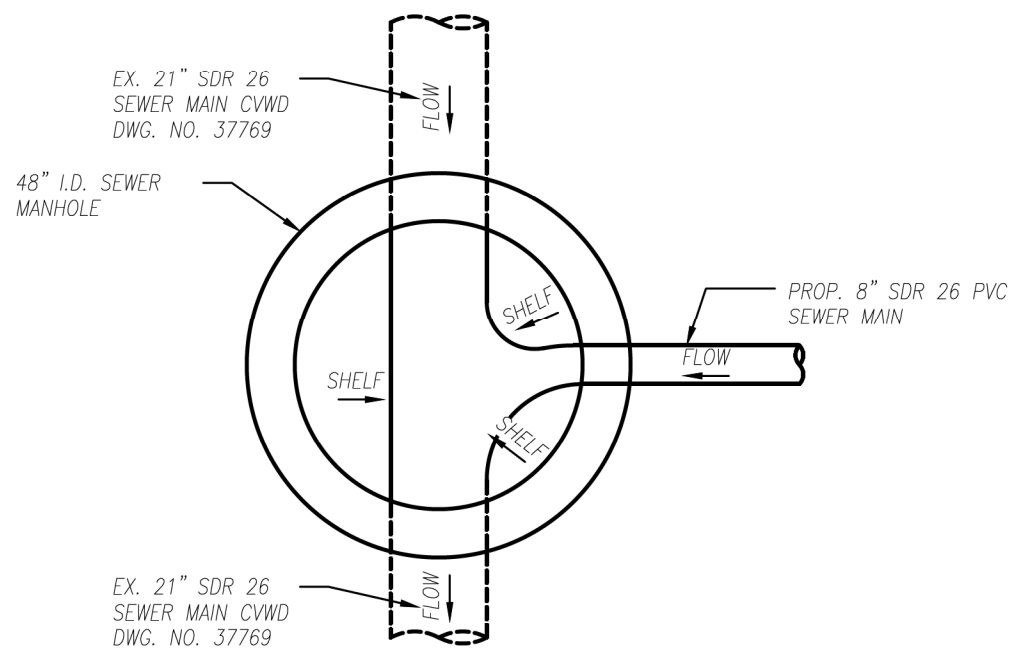
70'

60'



- Notes:
- 1) Trench bottom: Native soil compacted to minimum 90% relative compaction, 12" depth min.
  - 2) Initial backfill: Native soil shall be placed in 6" lifts (loose) and compacted to at least 90% compaction per ASTM D1557. Compaction shall be verified by testing.
  - 3) Trench backfill: The native soil material may be used in the trench backfill provided it's free from unsuitable material including material that cannot be stabilized by compaction, material greater than 6" in size, vegetation, trash, construction debris, highly expansive clays, highly organic soils and contaminated soils. Native soil shall be placed in 6" lifts (loose) and compacted to at least 90% compaction per ASTM D1557. Compaction shall be verified by testing.
  - 4) Pavement subgrade: Native soil shall be placed in 6" lifts (loose) and compacted to at least 95% compaction per ASTM D1557. Compaction shall be verified by testing.
  - 5) Bell or coupling holes shall be carefully excavated so that no part of the load is supported by the bells or couplings.
  - 6) Trench cut slope: Minimum 1.5:1 per Geotechnical Investigation.

MANHOLE NO. 14 BASE DETAIL (3)



**BASIS OF BEARINGS:**  
CENTERLINE OF POLK STREET AS N0°06'40"E PER RS 71/45

**BENCHMARK:**  
USC & GS P-70  
BRONZE DISC IN CONCRETE POST AT NE CORNER OF 56TH AVE. & HWY 111  
ELEVATION = (-120.282')

**SITE BENCHMARK:**  
NAIL AND TIN SET IN CURB LOCATED SOUTH OF CURB AND SOUTH DRIVEWAY ENTRY INTERSECTION SEEN ON SHEET 2  
ELEVATION = (75.68 NAIL TIN)

**SITE BENCHMARK:**  
INDICATES THE BENCHMARK AT THE SITE WHICH THE ENGINEER OF RECORD SHALL USE TO CERTIFY PAD ELEVATION AND FINAL GRADING CERTIFICATION. THE CONTRACTOR SHALL NOTIFY THE ENGINEER OF RECORD OF ANY DISCREPANCIES BETWEEN THIS BENCHMARK AND THE BENCHMARK USED BY THE CONTRACTOR PRIOR TO ANY GRADING.

CONSTRUCTION NOTES AND QUANTITIES:

NOTE: THE QUANTITIES SHOWN ARE FOR PERMIT PURPOSES ONLY. THE CONTRACTOR IS RESPONSIBLE TO OBTAIN HIS OWN ESTIMATE OF QUANTITIES FOR BID PURPOSES.

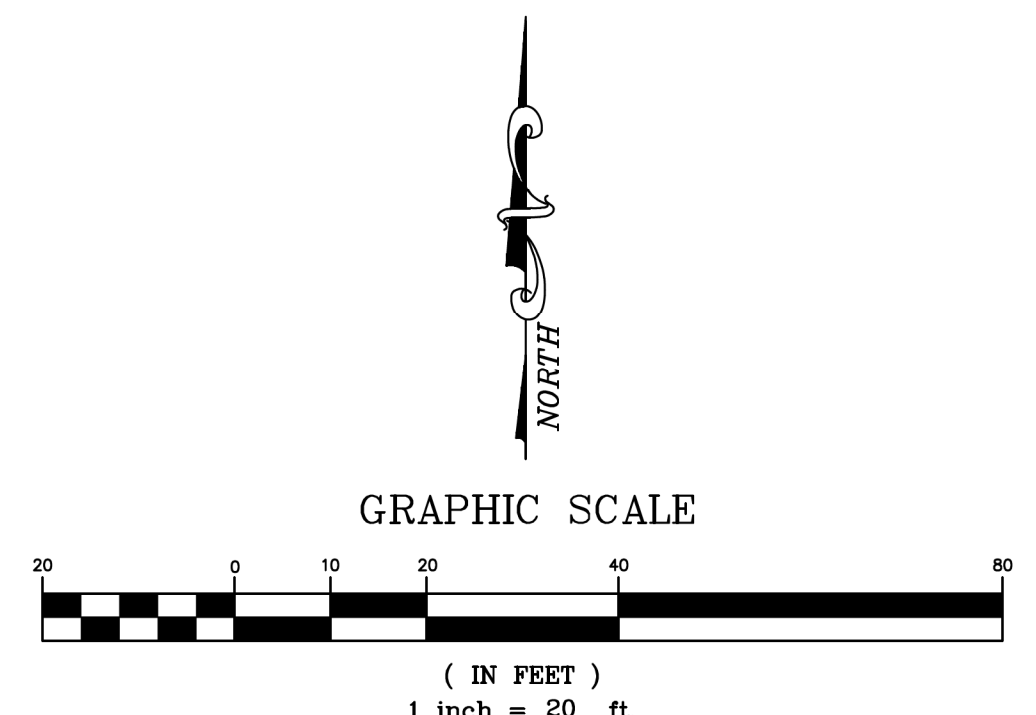
SYM.	DESCRIPTION	QUANTITY	UNIT
1	FURNISH AND INSTALL 8" SDR 26, ASTM D3034 PVC SEWER MAIN, SEE TRENCH DETAIL ON SHEET 2	66.82	LF
2	FURNISH AND INSTALL 8" INSIDE DIAMETER SEWER CLEANOUT PER C.V.D. STD. S-5	1	EA
3	FURNISH AND INSTALL SEWER LATERAL DROP MANHOLE PER C.V.D. STD. S-8B OVER EXISTING 8" SDR 26, ASTM PVC SEWER MAIN, UNDER DIRECT DISTRICT INSPECTION	1	EA

**PIPELINE TANGENT DATA**

SYM.	BEARING	LENGTH	MATERIAL	SIZE
L1	N80°59'57"E	65.64'	PVC	8"

**REFERENCE DRAWING TABLE**

UTILITY	SIZE	C.V.D. DWG. NO.
SEWER	21"	37769
WATER	12"	10346



**REVISIONS:**

NO.	DATE	INITIAL	APPROVED BY:	DATE



**FEIRO ENGINEERING, Inc**  
Civil Engineering  
Land Surveying  
75-060 Gerald Ford Drive, Suite 3  
Palm Desert, California 92211  
(760) 346-8015  
www.feiro.net  
PREPARED UNDER THE DIRECT SUPERVISION OF:  
RONALD K. FEIRO R.C.E. 52260 DATE 03-07-2024

**DESIGN ENGINEER**  
FINAL AS-BUILT DWG. OF RECORD

E.O.R.: \_\_\_\_\_ DATE: \_\_\_\_\_

LIC NO.: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_

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

INSPECTION #: \_\_\_\_\_

W.O.#: \_\_\_\_\_

C.V.D. DRAWING APPROVAL

Checked:	DATE	
JM AR PROJECT ENGINEER	03/07/2024	
Recommended: Carrie Oliphant DIRECTOR OF ENGINEERING	DWG. No. 49744	
Revisions:	DATE	APPR.



In the City of Thermal, County of Riverside, State of California

**Sewer Improvement Plan**  
Riverside County Housing Authority  
Sewer Plan Sta. 10+00 to Sta. 10+65.64  
APN: 757-061-033

FOR: Riverside County Housing Authority

SHEET NUMBER: 2 OF 2 SHEETS  
DWG. FILE: 211r1sw01  
LAYOUT: SW02  
JOB NUMBER: 211R-001



INVITATION FOR BIDS (IFB) NO. 2024-008  
THERMAL LIFT STATION PROJECT AT THERMAL APTS.

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**ATTACHMENT H**

**“Section 3 Requirements”**

(If used, this form must be fully completed and placed under Tab No. 6 of the “hard copy” tabbed bid submittal.)

**(behind this page)**

# **RIVERSIDE COMMUNITY HOUSING CORP**



## **SECTION 3**

### **24 CFR PART 135**

#### **ECONOMIC OPPORTUNITIES FOR LOW-AND VERY LOW-INCOME PERSONS**

#### **CONTRACT REQUIREMENTS**

**RIVERSIDE COMMUNITY HOUSING CORP  
CERTIFICATION FOR BUSINESS CONCERNS SEEKING SECTION 3 BUSINESS PREFERENCE  
IN CONTRACTING AND DEMONSTRATION OF CAPABILITY**

NAME OF BUSINESS: \_\_\_\_\_

ADDRESS OF BUSINESS: \_\_\_\_\_

TYPE OF BUSINESS:       Corporation       Partnership       Sole Proprietorship       Joint Venture

Attached is the following documentation as evidence of status:

**For business claiming status as a Section 3 resident-owned Enterprise:**

Copy of resident lease       Other evidence       Copy of evidence of participation in a public assistance program

**For the business entity as applicable:**

- |  |   |
|--|---|
| <input type="checkbox"/> Copy of Articles of Incorporation                                       | <input type="checkbox"/> Certificate of Good Standing |
| <input type="checkbox"/> Assumed Business Name Certificate                                       | <input type="checkbox"/> Partnership Agreement        |
| <input type="checkbox"/> List of owners/stockholder and % of each                                | <input type="checkbox"/> Corporation Annual Report    |
| <input type="checkbox"/> Latest Board minutes appointing officers                                | <input type="checkbox"/> Additional documentation     |
| <input type="checkbox"/> Organization chart with names and titles and brief functional statement |   |

**For business claiming Section 3 status by subcontracting 25% of the dollar awarded to qualified Section 3 business:**

List of subcontracted Section 3 business and subcontract amount

**For business claiming Section 3 status, claiming at least 30% of their workforce are currently Section 3 residents or were Section 3 eligible residents within 3 years of date of first employment with the business:**

- |  |   |
|--|---|
| <input type="checkbox"/> List of all current full time employees                           | <input type="checkbox"/> List of all employees claiming Section 3 status                                |
| <input type="checkbox"/> PHA Residential lease (less than 3 years from date of employment) | <input type="checkbox"/> Other evidence of Section 3 status (less than 3 years from date of employment) |

**Evidence of ability to perform successfully under the terms and conditions of the proposed contract:**

- |   |  |
|---|--|
| <input type="checkbox"/> Current financial statement    | <input type="checkbox"/> List of owned equipment                                       |
| <input type="checkbox"/> Statement of ability to comply | <input type="checkbox"/> List of all contracts for the past 2 years with public policy |

Effective 07/01/2014  
Persons in Household

	1	2	3	4	5	6	7	8
	\$34,000	\$38,850	\$43,700	\$48,550	\$52,450	\$56,350	\$60,250	\$64,100

A new hire is qualified as a Section 3 resident if he/she resides in Riverside or San Bernardino County and his/her total family income is less than the family income shown above for his/her household size.

**Corporate Seal**

\_\_\_\_\_   
 Authorizing Name and Signature

\_\_\_\_\_   
 Notary

\_\_\_\_\_   
 Title

My term expires: \_\_\_\_\_

Signature

Date

Printed Name

## SECTION 3 BUSINESS PREFERENCE

### HOUSING AUTHORITY OF THE COUNTY OF RIVERSIDE

#### I. Section 135.1 Purpose

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

#### Section 135.30 Numerical Goals for Meeting the Greatest Extent Feasible Requirement

##### A. GENERAL

- (1) Recipients and covered contractors may demonstrate compliance with the "greatest extent feasible" requirement of Section 3 by meeting the numerical goals set forth in this Section for providing training, employment, and contracting opportunities to Section 3 residents and Section 3 Business Concerns.
- (2) The goals established in this section apply to the entire amount of the Section 3 covered assistance awarded to a recipient in any Federal Fiscal Year (FY) commencing with the first FY following the effective date of this rule - (October 1, 1994).
- (3) For Recipients that do not engage in training, or hiring, but award contracts to contractors that will engage in training, hiring and subcontracting, recipients must ensure that, to the greatest extent feasible, contractors will provide training, employment, and contracting opportunities to Section 3 residents and Section 3 Business Concerns.
- (4) The numerical goals established in this Section represent minimum numerical goals.

##### B. TRAINING AND EMPLOYMENT

The numerical goals set forth in this Section apply to new hires. The numerical goals reflect the aggregate hires. Efforts to employ Section 3 residents, to the greatest extent feasible, should be made at all levels.

Recipients of Section 3 covered community development assistance, and their contractors and subcontractors may demonstrate compliance with the requirements of this part by committing to employ Section 3 residents as:

- (i) 10 percent of the aggregate number of new hires for the one year period beginning in FY 1995 (October 1, 1994 to September 30, 1995),
- (ii) 20 percent of the aggregate number of the new hires for the one year period beginning in FY 1996 (October 1, 1995 to September 1996); and
- (iii) 30 percent of the aggregate number of new hires for the one year period beginning in FY 1997 and continuing thereafter (October 1, 1996 and thereafter).

### C. CONTRACTS

Numerical goals set forth in this Section apply to contracts awarded in connection with all Section 3 covered project and Section 3 covered activities. Each recipient and contractor and subcontractor may demonstrate compliance with the requirements of this part by committing to award to Section 3 Business Concerns:

- (1) At least 10 percent to of the total dollar amount of all Section 3 covered contracts for building trades work arising in connection with housing rehabilitation, housing construction and other public construction; and
- (2) At least three (3) percent of the total dollar amount of all other Section 3 covered contracts.

### D. SAFE HARBOR AND COMPLIANCE DETERMINATIONS

- (1) In the absence of evidence to the contrary, a recipient that meets the minimum numerical goals set forth in this section will be considered to have complied with the Section 3 preference requirements.
- (2) In evaluating compliance, a recipient that has not met the numerical goals set forth in this section has the burden of demonstrating why it was not feasible to meet the numerical goals set forth in this section. Such justification may include impediments encountered despite actions taken. A recipient or contractor also can indicate other economic opportunities, such as those listed in Sec. 135.40, which were provided in its efforts to comply with Section 3 and the requirement of this part.

## III. **SECTION 135.34 Preference for Section 3 Residents in Training and Employment Opportunities.**

A. Order of providing preference. Recipients, contractors, and subcontractors shall direct their efforts to provide, to the greatest extent feasible, training and employment opportunities generated from the expenditure of Section 3 covered assistance to Section 3 residents in the order of priority provided in this section.

- (1) Housing and community development programs. In housing and community development programs, priority consideration shall be given, where feasible, to:
  - (i) Section 3 residents residing in the Riverside or San Bernardino County (collectively, referred to as category 1 residents); and
  - (ii) Participants in HUD Youth build programs (category 2 residents).
  - (iii) Where the Section 3 project is assisted under the Stewart B. McKinney NSP3less Assistance Act (42 U.S.C. 11301 et seq.), NSP3less persons residing in the Riverside or San Bernardino County shall be given the highest priority;

B. Eligibility for Preference: A Section 3 resident seeking the preference in training and employment provided by this part shall certify, or submit evidence to the recipient contractor or subcontractor, if requested, that the person is a Section 3 resident, as defined in Sec. 135.5 (An example of evidence of eligibility for the preference is evidence of receipt of public assistance, or evidence of participation in a public assistance program.)

C. Eligibility for employment: Nothing in this part shall be construed to require the employment of a Section 3 resident who does not meet the qualifications of the position to be filled.

#### **IV SECTION 135.36 Preference for Section 3 Business Concerns in Contracting Opportunities.**

- A. Order of Providing Preference: Recipients, contractors and subcontractors shall direct their efforts to award Section 3 covered contract, to the greatest extent feasible, to Section 3 Business Concerns in the order of priority provided in this section.
- (1) Housing and community development programs. In housing and community development programs, priority consideration shall be given, where feasible, to:
- (i) Section 3 business concerns that provide economic opportunities for Section 3 residents in the Riverside or San Bernardino County (category 1 businesses); and
  - (ii) Applicants (as this term is defined in 42 U.S.C. 12899) selected to carry out HUD Youthbuild programs (category 2 businesses);
  - (iii) Other Section 3 business concerns.
- B. Eligibility for Preference: A Business Concern seeking to qualify for a Section 3 contracting preference shall certify or submit evidence, if requested, that the Business Concern is a Section 3 Business Concern as defined in Section 135.5.
- C. Ability to Complete Contract: A Section 3 Business Concern seeking a contract or a subcontract shall submit evidence to the recipient, contractor, or subcontractor (as applicable), if requested, sufficient to demonstrate to the satisfaction of the party awarding the contract that the business concern is responsible and has the ability to perform successfully under the terms and conditions of the proposed contract. (The ability to perform successfully under the terms and conditions of the proposed contract is required of all contractors and subcontractors subject to the procurement standards of 24 CFR 85.36 (see 24 CFR 85.36 (b) (8)). This regulation requires consideration of, among other factors, the potential contractor's record in complying with public policy requirements. Section 3 compliance is a matter properly considered as part of this determination.

#### **SECTION 135.38 Section 3 Clause.**

*All Section 3 covered contracts shall include the following clause (referred to as the Section 3 clause):*

- A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance of HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low-and very low-income persons, particularly persons who are recipients of HUD assistance for housing.*
- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.*
- C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both*

*employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.*

- D. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate actions, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.*
- E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 35 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135. Furthermore, the contractor shall, to the maximum extent feasible, fill any vacant and/or training positions with persons who reside in the vicinity, defined as the Target Area the RCHC is contracted for, or contract and/or subcontract with small businesses that are owned and operated by persons residing in the vicinity of such Target Area.*
- F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.*
- G. With respect to work performed in connection with Section 3 covered Indian housing assistance, Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprise. Parties to this contract that are subject to the provisions of Section 3 and Section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7(b).*

## **VI. SECTION 135.40 Providing Other Economic Opportunities**

- A. General. In accordance with the findings of the Congress, as stated in Section 3, that other economic opportunities offer an effective means of empowering low-income persons, a recipient is encouraged to undertake efforts to provide to low-income persons economic opportunities other than training, employment, and contract awards, in connection with Section 3 covered assistance.*
- B. Other training and employment related opportunities. Other economic opportunities to train and employ Section 3 residents include, but need not be limited to, use of "upward mobility", "bridge" and trainee positions to fill vacancies; hiring Section 3 residents in management and maintenance positions within other housing developments; and hiring Section 3 residents in part-time positions.*

C. Other business related economic opportunities:

- (1) A recipient or contractor may provide economic opportunities to establish stabilize or expand Section 3 Business Concerns, including micro-enterprises. Such opportunities include, but are not limited to the formation of Section 3 Joint Ventures, financial support for affiliating with franchise development, use of labor only contracts for building trades, purchase of supplies and materials from housing authority resident-owned businesses, purchase of materials and supplies from Public Housing Agency resident-owned businesses. A recipient or contractor may employ these methods directly or may provide incentives to non-Section 3 businesses to utilize such methods to provide other economics opportunities to low-income persons.
- (2) A Section 3 Joint Venture means an association of Business Concerns, one of which qualifies as a Section 3 Business Concern, formed by written joint venture agreement to engage in and carry out a specific business venture for which purpose the Business Concerns combine their efforts, resources, and skills for joint profit, but not necessarily on a continuing or permanent basis for conducting business generally, and for which the Section 3 Business Concern:
  - (i) Is responsible for clearly defined portion of the work to be performed and holds management responsibilities in the joint venture; and
  - (ii) Performs at least 25 percent of the work and is contractually entitled to compensation proportionate to its work.

**VII. SECTION 135.5 Definitions.**

As used in this part:

**Applicant** means any entity which makes an application for Section 3 covered assistance and includes, but is not limited to, any State, unit of local government, public housing agency, Indian housing authority, Indian tribe, or other public body, public or private nonprofit organization, private agency or institution, mortgagor, owner, developer, limited dividend sponsor, builder, property manager, community housing development organization (CHDO), resident management corporation, resident council, or cooperative association.

**Assistant Secretary** means the Assistant Secretary for Fair Housing and Equal Opportunity.

**Business Concern** means a business entity formed in accordance with State law, and which is licensed under State, county or municipal law to engage in the type of business activity for which it was formed.

**Contract.** See the definition of "Section 3 covered contract" in this section.

**Contractor** means any entity which contracts to perform work generated by the expenditure of Section 3 covered assistance, or for work in connection with a Section 3 covered project.

**Department or HUD** means the Department of Housing and Urban Development, including its Field Offices to which authority has been delegated to perform functions under this part.

**Employment opportunities generated by Section 3 covered assistance** means (with respect to Section 3 covered housing and community development assistance), this term means all employment opportunities arising in connection with Section 3 covered projects (as described in Section 135.3(a) (2)), including management and administrative jobs connected with the Section 3



covered project. Management and administrative jobs, include architectural, engineering or related professional services required to prepare plans, drawings, specifications, or work write-ups; and jobs directly related to administrative support of these activities, e.g., construction manager, relocation specialist, payroll clerk, etc.

**Housing and community development assistance** means any financial assistance provided or otherwise made available through a HUD housing or community development program through any grant, loan, loan guarantee, cooperative agreement, or contract, and includes community development funds in the form of community development block grants, and loans guaranteed under Section 108 of the Housing and Community Development Act of 1974, as amended. Housing and community development assistance does not include financial assistance provided through a contract of insurance or guaranty.

**Housing development** means low-income housing owned, developed, or operated by public housing agencies or Indian housing authorities in accordance with HUD's public and Indian housing program regulations codified in 24 CFR Chapter IX.

**HUD Youth build Programs** means programs that receive assistance under subtitle D of Title IV of the National Affordable Housing Act, as amended by the Housing and Community Development Act of 1992 (42 U.S.C. 12899), and provide disadvantaged youth with opportunities for employment, education, leadership development, and training in the construction or rehabilitation of housing for NSP3less individuals and members of low and very low-income families.

**Local Hiring Requirement** means pursuant to the NSP 3 regulations, and to the maximum extent feasible, provide for the hiring of employees who reside in the vicinity, defined as the Target Area the RCHC is contracted for, or contract with small businesses that are owned and operated by persons residing in the vicinity of such Target Area. County has adopted the Section 3 applicability of thresholds for community development assistance at 24 CFR 135.3(a)(3)(ii). RCHC shall establish a Local Hiring Schedule that establishes the hiring process, workforce needs, and approximate timetable to be followed by the RCHC and subcontractors for construction hiring to achieve the overall requirements of the local hiring requirement. The Local Hiring Schedule shall include an estimate of: number of workers including hourly pay rate or work hours required per month, per day, per trade, and total for the project. Prior to commencing work, a Letter of Assent must be signed by RCHC. The Letter of Assent shall state that all parties doing construction work on Project have read, understand, and accept the terms of the Local Hiring Requirement, and are aware that they are bound to fulfilling the requirements. RCHC shall provide to the County of all efforts made to adhere to this requirement. RCHC shall provide a Local Hiring Plan to address elements of the Local Hiring Schedule and explain how the RCHC has performed outreach and met this requirement to the maximum extent feasible. The Local Hiring Plan shall include numerical goals committed to local hiring which shall be consistent with Section 3 applicability of thresholds for community development assistance at 24 CFR 135.3(a)(3)(ii).

**Low income person.** See the definition of "Section 3 Resident" in this section.

**New hires** mean full-time employees for permanent, temporary, or seasonal employment opportunities.

**Public Housing resident** has the meaning given this term in 24 CFR Part 963.

**Recipient** means any entity which receives Section 3 covered assistance, directly from HUD or from another recipient and includes, but is not limited to, any State, unit or local government, PHA, Indian Housing Authority, Indian tribe, or other public body, public or private nonprofit organization, private agency or institution, mortgagor, owner, PARTICIPANT, developer, limited dividend sponsor, builder, property manager, community development organization, resident management corporation, resident council, or cooperative association. Recipient also includes any

successor, assignee, or transferee of any such entity, but does not include any ultimate beneficiary under the HUD program to which Section 3 applies and does not include contractors.

**Secretary** means the Secretary of Housing and Urban Development.

**Section 3** means Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u)

**Section 3 Business Concern** means a business concern, as defined in this Section:

- (1) That is 51 percent or more owned by Section 3 residents; or
- (2) Whose permanent, full-time employees include persons, at least 30 percent of whom are currently Section 3 residents, or within three years of the date of first employment with the business concern were Section 3 residents; or
- (3) That provides evidence of a commitment to subcontract in excess of 25 percent of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications set forth in Sections (1) or (2) in this definition of "Section 3 Business Concern"

**Section 3 Clause** means the contract provisions set forth in Sec. 135.38.

**Section 3 covered activity** means any activity which is funded by Section 3 covered assistance public and Indian housing assistance.

**Section 3 covered assistance** means:

- (1) Assistance provided under any HUD housing or community development program that is expended for work arising in connection with:
  - (i) Housing rehabilitation (including reduction and abatement of lead-based paint hazards, but excluding routine maintenance, repair and replacement):
  - (ii) Housing construction; or
  - (iii) Other public construction project (which includes other buildings or improvements regardless of ownership).

**Section 3 covered contract** means a contract or subcontract (including a professional service contract) awarded by a recipient or contractor for work generated by the expenditure of Section 3 covered assistance, or for work arising in connection with a Section 3 covered project. "Section 3 covered contracts" do not include contracts awarded under HUD's procurement program, which are governed by the Federal Acquisition Regulation System (see 48 CFR, Chapter 1). "Section 3 covered contracts" also do not include contracts for the purchase of supplies and materials. However, whenever a contract for materials includes the installation of the materials, the contract constitutes a Section 3 covered contract. For example, a contract for the purchase and installation of a furnace would be a Section 3 covered contract because the contract is for work (i.e., the installation of the furnace) and thus is covered by Section 3.

**Section 3 covered project** means the construction, reconstruction, conversion or rehabilitation of housing (including reduction and abatement of lead-based paint hazards), other public construction which includes buildings or improvements (regardless of ownership) assisted with housing or community development assistance.

**Section 3 resident** means:

- (1) A public housing resident; or
- (2) An individual who resides in the San Bernardino or Riverside County, and who is:

- (i) A low income person, is defined as families whose incomes do not exceed 80 percent of the median income for the Riverside and San Bernardino Counties, as determined by the Secretary, with adjustments for smaller and larger families.
- (ii) A very low income person, is defined as families whose incomes do not exceed 50 percent of the median income for the Riverside and San Bernardino Counties, as determined by the Secretary, with adjustments for smaller and larger families.
- (iii) A person seeking the training and employment preference provided by Section 3 bears the responsibility of providing evidence (if requested) that the person is eligible for the preference.

**Subcontractor** means any entity (other than a person who is an employee of the contractor) which has a contract with a contractor to undertake a portion of the contractor's obligation for the performance of work generated by the expenditure of Section 3 covered assistance, or arising in connection with a Section 3 covered project.

**Very low-income person.** See the definition of "Section 3 resident" in this section.

## **PREFERENCE FOR SECTION 3 BUSINESS CONCERNS IN CONTRACTING OPPORTUNITIES**

The RCHC has established the following priority for preference when providing contracting opportunities to Section 3 Businesses:

### **Priority I**

#### **Category 1a Business**

Business concerns that are 51 percent or more owned by residents of the housing development or developments for which the Section 3-covered assistance is expended.

### **Priority II**

#### **Category 1b Business**

Business concerns whose workforce includes 30 percent of residents of the housing development for which the Section 3-covered assistance is expended, or within three (3) years of the date of first employment with the business concern, were residents of the Section 3-covered housing development.

### **Priority III**

#### **Category 2a Business**

Business concerns that are 51 percent or more owned by residents of any other housing development or developments.

### **Priority IV**

#### **Category 2b Business**

Business concerns whose workforce includes 30 percent of residents of any other public housing development or developments, or within three (3) years of the date of first employment with the business concern, were "Section 3" residents of any other public housing development.

### **Priority V**

#### **Category 3 Business**

Business concerns participating in HUD Youth-build programs being carried out in the metropolitan area in which the Section 3-covered assistance is expended.

### **Priority VI**

#### **Category 4a Business**

Business concerns that are 51 percent or more owned by Section 3 residents in the metropolitan area, or whose permanent, full-time workforce includes no less than 30 percent of Section 3 residents in the metropolitan area, or within three (3) years of the date of employment with the business concern, were Section 3 residents in the metropolitan area.

### **Priority VII**

#### **Category 4b Business**

Business concerns that subcontract in excess of 25 percent of the total amount of subcontracts to Section 3 business concerns.

### **Eligibility for Preference**

A business concern seeking to qualify for a Section 3 contracting preference shall certify or submit evidence that the business concern is a Section business concern.

HUD directs within 24 CFR 135 that the PHA may make award to qualified Section 3 business concern with the highest priority ranking and with the lowest responsive bid if that bid is:

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

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

**INVITATION FOR BIDS (IFB) NO. 2024-008  
THERMAL LIFT STATION PROJECT AT THERMAL APTS.**

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**ATTACHMENT I**

**“Directions for Preparation of Performance and Payment Bond”**

1. Individual sureties, partnerships, or corporations not in the surety business will not be acceptable.
2. The name of the Principal shall be shown exactly as it shall appear in the contract.
3. The penal sum shall be not less than that required by the Specifications.
4. If the Principals are partners, or joint ventures, each member shall execute the bond as an individual, with his place of residence shown.
5. If the Principal is a corporation, the bond shall be executed under its corporate seal. If the corporation has no corporate seal, the fact shall be stated, in which case a scroll or adhesive seal shall be affixed following the corporate name.
6. The official character and authority of the person(s) executing the bond for the principal, if a corporation, shall be certified by the secretary or assistant secretary thereof under the corporate seal, or there may be attached copies of so much of the records of the corporation as will evidence the official character and authority of the signing, duly certified by the secretary or assistant secretary, under the corporate seal, to be true copies.
7. The current power-of-attorney of the person signing for the surety company must be attached to the bond.
8. The date of the bond must not be prior to the date of the notice of award.
9. The following information must be placed on the bond by the surety company:
  - a. The rate of premium in dollars per thousand; and
  - b. The total dollar amount of premium charged.
10. The signature of a witness shall appear in the appropriate place, attesting to the signature of each party to the bond.
11. Type or print the name underneath each signature appearing on the bond.
12. An executed copy of the bond must be attached to each copy of the contract (original counterpart) intended for signing.
  - a. Subsequent to the Notice of Intent to Award and within 10 days after the prescribed forms are presented for signature, the successful bidder shall execute and deliver to the Owner a contract in the form included in the specifications in such number of counterparts as the Owner may require. Separate contract forms, in lieu of those found in the Specifications, shall be used for the purpose.

**INVITATION FOR BIDS (IFB) NO. 2024-008  
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- b. 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 each bond.
  
- c. The failure of the successful bidder to execute such contract and to supply the required bonds within ten (10) days after the prescribed forms are presented for signature, or within such extended period as the Owner may designate, shall constitute a default, and the Owner 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.

Bonding assistance to small construction contractors is authorized by Section 911 of the Housing and Urban Development Act of 1970. The Act authorizes the Small Business Administration to provide a 90% guarantee on contracts of \$1,000,000 or below to any surety company which will provide bid, payment, or performance bonds to the small construction contractor. This "Bonding Assistance" will help the small construction contractor obtain bonding, but will not affect bonding rates. The Contractor will pay 100% of the bonding costs for the amount bid. No contract will be executed without the required bonding. The cost of the performance and payment bonds shall be included in the bid price.

*These Directions are for the general guidance of the bidder/contractor and are not all-inclusive. It is the responsibility of the bidder/contractor to be familiar with all the bidding and contract requirements and the filling out of their documents.*

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