



Legal Notice

Request for Proposal Abatement or Encapsulate Lead Based Paint Residential Structure

City of Spartanburg
P.O. Box 1749
187 W. Broad Street
Spartanburg, SC. 29306
Email: cwright@cityofspartanburg.org

April 10, 2024

NOTICE IS HEREBY GIVEN: The City of Spartanburg is seeking Proposals from Licensed General Contractors or South Carolina Home Builders who are also Licensed and Certified Lead Remediation Contractors for the abatement work or use of Interim controls for this property: 386 S. Spring Street, Spartanburg, SC

Proposal No: 2324-04-30-01

The City of Spartanburg, hereby, notifies all proposers that it will affirmatively ensure that all disadvantaged and women's business enterprises will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of gender, race, color, or national origin in consideration for an award.

The City of Spartanburg reserves the right to reject any or all proposals or to waive any informality in the qualifications process. Proposals may be held by the City of Spartanburg for a period not to exceed sixty (60) days from the date of the opening of Proposals for the purpose of reviewing the Proposals and investigating the qualifications of prospective parties, prior to awarding of the Contract. The vendor that is awarded the proposal will be required to obtain a City of Spartanburg Business License

Sealed Bids due no later than 3 PM, Tuesday April 30, 2024. Bids can be submitted to: City Hall, City of Spartanburg Administration Building 187 W. Broad St. Spartanburg, SC 29306, at which the time they will be publicly opened and read aloud in the Procurement Conference Room, the same location.

Pre-Bid Showing on April 16, 2024 will be on the following site: 386 S. Spring Street at 10:00 am
Pre-bid attendance is not mandatory but due to the large amount of lead remediation and painting involved with this construction project, Neighborhood Services strongly suggests that contractors attend so they can see first-hand the amount of lead work compliance that will be necessary to properly complete this project.

Please submit one (1) original and two (2) copies of your sealed proposals for each of the listed properties. Technical question regarding the scope of services should be directed to David Maher, Lead Program Manager, City of Spartanburg @ 864-580-5011.

Proposals can be hand delivered or mailed to the following address:

City of Spartanburg
P.O. Box 1749
Spartanburg, SC. 29304

Attn: Procurement and Property Division

For further information and complete Proposal Package, please contact the Procurement and Property office at (864) 596-2049. Complete proposal package also available at www.cityofspartanburg.org by following the links for Invitations for bids.

Bidding Requirements for Contractors

This entire bid package must be submitted with two copies, or your bid will be considered incomplete and will be eliminated.

1. This is a Lump Sum Priced Project. Your total will be for all of the Lead Compliance components and project set up to meet all protocol requirements.

2. **Contractor must have and submit a copy of these items with bid:**
 - **A current City Business License**
 - **SC State General Contractors or South Carolina Home Builders/Rehab license**
 - **All current Lead certifications to include a certified Company HUD Licensed Lead Supervisor, who will be overseeing lead protocol for this project**

3. Contractors and all subcontractors must be fully insured per City's insurance requirements

4. Must have a minimum of one year of experience dealing with lead paint related renovations for Residential houses and know the regulations, protocol, and adhere to those policies

5. Must submit a minimum of three references for work completed in the last twelve months on table D.

6. Management Companies (jobbers) (shoppers) who subcontract other companies to perform their work do not qualify

7. Return entire RFP bound, signed, or initialized, and two copies.

8. Work Time Schedule
The typical acceptable working time is every day of the week Sunday thru Saturday from 8 AM to 6:30 PM when work can be done.

9. Pre -Bid Conference
Attending the pre-bid conference is strongly recommended if you do not attend the pre-bid conference and miss important information you are still responsible for information you missed.

10. Contract
The most responsive contractor will be asked to sign a contract with the City and Northside Development Group. This entire bid package with its Scope of Work will be part of the contract.
VIP: Once the winning bid is awarded, the contractor will need to secure related City Building permits prior to commencing the work. Contractor will not be allowed to start without a posted construction permit.

11. Warranty and Callback
The contractor will guarantee all work for a period of one year and return to make any corrections to the work they completed or a sub-contractor that they hired at their own expense.

12. Final Clearance
City has hired an environmentalist to conduct (1) one clearance test when all work is completed. If the clearance test fails, the contractor will be responsible to rectify any clearance problems and will pay for any additional tests needed.

13. Liquidated Damages
Liquidated damages for non-compliance of a late or incomplete contract will be deducted at \$100.00 per day and will be deducted from the original contract amount

SCOPE OF WORK

- The Contractor must furnish everything needed to complete the work and the cleaning involved per HUD's Field Guide for Painting, Interim Control and Home Maintenance. Contractor must furnish all related equipment and materials, labor, Insurance and Workers Compensation. Contractors must follow all current SC adopted International Building Codes and any SC adopted changes to the code, All Federal Requirements from HUD, SCDHEC, OSHA, and City Requirements and obtain all City Permits to complete the work. The Program Manager will communicate and/or advise the contractor accordingly if any necessary protocol is being overlooked or needs to be included in the daily work plan.

All work related to lead encapsulation and lead work protocol as listed in the Crossroads Lead Assessment of October 9th, 2023:CRE Project #23237-ILP

Interior Lead Work:

This work will be completed first, as soon as the project begins. Once completed, the Contractor will request a priority clearance test on these items prior to starting the exterior work. An exterior visual clearance will be requested once all the painting is complete for the final completed clearance

- The interior window frames and sashes in the following rooms will be painted with (1) one coat of encapsulate and two coats of latex paint. Choice of colors by the owner

The windows in:

- a) The Kitchen (2)
 - b) Living Room (2)
 - c) Bedroom #1 (2) see report for Bedroom location
 - d) Bedroom #3 (1) see report for Bedroom location
- These floors will need to be thoroughly cleaned to achieve a lead level <10. Note: See report currently these floors are high and will need to be cleaned and waxed a number of times
At this location, additional testing beyond the first will be at the expense of the Contractor
 - a) Kitchen
 - b) Living Room
 - c) Bedroom #1
 - d) Bedroom #3

Cost of Materials, and Labor for interior painting and floor cleaning \$ _____

Exterior Work:

- VIP: ***Contractor should have the manpower to not only have a person(s) damp/wet scrapping but also to have a person vacuuming up all the exposed paint chips as soon as an area or component is completed especially when chips and dust are falling from the second- floor level.***

Shingled Siding:

- All of the ground area around the perimeter of the house must be made moderately cleaned of lead chips and debris before any plastic is put in place for the scrapping and painting work to begin \$ _____

- All of the exposed wood area shingle siding **for each side** of the house from the roof edge soffit area down to the last course of shingle as well as the front porch columns will be remediated as follows:
- Windows will be covered with plastic and tape to prevent chips and dust from entering the house. \$ _____
 - a) Remove all the loose paint by damp scrapping or damp air pressure
 - b) HEPA vacuuming **must be in continual use at all times** to be collecting chips and dust from the ground cover
 - c) All components of the house including all the wood siding/shingles, window and door frames and window sashes will be painted with (1) one coat of lead encapsulate paint and (2) two coats of premium latex paint. The color choice being that of the owner
- Contractor should plan on using up to 20 bags of mulch (current matching color) as a final pre-clearance covering of all mulch beds around the house

Cost of all materials and labor for lead remediation painting of this house \$ _____

Re-Glazing and painting of the windows

- The total window inventory of this home is 41 windows. 33 of those windows will require re-glazing prior to being encapsulated and painted with two coats of paint
- Any cracked window- panes will be replaced prior to painting and glazing of that particular window. Currently 3 windows have been identified needing to be replaced
- The 8 windows that will not require re-glazing will be noted to the awarded contractor prior to starting the exterior lead remediation painting work. These windows will be marked accordingly to be just encapsulated and painted

Cost for materials and labor for re-glazing (33 windows) with encapsulation and painting of all \$ _____

- **Note the addition of extensive lead paint remediation protocol:**
 - 1) Plastic ground cover must be extended out **from the house eight feet all around the** perimeter while work on each side is going on. Care to be taken around gardens, plants and shrubs in front of house, City will not replace or cover damage of plants.
 - 2) **Contractor will use staging that is shrouded with attached plastic** to establish containment of the painting work at along the first floor around the house. This is important and must be used on each side of the house and kept in place from the initial scrapping till the house is ready to be painted with latex paint. At that point, workers can wear regular work clothes to continue and complete the work and retain gloves or safety glasses during this time
 - 3) **All workers will be required to wear** these items during the scrapping and encapsulation phases: head covering, safety glasses, light Ty-vek coveralls, work gloves and steel toe shoes or work sneakers. This is mandatory with no exceptions due to the height of the work and the extensive lead paint involved
 - 4) These items will be individually bagged at the end of the day so workers can save to use the next day or to discard in a designated lead trash receptacle to start anew once they get to dirty

- 5) **Contractor will rent a porta-potty and a handwashing sink** to be located on the site.
Workers will be able to utilize these items during and at the end of each day for individual workers to leave the site as clean as possible without carrying lead dust off the site
- The Contractor and the crew should plan to work as much as possible in order to complete the inside and outside work and receive the lead clearance in (42) forty-two **continual** days or less
- All lead chips or dust must be completely cleaned at the end of every workday and all lead debris should be stored in a container with a top or bagged and taped when not in use
- **Contractors should consider 1) the safest and 2) the most efficient means of scraping and remediating the paint especially with the height of the second floor which could include the use of a lift, ladders or a combination of both**
- 6) **In the absence of exterior electrical outlets, the contractor should be prepared to provide generators to be able to power their tools on site**
 - Contractor will solicit moving help from a local moving company to move around the furniture in 3 rooms so that the floors can be cleaned. Furniture should be able to be moved in and out of 3 rooms the same day

Total Cost of Materials, and Labor for all related exterior painting work \$ _____

SCOPE OF WORK RFP TOTALS

TABLE A

FEE SCHEDULE

PRICING FOR THE ABOVE-DESCRIBED SCOPE OF WORK IS:

Exterior Lead Work: Sanding/Scraping, Re-glazing of windows/ Encapsulate and 2 coats of Color for the entire exterior of the house \$ _____

Interior Lead Work : Painting of Windows and Cleaning of Floors \$ _____

***Total For All Items Listed in RFP** \$ _____
(List total on page 1 as well)

THIS PROJECT WILL BE REASSIGNED TO A DIFFERENT CONTRACTOR IF THE WORK IS NOT COMPLETED WITHIN 42 DAYS OF ASSIGNMENT. Note: Consideration will be based on length of time needed to acquire materials if longer than 42 days.

YOUR FINAL PAYMENT WILL BE DELAYED AND ANY ADDITIONAL COST WILL BE DEDUCTED FROM YOUR ORIGINAL BID PRICE IF THE WORK IS REASSIGNED.

Company Name Company address

Owner/ Manager Signature Dat

General Eligibility Requirements:

To be considered contractors must be properly licensed by all Federal, State, and local regulations to perform the required work, complete all required documentation for the individual program and complete a contractor's project statement and an affidavit.

For work requiring abatement of Lead Based Paint Hazards, Contractors must have a Lead Based Paint Abatement Certification from the State of SC and employ Certified Lead Abatement Workers and/or Certified Lead Abatement Supervisors as required by law. **Contractors must attach current copies of State Abatement Contractor's Certification and a list of certified employees and/or supervisors.**

All General Contractors must be adequately insured and provide evidence of insurance. Contractor will also require that City be named as an additionally insured party in conjunction with any construction contract awarded. Contractors must attach a current Certificate of Insurance showing all coverage and liability limits for general liability and workers compensation insurance. All contractors will be required to submit a completed lien waiver request for all Subcontractors that are utilized.

City will pay contractors for completed work only and will not make deposits or down payments. City will pay contractors for completed work on a timely basis, but Contractors will need to be capable of financing construction pending reimbursement. Contractors must provide a physical company address to receive reimbursement checks and associated correspondence.

Change Orders

No Change Order request will be permitted as this is a one price completes all the work. If there are unforeseen circumstances that arise while the work is taking place, prior to any work being done, the Contractor will meet and discuss the situation with the Program Director who will decide on the course of action to be taken, with the Contractor submitting a proposal amount for the additional work which must be approved by the Executive Director and the Program Director.

Field Verification

Field measure all structures. The City will use Spartanburg County Assessors information as a guideline, but especially in the case of new windows being involved, HUD nor the City will be responsible for Contractor ordering mistakes.

Lead Based Paint Items Disposal with Waste Manifest Receipts

The contractor must properly handle and dispose of debris containing Lead based Paint at a Subtitle D Landfill and is required to submit for verification the original receipt for the items disposed, which will be returned after verification. This would include all the removed windows and any surrounding lead painted stock/trim that would have to follow lead protocol for bagging, locating on site and waste disposal.

Improper Disposal

Improper disposal will be reported to SCDHEC. The City of Spartanburg **will not pay** a contractor any portion of the contract if improper disposal occurs. Legal action may also be taken against the contractor.

Lead Dust Control

It is the responsibility of the contractor to use HUD protocols and good judgment to control paint dust during work and meet all EPA, HUD, and OSHA regulations for its removal.

Preparation of Bid

Each bid must be submitted on the prescribed forms (contained herein). All blank spaces for bid prices must be completed in ink or typewritten, in words and/or figures, and all required Certifications must be fully completed and executed when submitted.

The lowest total BID will carry the most weight along with the contractor’s experience and ability to meet the City’s and Northsides needs but does not guarantee the award. (See Lowest Bid)

Awarding Contracts

The City of Spartanburg shall be the sole judge of the bid and the resulting agreement that is in its best interest and its decision shall be final. All bidding and award procedures undertaken by the City in regard to this project shall be consistent with the City’s adopted procurement procedures. Bid prices shall remain in effect for 60 days after bid opening.

Lowest Bid

The lowest bid does not automatically guarantee a contractor will get the work they bid on. Bids will be reviewed and scored for experience, pricing, quality of recent service, previous work history, references, State Licenses, State Registration, Insurances, Bonds, Subcontractors, Equipment Owned, Equipment Rented, Operators Experience, and Financial Stability. The City at its sole discretion will decide after a review which contractor, if any is responsive to the RFP.

Bid Submittal

INCOMPLETE BID INFORMATION OR UNSIGNED BIDS WILL BE REJECTED IMMEDIATELY WITHOUT RECOURSE.

Please submit BOUND this entire RFP one (1) original and one (2) copies of your bid in a sealed envelope reflecting on the outside thereof the bidder’s name and "Sealed Bid for all Services"

Table A: Complete Table A Fee Schedule

Table B MANDATORY REQUIREMENT: List the Sub-contractors you plan to use for this City/Federal project. If none, put your company name at #1 and sign off at the bottom of Table B. If this information is not listed, your bid will be deemed incomplete and not accepted.

Table C MANDATORY REQUIREMENT: List the Vendors you plan to use for this City/Federal project. If none, put your company name at #1 and sign off at the bottom of Table C. If this information is not listed, your bid will be deemed incomplete and not accepted.

Table D: Complete Table D, References

Immigration Reform Act: Read and Sign

Insurance Requirements: Read and Sign

TABLE B
Listing of Project Sub-Contractors
MANDATORY REQUIRED LISTING

Per HUD Protocol for Sub-Contracting, list all Scope of Work-related contractors for this project. If none are necessary for this City/Federal Request For Proposal, just list your company for #1 and sign off at the bottom of this sheet. If the status of the subcontractors \changes before or during this project, Neighborhood Services must be made aware in writing (email) of any changes or additions of sub-contractors prior to the completion of the project for full payment to be made.

1. Company Name: _____ Street Address: _____ City, State, Zip: _____	Federal ID or SS #: _____ Telephone #: _____ Fax #: _____
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2. Company Name: _____ Street Address: _____ City, State, Zip: _____	Federal ID or SS #: _____ Telephone #: _____ Fax #: _____
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3. Company Name: _____ Street Address: _____ City, State, Zip: _____	Federal ID or SS #: _____ Telephone #: _____ Fax #: _____
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4. Company Name: _____ Street Address: _____ City, State, Zip: _____	Federal ID or SS #: _____ Telephone #: _____ Fax #: _____
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Company Name

Contractor/Owner Signature **Date** _____

TABLE C
Listing of Project Vendors
MANDATORY REQUIRED LISTING

Per HUD Protocol for Lead Related Projects, list all Scope of Work-related Vendors for this project. If none are necessary for this City/Federal Request For Proposal, just list your company for #1 and sign off at the bottom of this sheet. If the status of the Vendors changes before or during this project, Neighborhood Services must be made aware in writing (email) of any changes or additions of those vendors prior to the completion of the project for full payment to be made.

1. Company Name: _____ Street Address: _____ City, State, Zip: _____	Federal ID or SS #: _____ Telephone #: _____ Fax #: _____
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2. Company Name: _____ Street Address: _____ City, State, Zip: _____	Federal ID or SS #: _____ Telephone #: _____ Fax #: _____
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3. Company Name: _____ Street Address: _____ City, State, Zip: _____	Federal ID or SS #: _____ Telephone #: _____ Fax #: _____
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4. Company Name: _____ Street Address: _____ City, State, Zip: _____	Federal ID or SS #: _____ Telephone #: _____ Fax #: _____
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Company Name	Contractor/Owner Signature	Date
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TABLE D

References

List only references you have completed work for in the last twelve months.

Company Name: _____ Federal ID or SS #: _____
Street _____
Address: _____ Telephone #: _____
City, State, _____
Zip: _____ Fax #: _____

Company Name: _____ Federal ID or SS #: _____
Street _____
Address: _____ Telephone #: _____
City, State, _____
Zip: _____ Fax #: _____

Company Name: _____ Federal ID or SS #: _____
Street _____
Address: _____ Telephone #: _____
City, State, _____
Zip: _____ Fax #: _____

Company Name: _____ Federal ID or SS #: _____
Street _____
Address: _____ Telephone #: _____
City, State, _____
Zip: _____ Fax #: _____

Company Name: _____ Federal ID or SS #: _____
Street _____
Address: _____ Telephone #: _____
City, State, _____
Zip: _____ Fax #: _____

Company Name **Contractor/Owner Signature** **Date**

Immigration Reform Act

Each Contractor and Sub-Contractor must complete one of these forms.

Contractor agrees to verify the hiring eligibility of its employees as required under South Carolina's Eligible Immigration Reform Act, S.C. Code Ann., § 41-8-10, et seq. by either registering and participating in the Federal Work Authorization Program (E-Verify) pursuant to the Statute or employ only workers who at the time of their employment possess a valid South Carolina Driver's License or Identification Card or are eligible to obtain same or possess a valid Driver's License or Identification Card from another state deemed by the Director of the Department of Motor Vehicles to have requirements at least as strict as those in South Carolina. Contractor certifies that it will comply with the Statute in its entirety and agrees to provide the Owner with documentation to establish applicability of the Statute to the Contractor and compliance by same.

Furthermore, The City of Spartanburg will have the right to request and receive legal status verification within five working days of any person working under Contract with Contractor or Sub Contractor. Failure to comply can result in the immediate cancellation of the contract.

Contractor Name

Subcontractor

Certifies that it is compliant with the South Carolina Eligible Immigration Reform Act by either registering and participating in the Federal Work Authorization Program (E-Verify) pursuant to the Statute or employing only workers who at the time of their employment possess a valid South Carolina Driver's License or Identification Card or are eligible to obtain same or possess a valid Driver's License or Identification Card from another state which has been deemed by the Director of the Department of Motor Vehicles to have requirements at least as strict as South Carolina. By the signature below, the Contractor (Subcontractor, etc.) agrees to provide the City with documentation to establish the applicability of the Statute to the Contractor and by the signature below, certifies that it is compliant with the Statute with all regards. This certification and the requirements of this Statute require that the Contractor verify the hiring eligibility of its employees before and during the Project.

Name of Contractor or (Subcontractor, etc.)

By

Date

CITY OF SPARTANBURG
INSURANCE REQUIREMENTS FOR CONTRACTORS AND SUB CONTRACTORS
AND ALL VENDORS
September 30, 2010

NOTE: DO NOT BID ON THIS PROJECT IF YOU CAN NOT MEET THE FOLLOWING INSURANCE REQUIREMENTS!

Each sub-contractor must also complete this form and furnish a Certificate of Coverage.

CONTRACTOR'S LIABILITY AND OTHER INSURANCE: The Contractor shall purchase and maintain with a company acceptable to the City and authorized to do business in the State of South Carolina, such insurance as will protect him from claims under workers' compensation laws, disability benefit laws or other similar employee benefit laws; from claims for damages because of bodily injury, occupational sickness or disease, or death of his employees, and claims insured by usual personal injury liability coverage; from claims for damages because of bodily injury, sickness or disease, or death of any person other than his employees, including claims insured by usual bodily injury liability coverage; and from claims for injury to or destruction of tangible property, including loss of use resulting there from - any or all of which may arise out of or result from the Contractor's operation under the contract documents, whether such operations be by himself or any subcontractor or anyone directly or indirectly employed by any of them or for whose acts any of them may be legally liable. This insurance shall be written for not less than the limits of liability specified below or required by law.

Automobile - Bodily injury and property damage liability covering all owned, non-owned and hired automobiles for limits of not less than \$1,000,000 **minimum** for bodily injury each person/each accident and \$1,000,000 property damage, or \$1,000,000 combined single limit - Bodily injury and property damage combined.

Comprehensive general liability – This coverage shall be on an “Occurrence” basis. Coverage shall include Premises and Operations; Products and Completed Operations; Medical Expense in reference to General Liability, and Contractual Liability. Bodily injury and property damage liability shall protect the Contractor and any subcontractor performing work under this contract from claims of bodily injury, Personal & Advertising injury, and property damage which could arise from operations of this contract whether such operations are performed by the Contractor, any subcontractor or anyone directly or indirectly employed by either. The amounts of such insurance shall not be less than \$1,000,000 per occurrence / personal & advertising injury, \$2,000,000 general aggregate, / Products completed operations aggregate, \$100,000 damages to rented premises, and \$10,000.00 medical expense (any one person) in reference to General Liability.

This insurance shall include coverage for products/completed operations, personal injury liability and contractual liability assumed under the indemnity provision of this contract and broad form property damage, explosion, collapse, and underground utility damage stating if policy is written on an occurrence basis. Any policy written on a claim made basis must be approved by the City of Spartanburg in advance.

Property Insurance including Builders Risks-Property coverage will name the City of Spartanburg as loss payee in instances where the City has an interest in the property unless otherwise requested.

Workers' Compensation and Employer's Liability – This coverage shall meet the statutory requirement of the State of South Carolina. Employers Liability shall be in the amount of \$1,000,000 each accident and disease - each employee and \$1,000,000 disease - policy limit. Sole Proprietors, Partners, Members of LLC, and corporate officers will not be excluded from coverage.

The Contractor shall provide the City with insurance certificates certifying that the foregoing insurance is in force; and such insurance certificates shall include provisions that the insurance shall not be canceled, allowed to expire, or be materially changed without giving the City thirty (30) days advance notice by registered mail.

The City of Spartanburg, its employees, and agents shall be named as additional insured under the Contractor's general liability policies.

The Contractor is advised that if any part of the work under the contract is sublet, he shall require the subcontractor(s) to carry insurance as required above. However, this will in no way relieve the Contractor from providing full insurance coverage on all phases of the projects, including any that are sublet.

When certain work is to be performed inside right-of-way owned by railroads, South Carolina Department of Transportation, or other Agencies, both the Contractor and any subcontractor may be required to furnish individual insurance certificates made in favor by the controlling agency, with limits as established by that agency.

Cancellation and Re-issuance of Insurance: If any insurance required to be provided by the Contractor should be canceled or changed by the insurance company or should any such insurance expire during the period of this contract, the Contractor shall be responsible for securing other acceptable insurance to provide continuous coverage during the life of this contract.

Failure of the Contractor to maintain continuous coverage as specified herein will result in this project being shut down and any payments due, or to become due, withheld until such time as adequate, acceptable insurance is restored. This would be in addition to any legal recourse open to the City under breach of contract.

All coverages and provisions shall be in place, and documentation of such coverage shall be provided to the City of Spartanburg before any work can began.

I will maintain the insurance requirements during all related work.

Company Name	Owner/ Manager	Date
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SECTION 3 CLAUSE

- A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low-and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
- C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.
- E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.
- F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
- G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7

Company Name

Contractor or Owner

Date

City of Spartanburg, South Carolina
Projects Involving Federal Funds
Federal Procurement Requirement – Appendix II

Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

- A. Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
- B. All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be affected and the basis for settlement.
- C. Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”
- D. Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or sub recipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give

up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

- E. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
- F. Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or sub recipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or sub recipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.
- G. Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and sub grants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- H. Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
- I. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must

also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

- J. See 2 CFR §200.322 Procurement of recovered materials.
- K. Government Restrictions: In the event any governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of the goods or services offered, it shall be the responsibility of the successful firm to immediately notify the City of Spartanburg in writing specifying the regulation which requires alteration. The City of Spartanburg reserves the right to accept any such alteration, including any reasonable price adjustments occasioned thereby, or to cancel the contract at no expense to the City of Spartanburg.
- L. Assignment or Transfer: The successful firm shall not assign or transfer any interest in the contract, in whole or part, without written approval of the City of Spartanburg. Claims for sums of money due, or to become due from the City of Spartanburg pursuant to the contract may be assigned to a bank, trust company or other financial institution. The City of Spartanburg is hereby expressly relieved and absolved of any and all liability in the event a purported assignment or subcontracting of the contract is attempted in the absence of the firm obtaining the Collaborative Partner's prior written consent.
- M. Availability of Records: The Comptroller General of the United States, the Department of Housing and Urban Development (HUD), the City of Spartanburg and any duly authorized representative of each, shall have full and free access to, and the right to audit and to make excerpts and transcripts from, any and all pertinent books, records, documents, invoices papers and the like, of the vendor, or in the possession of the firm, which shall relate to, or concern the performance of the contract.
- N. Permits and Licenses: The successful firm shall obtain all permits and licenses that are required for performing its work. The firm shall pay all related fees and costs in connection with required permits and licenses. Proof of ownership shall be made on all software used in the execution of the contract. The firm will hold the City of Spartanburg harmless for any violation of software licensing resulting from breaches by employees, owners, and agents of the firm.
- O. Taxes: The successful firm is responsible for all state and federal payroll and/or social security taxes. The firm shall hold the City of Spartanburg harmless in every respect against tax liability.
- P. Standards of Conduct: The successful firm shall be responsible for maintaining satisfactory standards of its employees' competence, conduct, courtesy, appearance, honesty, and integrity. It shall be responsible for taking such disciplinary action with respect to any of its employees as may be necessary.
- Q. Federal, State, and Local Reporting Compliance: The firm shall provide such financial and programmatic information as required by the City of Spartanburg to comply with all Federal, State, and local law reporting requirements.
- R. Nondiscrimination: The firm agrees that it will abide by Federal, State and Local Laws, and City ordinances incorporated by reference herein.

- S. Section 3 Clause: Every applicant, recipient, contracting party, contractor, and subcontractor shall incorporate or cause to be incorporated a “Section 3 Clause” in all contracts for work in connection with a Section 3 covered development, if applicable. All proposals must also include a Compliance Plan to include submittal of reports applicable to Section 3 requirements, if applicable.
- T. Notices: All written notices required to be given by either party under the terms of the contract(s) resulting from the contract award shall be addressed to the firm at their legal business residence as given in the contract. Written notices to the City of Spartanburg shall be addressed as provided in the contract.
- U. Cancellation: Irrespective of any default hereunder the City of Spartanburg may also at any time, at its discretion, cancel the contract in whole or in part. In the event of cancellation, the Firm shall be entitled to receive equitable compensation for all work completed and accepted prior to such termination or cancellation as shall be indicated in the contract.
- V. Contract Documents: Written contract documents will be prepared by the City of Spartanburg. Modifications may be adopted based on final negotiations and specific requirements of the contract under this particular procurement or contract.

Exhibit C
Corporate / Company Resolution

A RESOLUTION

FOR THE PURPOSE OF AUTHORIZING _____ TO EXECUTE AN CONTRACT WITH SPARTANBURG CITY

WHEREAS, _____ will or has submitted a bid/proposal to Spartanburg City of Spartanburg for the purpose of providing goods or services; and

WHEREAS, _____ may be or has been awarded a contract to provide good or services to Spartanburg City of Spartanburg; and

WHEREAS, _____ Type of Organization is:

Check the applicable box):

- Sole Proprietorship
- Partnership
- Corporate entity (not tax-exempt)
- Corporate entity (tax-exempt)
- Government entity (Federal, State or Local)
- Other _____

NOW THEREFORE BE IT RESOLVED that the Board of Directors (or other appropriate governing body) of _____ does hereby approve and authorize _____ (Name of Individual) to execute a contract with Spartanburg City of Spartanburg in an amount not to exceed \$ _____.

ADOPTED AND APPROVED this ____ day of _____, 20__.

NAME OF ORGANIZATION [_____]

ATTESTED

By: _____ (signature)

_____ (printed name)

Title: _____

Exhibits D
AFFIDAVIT OF NON-COLLUSION

I state that I am _____ (title) of _____ (name of firm) and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this Offer.

I state that:

- (1) The price(s) and amount of this Offer have been arrived at **independently and** without consultation, communication or agreement with any other Proposer or potential Proposer.
- (2) That neither the price(s) nor the amount of this Offer, and neither the approximate price(s) nor approximate amount of this Offer, have been disclosed to any other firm or person who is a Proposer or potential Proposer, and they will not be disclosed before Solicitation opening.
- (3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit an Offer higher than this Offer, or to submit any intentionally high or noncompetitive Offer or other form of complementary Offer.
- (4) The Offer of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive Offer.
- (5) _____ (name of firm), its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted of or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as described in the attached appendix.

I state that _____ (name of firm) understands and acknowledges that the above representations are material and important and will be relied on **by the City of Spartanburg** in awarding the contract(s) for which this Offer is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the **City of Spartanburg** of the true facts relating to the submission of Offers for this contract.

(Authorized Signature)

(Name of Company/Position)

Sworn to and subscribed before me this _____ day of _____, 20__.

Notary

My Commission Expires: _____

Exhibit G
GOOD FAITH DOCUMENTATION MUST ACCOMPANY THE BID DOCUMENT

City of Spartanburg, hereby, notifies all proposers that it will affirmatively ensure that all disadvantaged and women's business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of gender, race, color, or national origin in consideration for an award. Each proposer shall attest that they engaged in good faith efforts in an endeavor to achieve the City's M/WBE goal of 10%.

Any questions or any assistance please contact Mrs. Natasha Pitts.

Contact Information

Phone 864-596-3449

Email npitts@cityofspartanburg.org

INTENT TO PERFORM CONTRACT WITH OWN WORKFORCE

I HEREBY CERTIFY THAT IT IS OUR INTENT TO PERFORM 100% OF THE WORK REQUIRED FOR THE ABOVE PROJECT. IN MAKING THIS CERTIFICATION, THE BIDDER STATES THAT THE BIDDER DOES NOT CUSTOMARILY SUBCONTRACT ELEMENTS OF THIS TYPE OF PROJECT, AND NORMALLY PERFORMS AND HAS THE CAPACITY TO PERFORM AND WILL PERFORM **ALL ELEMENTS OF THE WORK** PROJECT WITH HIS/HER OWN CURRENT WORK FORCES; AND IF THE BIDDER DOES NOT PERFORM 100% OF THE WORK REQUIRED, THE BIDDER WILL PROVIDE A LIST OF SUBCONTRACTORS

THE BIDDER AGREES TO PROVIDE ANY INFORMATION OR DOCUMENTATION TO THE CITY OF SPARTANBURG IN SUPPORT OF THE ABOVE STATEMENT.
THE UNDERSIGNED HEREBY CERTIFIES THAT HE OR SHE HAS READ THIS DOCUMENTATION AND IS AUTHORIZED TO BIND THE BIDDER TO THE COMMITMENTS HEREIN SET FORTH.

The listing of an MWBE shall constitute a representation by the bidder/responder to City of Spartanburg that such MWBE has been contacted and properly apprised of the upcoming City of Spartanburg project. Bidders/Responders are advised that the information contained herein is subject to verification by the Minority & Women Business Enterprise Program Coordinator and that submission of said information is an assertion of its accuracy. These documents are a part of this solicitation and contract. You are required to fill out this information.

I certify that the above information is true to the best of my knowledge:

Signature: _____

Title: _____

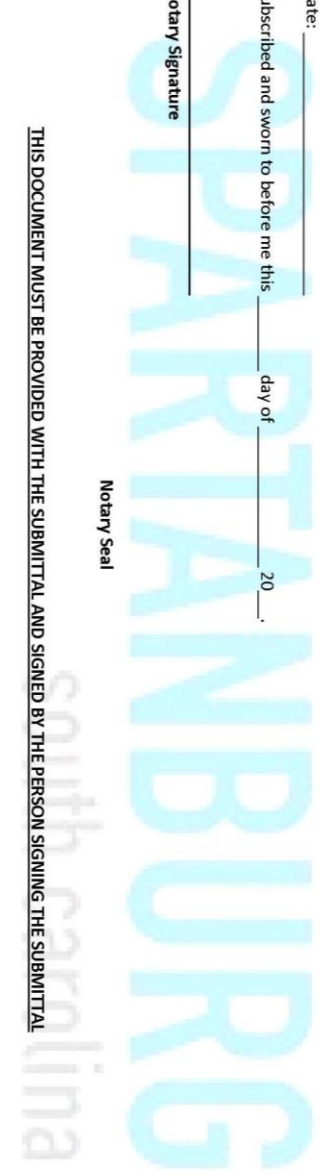
Date: _____

Subscribed and sworn to before me this _____ day of _____, 20__.

Notary Signature _____

Notary Seal

THIS DOCUMENT MUST BE PROVIDED WITH THE SUBMITTAL AND SIGNED BY THE PERSON SIGNING THE SUBMITTAL



MWBE Good Faith Effort Participation Commitment Contract

This form should be filled out completely and *included in your bid document*. This form should also be accompanied by an executed Letter of Intent from each Sub-Contractor firm listed in this form. You may use additional sheets if necessary.

BID NO:	DATE:
PROJECT NAME:	ADDRESS:
PRIME CONTRACTOR:	CITY: STATE:
CONTACT PERSON:	EMAIL:
TELEPHONE: ())	FAX: ())

MWBE SUBCONTRACTORS

COMPANY	MWBE CLASS	CITY, STATE	CONTACT	PHONE	TYPE OF WORK TO BE PERFORMED	SUBCONTRACT AMOUNT	% OF WORK
Total MWBE Participation						\$	%
Total Contract Amount						\$	%

MWBE CLASSIFICATION
 MBE-B - African American MBE-S - Asian American MBE-H - Hispanic
 American WBE - American Woman MBE N/A - Native American

NON-MWBE SUBCONTRACTORS

COMPANY	MWBE CLASS	CITY, STATE	CONTACT	PHONE	TYPE OF WORK TO BE PERFORMED	SUBCONTRACT AMOUNT	% OF WORK
Total Non-MWBE Participation						\$	%
Total Contract Amount						\$	%

