GREATER DAYTON PREMIER MANAGEMENT

Invitation for Bid

IFB# 25-02

Triangleview Doors

Issue Date	Tuesday, April 1st, 2025
Pre-Bid Meeting	NONE
Questions from Contractors Due	Thursday, April 24th, 2025 @ 5pm
Responses from GDPM to Be Posted By	Thursday, May 1st, 2025
Bids Due	Thursday, May 15th, 2025 @10am
Bid Opening	Thursday, May 15th, 2025 @11am

Pre-Bid Meeting: Pre-bid meeting will be located at NONE on the following date: NONE.

Bid-Opening: The Bid-Opening will also be held virtually. Please use the following information in order to access the bid opening: https://www.gdpm.org/development-construction/construction-opportunities/

How to Submit Bids:

Option 1: Mail to or drop off at GDPM. The envelope must be filled out exactly as follows:

GDPM
ATTN: Procurement
SEALED BID Triangleview Doors
400 Wayne Avenue
Dayton, Ohio 45410

Option 2: Email GDPM:

ebid@gdpm.org

The subject line must state **SEALED BID** Triangleview Doors

Questions about this Bid Shall be Submitted Electronically to: procurement@gdpm.org.

Greater Dayton Premier Management reserves the right to reject any or all bids, or waive any informality in the bidding. No bids shall be withdrawn for a period of ninety (90) days subsequent to the opening of bids.

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

Greater Dayton Premier Management

Triangleview Doors

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

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Item 4 …….. Bid Form

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SECTION 01 10 00

SUMMARY

PART 1 GENERAL

1.1 DESCRIPTION / SUMMARY OF WORK

A. Project Identification: As follows:
   1. Project: GDPM OH5-23 AMP 3 Triangleview Property
      2700 Triangleview Dayton, Ohio 45414
   2. Entry Door Replacement Project

B. Contract Documents dated 03/16/2025 as prepared by Greater Dayton Premier Management 400 Wayne Avenue Dayton Ohio P.O. Box 8750 Dayton, Ohio 45401-8750.

C. The property has seven buildings, including fifty two-story apartments and one community building. This request involves replacing 100 front and rear entry doors for the apartments and disposing of the existing storm doors off-site. It also includes replacing brick molding around the doors and installing a new mailbox at the front entry. Additionally, three doors in the community building will be replaced, for a total number of one hundred and three (103) doors. One of the doors at the community building has side lights. This door shall have a Falcon SC80A Series Closer or equal and a Latch Guard Protector.

   1. Remove and dispose of storms door off site. Remove and dispose front entry and rear entry doors off-site. Remove cores before discarding the doors and retain them for the new doors.

   2. All door hardware (deadbolt and passage) lock shall be turned over to the owner.

   3. Install new front entry doors and rear entry doors, jambs, thresholds and replace with a MMI Steel Exterior – Unit Entry Doors and EZ Flex Steel Jambs / Steel doors to be Majestic Series 6-Panel or equal.

   4. The exterior doors shall be field painted with Sherwin-Williams Pro Industrial Pro-Cryl Universal Primer, B66-1300 Series. Sherwin-Williams Emerald® Urethane Trim Enamel Semi-Gloss, K38 Series. Color selections will be done at the pre-construction meeting, and all painted surfaces shall have two coats. All doors shall have rigid door stops.

   5. The contractor shall install an 8” high stainless steel kickplate, exterior side only on both doors.

   6. Install new Falcon B101S Dane passage lever set or equal passage latch set with satin chrome finish.

   7. Install new Falcon D241 or equal Single Cylinder Deadbolt with satin chrome finish. With an “A” keyway.

   8. The locksets shall include all hardware, striker plates, screws etc. to accomplish the installation.

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9. The doors shall be double-bored to receive a deadbolt and passage. Doors at the front entry point shall be drilled for one (1) peep site (5'-0" AAF).

10. The existing cores shall be installed into the new dead bolt locks.

11. The door viewer shall be a Rockwood 622 or equal in front entry doors only at (5'-0" AAF.)

12. Install Salsbury Industries #4610 Residential Wall-Mounted mailbox.

13. The color of the mailbox shall be black and shall be centered below the light fixture located at the front door entry point.

14. The contractor shall replace the brick molding at both doors and shall prime/paint with Sherwin-Williams Exterior Latex Wood Primer, B42W8141 or equal and Sherwin-Williams Super Paint® Exterior Latex Satin, A89 Series or equal. All painted surfaces shall have two coatings.

15. The contractor shall remove all caulking around brick molding and install new with Sherwin-Williams 1050QD Siliconized Acrylic Latex Caulk or equal.

16. The contractor shall repair drywall damage caused by the installation, including painting (match existing finish). The contractor shall repair/replace any VCT damaged by the installation.

17. The contractor shall verify the door swing on entry doors.

18. The contractor shall remove the old door casing at the interior side of the door and replace the casing and prime paint the casing to match the existing paint color. .The new casing shall be painted with Sherwin-Williams Premium Wall & Wood Latex Primer, B28W8111 or equal and Sherwin Williams ProMar 200 HP Zero VOC Latex Eg-Shel, B20-1900 or equal. All painted surfaces shall have two applications of paint.

19. The contractor shall be responsible for all permit/inspection fees and comply with all local, state, and federal codes/ regulations.

20.

21. The units shall be occupied during work.

22. The contractor shall be responsible for any and all damage caused by the execution of this work.

23. Manufacturer warranties will be applicable, and all work completed by the contractor will include a 1-year warranty starting from the date of acceptance.

24. Questions and site visits shall be arranged by contacting Kurt Beck at 937-875-1701, kbeck@dmha.org or Kevin Arnold, or 937-910-7637, karnold@dmha.org

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SECTION 07 90 00 - JOINT PROTECTION

PART 1 GENERAL

1.1 SUMMARY

A. Section includes sealants and joint backing.

1.2 SUBMITTALS

A. Product Data: Submit data indicating sealant chemical characteristics, performance criteria, substrate preparation, limitations, and color availability.

1.3 ENVIRONMENTAL REQUIREMENTS

A. Maintain temperature and humidity recommended by sealant manufacturer during and after installation.

1.4 QUALITY ASSURANCE

A. Sealant shall be installed by a qualified sealant applicator for any/all joint sealant exposed to view. Owner reserves the right to request a mockup of the quality for the joint sealant installation.

PART 2 PRODUCTS

2.1 JOINT SEALERS

A. Manufacturers:
   1. Tremco [basis of design]
   2. Sika
   3. GE Silicones.
   4. Pecora Corp.
   5. DAP

B. Compatibility: Provide joint sealants, backings, and other related materials that are compatible with one another and with joint substrates under conditions of service and application, as demonstrated by sealant manufacturer, based on testing and field experience.

C. Low-Emitting Interior Sealants: Sealants and sealant primers used inside the weatherproofing system shall comply with the testing and product requirements of the California Department of Health Services' "Standard Practice for the Testing of Volatile Organic Emissions from Various Sources Using Small-Scale Environmental Chambers."

D. Liquid-Applied Sealants: Comply with ASTM C920 and other requirements indicated for each liquid-applied chemically curing sealant specified, including those referencing ASTM C920 classifications for type, grade, class, and uses related to exposure and joint substrates.

E. Suitability for Contact with Food: Where elastomeric sealants are indicated for joints that will come in repeated contact with food, provide products that comply with 21 CFR 177.2600.

F. Additional Movement Capability: Where additional movement capability is specified, provide products with the capability, when tested for adhesion and cohesion under maximum cyclic movement per ASTM C719, to withstand the specified percentage change in the joint width existing at the time of installation and remain in compliance with other requirements of ASTM C920 for uses indicated.

G. Colors of Exposed Joint Sealants: As selected by Architect from manufacturer's full range, unless otherwise noted.

2.2 SILICONE JOINT SEALANTS:

A. **Type S-1**: Single component, nonsag, Silicone Joint Sealant: ASTM C920, Type S, Grade NS, Class 100/50, Use NT

1. Tremco Spectrem 1 or Spectrem 800 or Equal

B. **Type S-2**: Single Component, nonsag, Silicone Joint Sealant: ASTM C920, Type S, Grade NS, Class 50, use NT
   1. Tremco Spectrem 2 or Spectrem 3 or Equal

C. **Type S-3**: Multi-Component, Nonsag, Silicone Joint Sealant: ASTM C920, Type M, Grade NS, Class 50, Use NT
   1. Tremco Spectrem 4-TS or Equal

D. **Type S-4**: Single Component, nonsag, Traffic-Grade, Silicone Joint Sealant: ASTM C920, Type S, Grade NS, Class 100/50, Use T
   1. Tremco Spectrem 800 or Equal

E. **Type S-5**: Mildew Resistant, Single Component, Silicone Joint Sealant: ASTM C920, Type S, Grade NS, Class 25, Use NT
   1. Tremco Tremsil 200 Sanitary or Equal

2.3 URETHANE JOINT SEALANTS

A. **Type U-1**: Single Component, nonsag, Urethane Joint Sealant: ASTM C920, Type S, Grade NS, Class 25 or 35, Use NT:
   1. Tremco Dymonic or Dymonic FC or Equal

B. **Type U-2**: Single Component, nonsag, Traffic Grade, Urethane Joint Sealant: ASTM C920, Type S, Grade NS, Class 25, Use T.
   1. Tremco Vulkem 116 or Equal.

C. **Type U-3**: Multi-Component, nonsag, Urethane Joint Sealant: ASTM C920, Type M, Grade NS, Class 25, Use T.
   1. Tremco Dymeric 240 or Dymeric 240 FC or Equal

D. **Type U-4**: Multi-Component, nonsag, Urethane Joint Sealant: ASTM C920, Type M, Grade NS, Class 25, Use NT.
   1. Tremco Vulken 227 or Equal

E. **Type U-5**: Multi-Component, nonsag, Traffic Grade, Urethane Joint Sealant: ASTM C920, Type M, Grade NS, Class 25, Use T.
   1. Tremco Vulken 227 or Equal

2.4 BUTYL JOINT SEALANTS

A. **Type B-1**: Butyl Rubber based Joint Sealants: ASTM C 1311
   1. Tremco General Purpose Butyl Sealant or Equal

2.5 LATEX JOINT SEALANTS

A. **Type L-1**: Latex Joint Sealant: Acrylic latex or Siliconized Acrylic Latex: ASTM C834, Type OP, Grade NF or better
   1. Tremco Tremflex 834 or Equal.

B. **Type L-2**: Paintable Mildew-Resistant Latex Joint Sealant: Acrylic Latex or Siliconized Acrylic Latex: ASTM C834, Type OP, Grade NF or better.
   1. Tremco Tremflex 834 or Equal.

2.6 ACCESSORIES

A. General: Provide sealant backings of material and type that are nonstaining; are compatible with joint substrates, sealants, primers, and other joint fillers; and are approved for applications indicated by sealant manufacturer based on field experience and laboratory testing.

B. Cylindrical Sealant Backings: ASTM C1330, Type C (closed-cell material with a surface skin) as approved in writing by joint-sealant manufacturer for joint application indicated, and of size and

density to control sealant depth and otherwise contribute to producing optimum sealant performance:
1. Oversized to 30 to 50 percent larger than joint width.

C. Elastomeric Tubing Sealant Backings: Neoprene, butyl, EPDM, or silicone tubing complying with ASTM D1056, nonabsorbent to water and gas, and capable of remaining resilient at temperatures down to minus 26 deg F. Provide products with low compression set and of size and shape to provide a secondary seal, to control sealant depth, and to otherwise contribute to optimum sealant performance.

D. Bond-Breaker Tape: Polyethylene tape or other plastic tape recommended by sealant manufacturer for preventing sealant from adhering to rigid, inflexible joint-filler materials or joint surfaces at back of joint where such adhesion would result in sealant failure. Provide self-adhesive tape where applicable.

E. Primer: Material recommended by joint-sealant manufacturer where required for adhesion of sealant to joint substrates indicated. Non-staining type, recommended by sealant manufacturer to suit application.

F. Joint Cleaner: Non-corrosive and non-staining type, recommended by sealant manufacturer; compatible with joint forming materials.

G. Bond Breaker: Pressure sensitive tape recommended by sealant manufacturer to suit application.

PART 3 EXECUTION

3.1 EXAMINATION

A. Verify substrate surfaces and joint openings are ready to receive work.

B. Verify joint backing and release tapes are compatible with sealant.

3.2 PREPARATION

A. Remove loose materials and foreign matter impairing adhesion of sealant.

B. Clean and prime joints.

C. Perform preparation in accordance with ASTM C1193.

3.3 INSTALLATION

A. Perform installation in accordance with ASTM C1193.

B. Measure joint dimensions and size joint backers to achieve width-to-depth ratio, neck dimension, and surface bond area as recommended by manufacturer.

C. Install bond breaker where joint backing is not used.

D. Install sealant free of air pockets, foreign embedded matter, ridges, and sags.

E. Apply sealant within recommended application temperature ranges. Consult manufacturer when sealant cannot be applied within these temperature ranges.

F. Tool joints concave.

3.4 SCHEDULE

A. Joint-Sealant Application: Exterior joints in vertical surfaces and non-traffic horizontal surfaces.
1. Joint locations such as, but not limited to:
   a. Construction joints in cast-in-place concrete.
   b. Control joints in unit masonry.
      1) Provide joint sealants slightly darker than the adjacent masonry units. Provide multiple colors as may be required for match.

c. Perimeter joints between masonry, concrete, or stone and frames of doors, windows, storefronts, louvers, and similar openings.
d. Lintels and shelf angles to masonry construction.
e. Butt joints between metal panels.
f. Control and expansion joints in ceiling/soffit and similar overhead surfaces.
g. Exterior joints between dissimilar materials where the joining of the two surfaces leaves a gap between the meeting materials or components as may be dictated by various methods of construction to make building watertight.
h. Other joints as indicated on Drawings.

2. Provide one of the following acceptable sealants as approved by manufacturer for substrates and uses indicated: **Type S-1, Type S-2, Type S-3**
3. Color: As selected by Architect from manufacturer's full range of colors.

B. Joint-Sealant Application: Interior joints in horizontal traffic surfaces.
1. Joint locations such as, but not limited to:
a. Isolation joints in cast-in-place concrete slabs.
b. Perimeter of floor slabs or concrete curbs which abut vertical surfaces.
c. Areas around all piping systems that penetrate the slab or foundation walls below grade (utility trenches, electrical conduits, plumbing penetrations, etc.).
d. Control and expansion joints in tile flooring.
e. Other joints as indicated on Drawings.
2. Provide one of the following acceptable sealants as approved by manufacturer for substrates and uses indicated: **Type S-4**
3. Color: As selected by Architect from manufacturer's full range of colors.

C. Joint-Sealant Application: Interior joints in vertical surfaces and horizontal non-traffic surfaces, subject to movement, unless otherwise noted.
1. Joint locations such as, but not limited to:
a. Control joints on exposed interior surfaces of exterior walls.
b. Interior joints where interior partitions meet exterior walls of dissimilar materials and components.
c. Other joints as indicated on Drawings.
2. Provide one of the following acceptable sealants as approved by manufacturer for substrates and uses indicated: **Type U-1**
3. Color: As selected by Architect from manufacturer's full range of colors. Paintable Sealant, prep for painted finish.

D. Joint-Sealant Application: Interior joints in vertical surfaces subject to abuse and movement.
1. Joint locations such as, but not limited to:
a. Vertical joints, including control joints and joints between masonry and structural support members, on exposed surfaces of interior unit masonry walls and partitions.
2. Provide one of the following acceptable sealants as approved by manufacturer for substrates and uses indicated: **Type U-2**
3. Color: As selected by Architect from manufacturer's full range of colors.

E. Joint-Sealant Application: Interior joints in vertical surfaces not subject to movement.
1. Joint locations such as, but not limited to:
a. Interior perimeter joints of exterior openings.
b. Perimeter joints between interior wall surfaces and frames of interior doors, windows, and elevator entrances.
c. Interior joints between dissimilar materials where a gap is created where materials meet, unless otherwise noted.
2. Provide one of the following acceptable sealants as approved by manufacturer for substrates and uses indicated: **Type L-1, Type L-2**
3. Color: As selected by Architect from manufacturer's full range of colors.

F. Joint-Sealant Application: Mildew-resistant interior joints in non-painted vertical surfaces and horizontal nontraffic surfaces.
   1. Joint locations such as, but not limited to:
      a. Interior joints between plumbing fixtures and adjoining floors and counters.
      b. Joints between countertops and backsplashes.
      c. For interior joints in non-painted vertical and horizontal surfaces where incidental food contact may occur.
      d. Tile control and expansion joints where indicated.
      e. Other joints as indicated on Drawings.
   2. Provide one of the following acceptable sealants as approved by manufacturer for substrates and uses indicated: **Type S-5**
      a. For potable water storage sealant shall be certified by National Sanitation Foundation as conforming to the requirements of NSF Standard 61 – Drinking Water System Components – Health Effect.
      b. For surfaces where incidental food contact may occur sealant must comply with United States Department of Agriculture (USDA) guidelines for incidental food contact with cured sealant.
   3. Color: As selected by Architect from manufacturer's full range of colors.

G. Joint-Sealant Application: Mildew-resistant interior joints in painted vertical surfaces and horizontal non-traffic surfaces.
   1. Joint locations such as, but not limited to:
      a. Interior joints between plumbing fixtures and adjoining painted walls.
      b. Joints where countertops or backsplashes intersect painted walls.
      c. For interior joints in painted vertical and horizontal surfaces where incidental food contact may occur.
   2. Provide one of the following acceptable sealants as approved by manufacturer for substrates and uses indicated: **Type L-2**
   3. Color: As selected by Architect from manufacturer's full range of colors.

H. Joint-Sealant Application: Interior or exterior joints in vertical surfaces between laps in fabrications of sheet metal.
   1. Provide one of the following acceptable sealants as approved by manufacturer for substrates and uses indicated: **Type U-1**
   2. Color: As selected by Architect from manufacturer's full range of colors.

I. Joint-Sealant Application: Exterior joints under metal thresholds and saddles, sill plates, or as bedding sealant for sheet metal flashing and frames of metal or wood.
   1. Provide one of the following acceptable sealants as approved by manufacturer for substrates and uses indicated: **Type S-1, Type U-1, Type B-1**
   2. Color: As selected by Architect from manufacturer's full range of colors.

END OF SECTION

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SECTION 08 11 13 - HOLLOW METAL DOORS AND FRAMES

PART 1 GENERAL

1.1 SUMMARY

A. Section includes steel doors and frames; non-rated and fire rated.

1.2 SUBMITTALS

A. Shop Drawings: Indicate door and frame elevations, internal reinforcement, cut-outs for glazing, and finishes.

B. Product Data: Submit door and frame configurations, location of cut-outs for hardware reinforcement.

1.3 QUALITY ASSURANCE

A. Perform Work in accordance with the following:
   1. ANSI 250.8 - Recommended Specifications for Standard Steel Doors and Frames.
   2. DHI - Door Hardware Institute - The Installation of Commercial Steel Doors and Steel Frames, Insulated Steel Doors in Wood Frames and Builder's Hardware.

B. Fire Rated Door Construction: Conform to NFPA 252.

C. Installed Fire Rated Door Assembly: Conform to NFPA 80 for fire rated class as indicated on Drawings.

D. Attach label from agency approved by authority having jurisdiction to identify each fire rated door.

E. Surface Burning Characteristics:
   1. Foam Insulation: Maximum 75/450 flame spread/smoke developed index when tested in accordance with ASTM E84.

F. Apply label from agency approved by authority having jurisdiction to identify each foam plastic insulation material.

PART 2 PRODUCTS

2.1 STEEL DOORS AND FRAMES

A. Manufacturers:
   1. Republic Doors [basis of design]
   2. Ceco Door Products.
   3. Fleming Steel Doors and Frames.
   4. Kewanee Corp.
   5. Steelcraft.
   6. Daybar

B. Product Description: Standard shop fabricated steel doors, and frames; fire rated and non-rated types; embossed panel face.

2.2 DOOR TYPES

A. Exterior Doors (Insulated): ANSI A250.8, SDI 100.
   1. Level 2 – Heavy Duty, Model 1
   2. Door Size: per drawings
   3. Thickness: 1-3/4 inch nominal thickness
   4. Hinge Rail& Reinforcement: 16 gauge steel channel projection welded
   5. Lock Rail: 16 gauge steel channel with 16 gauge reinforcements for locks / hardware
   6. Edge Seams: Overlapping

7. Top Channel: 16 gauge channel
8. Bottom Channel: Inverted 16 gauge channel.
9. Interior Core: 2 lb. polyurethane.
10. Face: 18 gauge gauge, embossed, raised panels, interior and exterior face. One sheet with no visible seams.
11. Panel Style: 6 panel design
12. Hardware: Prep door slab for hardware

B. Interior Doors (Non-Rated and Rated): ANSI A250.8, SDI 100.
1. Level 2 – Heavy Duty, Model 1,
2. Door Size: per drawings
3. Thickness: 1-3/4 inch nominal thickness
4. Hinge Rail& Reinforcement: 16 gauge steel channel projection welded
5. Lock Rail: 16 gauge steel channel with 16 gauge reinforcements for locks / hardware
6. Edge Seams: Overlapping
7. Top Channel: 16 gauge channel
8. Bottom Channel: Inverted 16 gauge channel.
9. Interior Core: 2 lb. polyurethane.
10. Face: 18 gauge gauge, embossed, raised panels, interior and exterior face. One sheet with no visible seams.
11. Panel Style: 6 panel design
12. Hardware: Prep door slab for hardware

2.3 FRAME TYPES

A. General: Provide steel frames for doors, transoms, sidelights, borrowed lights, and other openings that comply with ANSI A250.8, SDI 111 and with details indicated for type and profile. Conceal fastenings, unless otherwise indicated.

B. Frames for exterior and interior door openings:
1. Profile: for 1 3/4 inch door thickness
2. Wall Thickness: confirm with field conditions, match existing conditions.
3. Gauge: 16 gauge steel
4. Standard Face: 2 inches [jambs, heads], unless conditions dictate otherwise.
5. Standard Rabbet: 1-3/8 inch [double rabbet design]
6. Standard Stop: 5/8 inch
7. Hinges: 4 1/2 x 4 1/2 tamplate hinge
8. Frame Type: welded except for conditions which require knock-down

2.4 FRAME ASSEMBLIES

A. Mortar/Plaster Guards: Provide minimum 26 gauge steel plaster guards or mortar boxes, welded to the frame, at back of door hardware cutouts where materials might obstruct hardware operation.

B. Provide minimum 9 MSG hinge reinforcement, including all doors with continuous type hinges.

C. Provide minimum 12 MSG frame head reinforcement for closers, surface, and concealed overhead stop and holders, removable mullions, flush bolts, and top latch of vertical rod exit devices.

D. Door Silencers: Drill stops and install 3 silencers on strike jambs of single swing frames and 2 silencers on heads of double swing frames.

2.5 FRAME ANCHORAGE

A. Jamb Anchors

1. Frames Set in Existing Masonry: Provide specifically designed 18 gauge jamb anchors used to add support for bolting the frame into the rough opening of the existing wall.
2. Frames Set in New Masonry: Provide metal anchors of shapes and sizes required for the adjoining wall construction. Provide a minimum of 3 wall anchors per jamb.
   a. Provide adjustable strap-and-stirrup or T-shaped anchors to suit frame size, not less than 18 gauge, with corrugated or perforated straps not less than 2 inches wide by 10 inches long; or wire anchors not less than 7 WMG.
3. Frames Set in Wood / Metal Stud Partitions: Provide a minimum of three 18 gauge metallic coated "Z" shaped sheet metal jamb anchor clips welded in each jamb.

B. Provide head anchors at door or window heads over 5 feet wide at minimum 3 feet o.c. mounted in metal-stud partitions.

C. Floor Anchors: Weld anchors to bottoms of jambs with at least four spot welds per anchor; however, for slip-on drywall frames, provide anchor clips or countersunk holes at bottom of jambs.
   1. Provide 14 gauge minimum anchors punched for two 3/8 inch diameter bolts each.

2.6 FIRE DOORS AND FRAMES

A. Provide approved and labeled hollow metal fire doors and frames at locations indicated in Door Schedule. Approved doors, frames, and hardware shall be constructed and installed in accordance with requirements of NFPA 80 and tested by UL (Underwriters' Laboratories, Inc.) or WH (Warnock Hersey) for the class of door opening indicated in schedules.

B. Label Materials and Attachment: Labels shall be steel, brass, aluminum, or non-metallic. Metal labels shall be attached by welding, riveting, pop riveting, or with drive screws. Embossed labels stamped directly into the steel will not be acceptable. Labels shall be provided for doors, door frames, and borrowed lites. Labels shall be protected during painting. Label protection shall be removed after final coat of paint has been completed and approved.

C. Labeled metal frames are required for labeled wood doors.

2.7 FABRICATION

A. Fabricate steel door and frame units to comply with ANSI A250.8 and to be rigid, neat in appearance, and free from defects, warp, or buckle. Accurately form metal to required sizes and profiles. Wherever practicable, fit and assemble units in the manufacturer's plant. Clearly identify work that cannot be permanently factory assembled before shipment, to assure proper assembly at the Project site.

B. Hollow-Metal Doors:
   1. Vertical Edges for Single-Acting Doors: Bevel edges 1/8 inch in 2 inches, unless otherwise noted.
   2. Top Edge Closures: Close top edges of doors with inverted closures, except provide flush closure at exterior doors of same material as face sheets.
   3. Bottom Edge Closures: Close bottom edge of doors with end closures or channels of same material as face sheets. Coordinate with weatherstripping.

C. Hollow-Metal Frames: Where frames are fabricated in Sections due to shipping or handling limitations, provide alignment plates of angles at each joint, fabricated of same thickness metal as frames.
   1. Door Silencers: Except on weather-stripped frames, drill stops to receive door silencers as follows. Keep holes clear during construction.
      a. Single-Door Frames: Drill stop in strike jamb to receive three door silencers.

D. Fabricate concealed stiffeners, reinforcement, edge channels, and moldings from either cold rolled or hot rolled steel (at fabricator's option).

1. Minimum hardware reinforcement gage shall comply with Table 4 of ANSI/SDI A250.8 “SDI 100, Recommended Specifications for Standard Steel Doors and Frames”.

E. Clearances for Non-Fire Rated Doors: Not to exceed 1/8 inch at jambs and heads, 3/32 inch between pairs of doors, and 3/4 inch at bottom.

F. Clearances for Fire Rated Doors: As required by NFPA 80.

G. Exposed Fasteners: Unless otherwise indicated, provide countersunk flat Phillips heads for exposed screws and bolts.

H. Door Hardware Preparation: Factory prepare hollow-metal work to receive templated mortised hardware; include cutouts, reinforcement, mortising, drilling, and tapping according to SDI A250.6, the Door Hardware Schedule, and templates.
   1. Prepare hollow metal units to receive mortised and concealed door hardware, including cutouts, steel reinforcing, drilling, and tapping in accordance with final door hardware schedule and templates provided by hardware supplier. Comply with applicable requirements of ANSI A250.6 and ANSI/BHMA A156.115 for preparation of hollow-metal work for hardware.
   2. Reinforce hollow metal units to receive nontemplated, mortised, and surface mounted hardware. Hardware installer shall drill and tap for surface applied hardware.

2.8 STEEL FINISHES

A. General: Comply with recommendations in “Metal Finishes Manual by Architectural and Metal Products (AMP) Division of National Association of Architectural Metal Manufacturers (NAAMM) for applying and designating finishes.
   1. Finish standard steel door and frames after assembly.

B. Metallic Coated Steel Surface Preparation: Clean surfaces with nonpetroleum solvent so surfaces are free of oil and other contaminants. After cleaning, apply a conversion coating suited to the organic coating to be applied over it. Clean welds, mechanical connections, and abraded areas, and apply galvanizing repair paint specified below to comply with ASTM A780.
   1. Galvanizing Repair Paint: High zinc dust content paint for regalvanizing welds in steel, complying with SSPC Paint 20.

C. Steel Surface Preparation: Clean surfaces to comply with SSPC-SP1, SSPC-SP 3, SSPC-SP 6/NACE No. 3.

D. Factory Priming for Field Painted Finish: Apply shop primer specified below immediately after surface preparation and pretreatment. Apply a smooth coat of even consistency to provide a uniform dry film thickness of not less than 0.7 mils.
   1. Shop Primer: Manufacturer’s standard, fast curing, lead and chromate free primer complying with ANSI A250.10 acceptance criteria; recommended by primer manufacturer for substrate; compatible with substrate and field applied finish paint system indicated; and providing a sound foundation for field applied topcoats despite prolonged exposure.

2.9 GLAZING

A. Refer to Section 08 80 00.

PART 3 EXECUTION

3.1 EXAMINATION

A. Verify opening sizes and tolerances are acceptable.

3.2 PREPARATION

A. Prior to installation, adjust and securely brace standard steel door frames for squareness, alignment, twist, and plumb to the following tolerances:
   1. Squareness: Plus or minus 1/16 inch, measured at door rabbet on a line 90 degrees from jamb perpendicular to frame head.
   2. Alignment: Plus or minus 1/16 inch, measured on jambs on a horizontal line parallel to plane of wall.
   3. Twist: Plus or minus 1/16 inch, measured at opposite face corners of jambs on parallel lines,
   4. Plumbness: Plus or minus 1/16 inch, measured at jambs on a perpendicular line from head to floor.

B. Drill and tap doors and frames to receive nontemplated mortised and surface mounted door hardware.

3.3 INSTALLATION

A. General: Provide doors and frames of sizes, thicknesses, and designs indicated. Install standard steel doors and frames plumb, rigid, properly aligned, and securely fastened in place; comply with Drawings and manufacturer's written instructions.

B. Install doors and frames in accordance with ANSI A250.11.

C. Install fire rated doors and frames in accordance with NFPA 80.

D. Coordinate installation of doors and frames with installation of hardware specified in Section 08 71 00.

E. Coordinate door frames with masonry and gypsum board wall construction for frame anchor placement.

F. Steel Doors: Fit hollow metal doors accurately in frames, within clearances specified below. Shim as necessary.
   1. Non Fire Rated Standard Steel Doors:
      a. Jambs and Head: 1/8 inch plus or minus 1/16 inch.
      b. Between Edges of Pairs of Doors: 1/8 inch plus or minus 1/16 inch.
      c. Between Bottom of Door and Top of Threshold: Maximum 3/8 inch.
      d. Between Bottom of Door and Top of Finish Floor (No Threshold): Maximum 3/4 inch.
   2. Fire Rated Doors: Install with clearances according to NFPA 80.
   3. Smoke Control Door Assemblies: Install according to NFPA 105.

G. Coordinate installation of glass and glazing specified in Section 08 80 00.

H. Adjust door for smooth and balanced door movement.

I. Tolerances:
   1. Maximum Diagonal Distortion: 1/16 inch measured with straight edge, corner to corner.

3.4 SCHEDULE

A. Refer to Drawings.

END OF SECTION

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SECTION 08 71 00 - DOOR HARDWARE

PART 1 GENERAL

1.1 SUMMARY

A. Section includes hardware for doors.
   1. All hardware components to be ADA/UFAS compliant.
   2. New cylinders and keys for all units.

1.2 SUBMITTALS

A. Shop Drawings:
   1. Indicate locations and mounting heights of each type of hardware, schedule, and catalog cuts.
   2. Submit manufacturer's parts list, and templates.

B. Manufacturer's installation instructions: Submit special procedures, and perimeter conditions requiring special attention.

1.3 CLOSEOUT SUBMITTALS

A. Project Record Documents: Record actual locations of installed cylinders and their master key code.

B. Operation and Maintenance Data: Submit data on operating hardware, lubrication requirements, and inspection procedures related to preventative maintenance.

C. Keys: Deliver with identifying tags to Owner by security shipment direct from hardware supplier.

1.4 QUALITY ASSURANCE

A. Perform Work in accordance with the following requirements:
   1. ANSI A156 series.
   2. NFPA 80 - Fire Doors and Windows.
   3. NFPA 101 - Life Safety Code.

B. Furnish hardware marked and listed in BHMA Directory of Certified Products.

C. Coordinate work with other directly affected sections involving manufacture or fabrication of internal reinforcement for door hardware and recessed items.
   1. Provide templates or actual hardware as required to ensure proper preparation of doors and frames.

D. Coordinate Owner's keying requirements during course of work.

1.5 WARRANTY

A. Furnish five year manufacturer warranty for door hardware.

1.6 MAINTENANCE SERVICE

A. Provide special wrenches and tools applicable to each different or special hardware component.

PART 2 PRODUCTS

2.1 DOOR HARDWARE

A. Lockset, Latch Set, and Cylinder Manufacturers:
   1. Falcon Lock or Equal Model W-Series, Dane Handle Design 6 pin cover style for Exterior Doors, Unit Entry Doors, and Common Building Areas

2. Falcon Lock or Equal Model W-Series, Dane Handle Design 6 pin cover style for Interior Doors within Unit.

B. Deadlock Manufactures:
1. Falcon Lock or Equal Model D241 6 pin cover style.

C. Cylinders: Falcon interchangeable “A” keyway cores, 6 pin type.

D. Door Viewer Manufacturers:
1. Rockwood Model 622

2.2 COMPONENTS

A. General Hardware Requirements: Where not specifically indicated, comply with applicable ANSI A156 standard for type of hardware required. Furnish each type of hardware with accessories as required for applications indicated and for complete, finished, operational doors.
1. Templates: Furnish templates or physical hardware items to door and frame manufacturers sufficiently in advance to avoid delay in Work.
2. Reinforcing Units: Furnished by door and frame manufacturers; coordinated by hardware supplier or hardware manufacturer.
3. Fasteners: Furnish as recommended by hardware manufacturer and as required to secure hardware.
a. Finish: Match hardware item being fastened.

B. Hinges: ANSI A156.1, full mortise type, template type, ANSI A156.7, complying with following general requirements unless otherwise scheduled.
1. Widths: Sufficient to clear trim projection when door swings 180 degrees.
2. Number: Furnish minimum three hinges to 90 inches high, four hinges to 120 inches high for each door leaf.
a. Residential Interior Wood Doors: Furnish minimum two hinges.
b. Size and Weight: Doors 1-3/8” thick: match existing cut outs in steel door frames.
3. Pins: Furnish nonferrous hinges with non-removable pins (NRP) at exterior doors, non rising pins at interior doors.
4. Tips: Flat button tips with matching plug.
5. Provide three spare sets.

C. Locksets: Furnish locksets compatible with specified cylinders. Furnish standard strikes with extended lips to protect trim from being marred by latch bolt verify type of cutouts provided in metal frames.
1. Bored (Cylindrical) Locksets: ANSI A156.2, Series 4000, Grade 2 unless otherwise indicated.

D. Latch Sets: Match locksets. Typical 2-3/4” backset. Furnish standard strikes with extended lips to protect trim from being marred by latch bolt, field verify conditions with existing steel frames.
1. Bored (Cylindrical) Latchsets: ANSI A156.2, Series 4000, Grade 2 unless otherwise indicated.

E. Closers: ANSI A156.4 modern type with cover, surface mounted center or offset pivot closers; full rack and pinion type with steel spring and non-freezing hydraulic fluid; closers required for fire rated doors unless otherwise indicated.
1. Adjustability: Furnish controls for regulating closing, latching, speeds, and back checking.
2. Arms: Type to suit individual condition; parallel-arm closers at reverse bevel doors and where doors can swing full 180 degrees.
3. Location: Mount closers on inside of exterior doors, room side of interior doors typical; mount on pull side of other doors.
4. Operating Pressure: Maximum operating pressure as follows.

a. Interior Doors: Maximum 5 pounds.
b. Exterior Doors: Maximum 10 pound.
c. Fire Rated Doors: As required for fire rating, maximum 15 pounds.

F. Push/Pulls, Gaskets, Thresholds, and Trim: Furnish as indicated in Schedule, with accessories as required for complete operational door installations.
1. Push/Pulls: ANSI A156.6; Furnish straight push-pull type pulls with bolts to secure from opposite door face.
2. Kickplates: ANSI A156.6, metal; 36 inch high, 1 inch less than door width; stainless steel.
3. Weatherstripping: Furnish continuous weatherstripping at top and sides of exterior doors.
4. Fire Rated Gaskets: Furnish continuous fire rated gaskets at top and sides of fire rated doors.
5. Thresholds: Maximum 1/2 inch height; requirements to ensure accessibility for persons with disabilities.

G. Cylinders: Furnish new interchangeable cores, Falcon C606, 6 pin design with “A” standard keyway to match DMHA standard installation.

H. Keying: Keyed as directed by Owner to integrate with existing Keying Schedule.
1. Keys: Nickel silver. Stamp keys with “DO NOT DUPLICATE”.
2. Supply keys in the following minimum quantities
a. 5 master keys.
b. 3 keys per residential unit.

I. Door Viewers: 1-way viewing, three precision ground optical glass lenses, 180 degree angle viewing.

J. Bi-Pass Door Hardware: Johnson 200 SD or Equal, top hung sliding door hardware with I-Beam rail

2.3 ACCESSORIES

A. Lock Trim: Furnish levers with 2 9/16” [small – SR] rose.

B. Through Bolts: Through bolts and grommet nuts are not permitted on door faces in occupied areas unless no alternative is possible.
1. Do not permit through bolts on solid wood core doors.

2.4 FINISHING

A. Finishes: ANSI A156.18; with following finishes except where otherwise indicated in Schedule at end of section.
1. Hinges:
a. BHMA 626, satin finish.
2. Typical Exterior Exposed and High Use Interior Door Hardware:
a. BHMA 626, satin chromium plated brass.
3. Typical Interior Door Hardware:
a. BHMA 626, satin chromium plated brass.
4. Thresholds: Finish appearance to match door hardware on exterior face of door.
a. BHMA 628, satin aluminum, clear anodized.
5. Other Items: Provide manufacturer’s standard finishes matching similar hardware types on same door, and maintaining acceptable finish considering anticipated use and BHMA category of finish.

PART 3 EXECUTION

3.1 EXAMINATION

A. Verify doors and frames are ready to receive work and dimensions are as indicated on shop drawings and as instructed by manufacturer.

3.2 INSTALLATION

A. Coordinate mounting heights with door and frame manufacturers. Use templates provided by hardware item manufacturer.

B. Mounting Heights from Finished Floor to Center Line of Hardware Item: Comply with manufacturer recommendations and applicable codes.
   1. Locksets: 38 inches
   2. Dead Bolt: 48 inches
   3. Top Hinge: Jamb manufacturer's standard, but not greater than 10 inches from head of frame to centerline of hinge.
   4. Bottom Hinge: Jamb manufacturer's standard, but not greater than 12-1/2" from floor to centerline of hinge.
   5. Intermediate Hinges: Equally spaced between top and bottom hinges and from each other.
   6. Door Viewers:
      a. Door viewer: 48" and 60" AFF at accessible units.

3.3 ADJUSTING

A. Adjust hardware for smooth operation.

3.4 SCHEDULE

A. The following hardware sets are intended to establish type and standard of quality when used together with these section requirements. Examine Drawings and Specifications and furnish proper hardware for door openings.

   1. Each new door requires two (2) of the Rockwood 528 stop. Also provide wall mounted plastic door stop plate at any door adjacent to a gypsum wall.

Hardware Set 1: Unit Entrance Doors

Hinges:	1-1/2 pair heavy weight hinges
Stops:	[2] Rockwood 528; plastic wall plate
Closer:	SC80A, Overhead Door Closer [only at locations marked "closer" on door schedule]
Latch Set:	W101 26D
Dead Bolt	D241 26D
Door Viewer:	Rockwood 622, Satin Chrome [2 at ADA entrance doors]
Gaskets	Weatherstripping [smoke seal in lieu of weatherstripping at interior unit entrance doors]
Threshold	ADA Compliant Anodized Aluminum
Kickplate	8" high stainless steel kickplate, exterior side only

Hardware Set 2: Passage Set

Hinges:	1 pair or 1-1/2 pair hinges [existing door frames only have [2] existing hinge pockets]
Stops:	[2] Rockwood 528; plastic wall plate
Latch Set:	W101 26D

Hardware Set 3: Privacy Set

Hinges:	1 pair or 1-1/2 pair hinges [existing door frames only have [2] existing hinge pockets]
Stops:	[2] Rockwood 528; plastic wall plate
Lock Set:	W301 26D

Hardware Set 4: Bi-Pass Doors

Hanging Rail:	By door manufacturer [26D finish]
Pulls [each leaf]:	Recessed cups [each door leaf]

Hardware Set 5: Storeroom Lock

Hinges:	1-1/2 pair hinges
Closer:	SC80A, Overhead Door Closer
Lock Set:	W581 26D
Gaskets	Smoke Seal Gasket

Hardware Set 6: Building Entrance Doors

Hinges:	1-1/2 pair heavy weight hinges
Stops:	[2] Rockwood 528; plastic wall plate
Closer:	SC80A, Overhead Door Closer
Lock Set:	W581 26D
Door Viewer:	Rockwood 622, Satin Chrome [2] each
Gaskets	Weatherstripping
Threshold	ADA Compliant Anodized Aluminum
Kickplate	8” high stainless steel kickplate, both sides

See Part 2.2 Components above for accessories and other hardware.

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SECTION 09 90 00 - PAINTING AND COATING

PART 1 GENERAL

1.1 SUMMARY

A. Section includes surface preparation and field application of paints and other coatings.

B. Paint/Stain all exposed surfaces, new and existing, unless otherwise indicated.
   1. Exterior Work:
      a. Exterior wood and composite siding, soffits and trim.
      b. Door Frames.
      c. Metal railings and handrails.
      d. Steel lintels.
      e. Steel bollards
   2. Interior Work
      a. Basement Concrete / CMU Walls
      b. Walls and ceilings.
      c. Interior trim and casing
      d. Doors and frames.
      e. Shelving and miscellaneous components.
      f. Hardwood flooring

C. Do not paint prefinished items, finished metal surfaces, operating parts, labels, and materials obviously intended to be left exposed such as brick and tile.

D. Unless otherwise indicated do not paint concealed surfaces.

E. Obtain primers and undercoat materials for each coating system from the same manufacturer as the finish coats. Primer and finish coat shall be factory applied, finish coat shall be field applied.

F. **Extra Materials**: Deliver to Owner **any extra materials**, properly labeled, factory sealed, of each color and type of finish coat paint used on project for each building in contract. Materials shall be signed for by GDPM Construction Inspector.

G. Minimum surface temperature of 50 degrees required for all coating systems.

H. Store all materials in tightly closed containers when not in use, away from heat, electrical equipment, sparks and open flames. Use approved bonding and grounding procedures. Keep out of the reach of children and residents.

I. Transfer materials to approved containers with complete and appropriate labeling.

1.2 APPLICATORS QUALIFICATIONS

A. Engage an experienced applicator with a minimum of <u>five</u> years experience and who has completed painting systems application similar in materials and extend to those indicated for the Project and that have resulted in a construction record of successful in-service performance.

1.3 SUBMITTALS

A. Product Data and Color Samples: Provide product data on each coating system component indicating VOC and environmental requirements. Coordinate coating systems for each material/substrate.

B. Provide draw down samples of each coating for final review and approval by Owner.

1.4 REFERENCES AND REGULATIONS:

A. Standards: Comply with applicable provisions and recommendations of the following, except when otherwise shown or specified:

1. OSHA Safety Standards for the Construction Industry
2. SSPC Volume 1, Good Painting Practice,
3. SSPC Volume 2, Systems and Specifications, Surface Preparation Guide and Paint Application Specifications of the Steel Structures Painting Council.
4. SSPC and NACE Painter Safety Guidelines, latest editions.

B. Requirements of Regulatory Agencies, conform with the following:
1. Clean Air Act (CAA)
2. Clean Water Act (CWA)
3. Toxic Substances Control Act (TSCA)

1.5 CLOSEOUT SUBMITTALS

A. Operation and Maintenance Data: Submit maintenance and cleaning instructions.

1.6 QUALITY ASSURANCE

A. Surface Burning Characteristics:
1. Fire Retardant Finishes: Maximum 25/450 flame spread/smoke developed index when tested in accordance with ASTM E84.

1.7 ENVIRONMENTAL REQUIREMENTS

A. Store and apply materials in environmental conditions required by manufacturer's instructions.

1.8 DELIVERY, STORAGE, AND HANDLING

A. Delivery: Deliver manufacturer's unopened containers to the work site. Packaging shall bear the manufacturer’s name, label, and the following list of information:
1. Product name and type (description)
2. Application & use instructions
3. Surface preparation
4. VOC content
5. Environmental handling and an SDS
6. Batch date
7. Color number

B. Storage: Store and dispose of solvent-based materials, and materials used with solvent-based materials, in accordance with requirements of local authorities having jurisdiction. Store materials in an area that is within the acceptable temperature range, per manufacturer’s instructions. Protect from freezing.

C. Handling: Maintain a clean, dry storage area to prevent contamination or damage to the coatings.

1.9 PROJECT CONDITIONS

A. Maintain environmental conditions (temperature, humidity, and ventilation) within limits recommended by manufacturer for optimum results. Do not apply coatings under environmental conditions outside manufacturer's absolute limits.

1.10 MOCKUP

A. Apply benchmark samples of each paint system indicated and each color and finish selected to verify preliminary selections and demonstrate aesthetic effects and set quality standards for materials and execution.

PART 2 PRODUCTS

2.1 PAINT AND COATINGS

A. Manufacturer
1. Sherwin-Williams (SW) – Basis of Design

2. PPG Porter
3. Benjamin Moore

B. Paints and Coatings - General:
1. Unless otherwise indicated, provide factory-mixed coatings. When required, mix coatings to correct consistency in accordance with manufacturer's instructions before application. Do not reduce, thin, or dilute coatings or add materials to coatings unless such a procedure is specifically described in manufacturer's product instructions. VOCs need to be confirmed by using the products EDS sheets.

C. Primers:
1. Where the manufacturer offers options on primers for a particular substrate, use primer categorized as "best" by the manufacturer.

D. Coating Application Accessories:
1. Provide all primers, sealers, cleaning agents, cleaning cloths, sanding materials, and clean-up materials required per manufacturer’s specifications.

E. Colors: As selected from a full range of manufacturer’s offerings, including premium colors.

F. Color Pigments: Pure, non-fading, applicable types to suit substrates and service indicated.

G. Color Pigments: Pure, non-fading, applicable types to suit substrates and service indicated.
1. Lead: Measurable lead content in either the pigment or binder will not be permitted.
2. The finish coats shall match colors selected.

H. Finish Quality:
1. Finishes shall exhibit a high quality, commercial grade appearance of uniform thickness.
2. Finishes shall be free of runs, sags, drips, waves, orange peel, festoons, dry spray, cloudiness, spotting, ropiness, brush marks, roller marks, fish eyes or other surface imperfections, voids, discontinuities, pinholes, holidays and overspray.
3. Final coat shall be uniform in texture, color and gloss, and shall provide an acceptable match with the approved drawdown sample sheet.

I. Contractor shall provide for a minimum of the following:
1. Exterior Finishes: 3 colors
2. Interior Finishes: 4 colors – ceiling, walls, accent wall, and trim

2.2 EXTERIOR PAINT APPLICATION SCHEDULE

General: All coatings shall be applied according to manufacturer's application instructions, including application rates for wet film and dry film thickness.

A. Metals - Ferrous: [Semi-Gloss Finish]
1. 1st Coat: S-W Pro Industrial™ Pro-Cryl® Universal Primer, B66-1300 Series
2. 2nd Coat: S-W Emerald® Urethane Trim Enamel Semi-Gloss, K38 Series
3. 3rd Coat: S-W Emerald® Urethane Trim Enamel Semi-Gloss, K38 Series

B. Metals – Aluminum / Galvanized: [Semi-Gloss Finish]
1. 1st Coat: S-W Pro Industrial DTM Acrylic Primer / Finish, B66 Series
2. 2nd Coat: S-W Pro Industrial DTM Acrylic Enamel Semi-Gloss, B66 Series
3. 3rd Coat: S-W Pro Industrial DTM Acrylic Enamel Semi-Gloss, B66 Series

C. Exterior Wood / Composite Trim, etc: [Satin Finish]
1. 1st Coat: S-W Exterior Latex Wood Primer, B42W8141
2. 2nd Coat: S-W SuperPaint® Exterior Latex Satin, A89 Series
3. 3rd Coat: S-W SuperPaint® Exterior Latex Satin, A89 Series

D. Miscellaneous metals and steel lintels:
1. 1st Coat: S-W DTM Acrylic Primer/Finish.
2. 2nd Coat: S-W SW DTM Acrylic Semi-Gloss Enamel Semi-Gloss, Acrylic Coating.

3. 3rd Coat: S-W SW DTM Acrylic Semi-Gloss Enamel Semi-Gloss, Acrylic Coating.

2.3 INTERIOR PAINT APPLICATION SCHEDULE

A. Concrete / Concrete Block / CMU Basement Walls:
   1. 1st Coat: UGL Drylok Wet Wall Bonding Primer
   2. 2nd Coat: UGL Drylok Original Concrete and Masonry Waterproofer
   3. 3rd Coat: UGL Drylok Original Concrete and Masonry Waterproofer

B. Metals - Ferrous: [Semi-Gloss Finish]
   1. 1st Coat: S-W Pro Industrial™ Pro-Cryl® Universal Primer, B66-1300 Series
   2. 2nd Coat: S-W Pro Industrial™ Semi-Gloss Acrylic, B66-650 Series
   3. 3rd Coat: S-W Pro Industrial™ Semi-Gloss Acrylic, B66-650 Series

C. Metals – Aluminum / Galvanized: [Semi-Gloss Finish]
   1. 1st Coat: S-W Pro Industrial™ Pro-Cryl® Universal Primer, B66-1300 Series
   2. 2nd Coat: S-W Pro Industrial™ Semi-Gloss Acrylic, B66-650
   3. 3rd Coat: S-W Pro Industrial™ Semi-Gloss Acrylic, B66-650

D. Painted Wood Trim, Trim Components, Doors, and Frames: [Semi-Gloss Finish]
   1. 1st Coat: S-W Premium Wall & Wood Latex Primer, B28W8111
   2. 2nd Coat: S-W ProMar® HP 200 Zero VOC Latex Semi-Gloss, B31-1900 Series
   3. 3rd Coat: S-W ProMar® HP 200 Zero VOC Latex Semi-Gloss, B31-1900 Series

E. Wood: [Eg-Shel/Satin Finish]
   1. 1st Coat: S-W Premium Wall & Wood Latex Primer, B28W8111
   2. 2nd Coat: S-W ProMar® 200 HP Zero VOC Latex Eg-Shel, B20-1900 Series
   3. 3rd Coat: S-W ProMar® 200 HP Zero VOC Latex Eg-Shel, B20-1900 Series

F. Gypsum Board Walls: [Eg-Shel/Satin Finish]
   1. 1st Coat: S-W ProMar® 200 Zero VOC Latex Primer, B28W2600
   2. 2nd Coat: S-W ProMar® 200 HP Zero VOC Latex Eg-Shel, B20-1900
   3. 3rd Coat: S-W ProMar® 200 HP Zero VOC Latex Eg-Shel, B20-1900

G. Gypsum Board Ceilings: [Flat Finish]
   1. 1st Coat: S-W ProMar® 200 Zero VOC Latex Primer, B28W2600
   2. 2nd Coat: S-W ProMar® 200 Zero VOC Latex Flat, B30-12600 Series
   3. 3rd Coat: S-W ProMar® 200 Zero VOC Latex Flat, B30-12600 Series

H. Stained Interior Finish Carpentry / Wood Doors [if not pre-finished / painted]
   1. 1st coat: Wood Conditioner: SW Min-Wax Pre-Stain Wood Conditioner
   2. 2nd coat: Wood Stain: SW Min-Wax Performance Series Tintable Wood Stain 250 VOC,
   3. 3rd coat: Sealer: SW Min-Wax Performance Series Fast-Dry Sanding Sealer.
   4. 4th / 5th coats: Satin Varnish: SW Min-Wax Fast-Dry Polyurethane

2.4 PRE-CLEANING AND SURFACE PREPARATION PRODUCTS

A. Pre-cleaning Agents
   1. SW No Rinse Prepaint Cleaner
   2. Krud Kutter
   3. Potable water

B. Pre-cleaning (Power Wash) Equipment
   1. Capacity to continuously deliver 3-5 gpm at 2,500 psig of 180-200 degree F hot water.
   2. Cleaning system shall affect the 32-ounce per gallon dilution.
   3. Manufacturer: Alkota, Model 565T with model 520 water heater or approved equal.
   4. Power wash with 15 degree tip capable of delivering hot water at 2500 psig.

C. Power Tool Surface Preparation Media:
   1. Scotch Brite No. 07451 by 3 M Corporation, Surface Conditioning disc.
      a. Properties

b. Texture: A Medium
c. Maximum Speed: 18,000 RPM

2. Clean ‘N" Strip Disco No CSD2 by 3 M Corporation
   a. Texture: Course
   b. Maximum Speed: 8,000 RPM
   c. Or approved equal.

PART 3 EXECUTION

3.1 EXAMINATION

A. Do not begin application of coatings until substrates have been properly examined and prepared. Notify Architect of unsatisfactory conditions before proceeding.

B. If substrate preparation is the responsibility of another installer, notify Architect of unsatisfactory preparation before proceeding.

C. Proceed with work only after conditions have been corrected, and approved by all parties, otherwise application of coatings will be considered as an acceptance of surface conditions.

D. Previously Painted Surfaces: Verify that existing painted surfaces do not contain lead based paints, notify Architect immediately if lead based paints are encountered.

3.2 SURFACE PREPARATION

A. Comply with paint manufacturer's written instructions for surface preparation, environmental and substrate conditions, product mixing, and application.

B. Perform all surface preparation in accordance with SSPC specifications, guidelines and good painting practices.

C. Proper product selection, surface preparation, and application affect coating performance. Coating integrity and service life will be reduced because of improperly prepared surfaces. Selection and implementation of proper surface preparation ensures coating adhesion to the substrate and prolongs the service life of the coating system.

D. Selection of the proper method of surface preparation depends on the substrate, the environment, and the expected service life of the coating system. Economics, surface contamination, and the effect on the substrate will also influence the selection of surface preparation methods.

E. The surface must be dry and in sound condition. Remove oil, dust, dirt, loose rust, peeling paint or other contamination to ensure good adhesion. Recognize that any surface preparation short of total removal of the old coating may compromise the service length of the system.

F. Prior to attempting to remove mildew, it is always recommended to test any cleaner on a small, inconspicuous area prior to use. Bleach and bleaching type cleaners may damage or discolor existing paint films. Bleach alternative cleaning solutions may be advised.

G. Mildew may be removed before painting by washing with a solution of 1 part liquid bleach and 3 parts water. Apply the solution and scrub the mildewed area. Allow the solution to remain on the surface for 10 minutes. Rinse thoroughly with water and allow the surface to dry before painting. Wear protective eyewear, waterproof gloves, and protective clothing. Quickly wash off any of the mixture that comes in contact with your skin. Do not add detergents or ammonia to the bleach/water solution.

H. No exterior painting should be done immediately after a rain, during foggy weather, when rain is predicted, or when the temperature is below 50°F, unless products are designed specifically for these conditions. On large expanses of metal siding, the air, surface and material temperatures must be 50°F or higher to use low temperature products.

I. Methods:

1. Aluminum: Remove all oil, grease, dirt, oxide and other foreign material by cleaning per SSPC-SP1, Solvent Cleaning.
2. Block (Cinder and Concrete): Remove all loose mortar and foreign material. Surface must be free of laitance, concrete dust, dirt, form release agents, moisture curing membranes, loose cement, and hardeners. Concrete and mortar must be cured at least 30 days at 75°F unless the manufacturer's products are designed for application prior to the 30-day period. The pH of the surface should be between 6 and 9 unless the products are designed to be used in high pH environments. On tilt-up and poured-in-place concrete, commercial detergents and abrasive blasting may be necessary to prepare the surface. Fill bug holes, air pockets, and other voids with a cement patching compound.
3. Concrete, SSPC-SP13 or NACE 6: This standard gives requirements for surface preparation of concrete by mechanical, chemical, or thermal methods prior to the application of bonded protective coating or lining systems. The requirements of this standard are applicable to all types of cementitious surfaces including cast-in-place concrete floors and walls, precast slabs, masonry walls, and shotcrete surfaces. An acceptable prepared concrete surface should be free of contaminants, laitance, loosely adhering concrete, and dust, and should provide a sound, uniform substrate suitable for the application of protective coating or lining systems.
4. Cement Composition Siding/Panels: Remove all surface contamination by washing with an appropriate cleaner, rinse thoroughly and allow to dry. Existing peeled or checked paint should be scraped and sanded to a sound surface. Pressure clean, if needed, with a minimum of 2100 psi pressure to remove all dirt, dust, grease, oil, loose particles, laitance, foreign material, and peeling or defective coatings. Allow the surface to dry thoroughly. The pH of the surface should be between 6 and 9, unless the products are designed to be used in high pH environments.
5. Drywall—Exterior: Must be clean and dry. All nail heads must be set and spackled. Joints must be taped and covered with a joint compound. Spackled nail heads and tape joints must be sanded smooth and all dust removed prior to painting. Exterior surfaces must be spackled with exterior grade compounds.
6. Exterior Composition Board (Hardboard): Some composition boards may exude a waxy material that must be removed with a solvent prior to coating. Whether factory primed or unprimed, exterior composition board siding (hardboard) must be cleaned thoroughly and primed with an alkyd primer.
7. Galvanized Metal: Clean per SSPC-SP1 using detergent and water or a degreasing cleaner to remove greases and oils. Apply a test area, priming as required. Allow the coating to dry at least one week before testing. If adhesion is poor, Brush Blast per SSPC-SP16 is necessary to remove these treatments.
8. Steel: Structural, Plate, etc.: Should be cleaned by one or more of the surface preparations described below. These methods are used throughout the world for describing methods for cleaning structural steel. Visual standards are available through the Society of Protective Coatings. A brief description of these standards together with numbers by which they can be specified follow.
9. Solvent Cleaning, SSPC-SP1: Solvent cleaning is a method for removing all visible oil, grease, soil, drawing and cutting compounds, and other soluble contaminants. Solvent cleaning does not remove rust or mill scale. Change rags and cleaning solution frequently so that deposits of oil and grease are not spread over additional areas in the cleaning process. Be sure to allow adequate ventilation.
10. Hand Tool Cleaning, SSPC-SP2: Hand Tool Cleaning removes all loose mill scale, loose rust, and other detrimental foreign matter. It is not intended that adherent mill scale, rust, and paint be removed by this process. Before Hand Tool Cleaning, remove visible oil, grease, soluble welding residues, and salts by the methods outlined in SSPC-SP1.
11. Power Tool Cleaning, SSPC-SP3: Power Tool Cleaning removes all loose mill scale, loose rust, and other detrimental foreign matter. It is not intended that adherent mill scale, rust, and paint be removed by this process. Before Power Tool Cleaning, remove visible oil, grease, soluble welding residues, and salts by the methods outlined in SSPC-SP1.

12. White Metal Blast Cleaning, SSPC-SP5 or NACE 1: A White Metal Blast Cleaned surface, when viewed without magnification, shall be free of all visible oil, grease, dirt, dust, mill scale, rust, paint, oxides, corrosion products, and other foreign matter. Before blast cleaning, visible deposits of oil or grease shall be removed by any of the methods specified in SSPC-SP1 or other agreed upon methods.
13. Commercial Blast Cleaning, SSPC-SP6 or NACE 3: A Commercial Blast Cleaned surface, when viewed without magnification, shall be free of all visible oil, grease, dirt, dust, mill scale, rust, paint, oxides, corrosion products, and other foreign matter, except for staining. Staining shall be limited to no more than 33 percent of each square inch of surface area and may consist of light shadows, slight streaks, or minor discoloration caused by stains of rust, stains of mill scale, or stains of previously applied paint. Before blast cleaning, visible deposits of oil or grease shall be removed by any of the methods specified in SSPC-SP1 or other agreed upon methods.
14. Brush-Off Blast Cleaning, SSPC-SP7 or NACE 4: A Brush-Off Blast Cleaned surface, when viewed without magnification, shall be free of all visible oil, grease, dirt, dust, loose mill scale, loose rust, and loose paint. Tightly adherent mill scale, rust, and paint may remain on the surface. Before blast cleaning, visible deposits of oil or grease shall be removed by any of the methods specified in SSPC-SP 1 or other agreed upon methods.
15. Brush-Off Blast Cleaning of Coated and Uncoated Galvanized Steel, Stainless Steels, and Non-Ferrous Metals, SSPC-SP16: This standard covers the requirements for brush-off blast cleaning of uncoated or coated metal surfaces other than carbon steel by the use of abrasives. These requirements include visual verification of the end condition of the surface and materials and procedures necessary to achieve and verify the end condition. A brush-off blast cleaned non-ferrous metal surface, when viewed without magnification, shall be free of all visible oil, grease, dirt, dust, metal oxides (corrosion products), and other foreign matter. Intact, tightly adherent coating is permitted to remain. A coating is considered tightly adherent if it cannot be removed by lifting with a dull putty knife.
16. Power Tool Cleaning to Bare Metal, SSPC-SP11: Metallic surfaces that are prepared according to this specification, when viewed without magnification, shall be free of all visible oil, grease, dirt, dust, mill scale, rust, paint, oxide corrosion products, and other foreign matter. Slight residues of rust and paint may be left in the lower portions of pits if the original surface is pitted. Prior to power tool surface preparation, remove visible deposits of oil or grease by any of the methods specified in SSPC-SP1, Solvent Cleaning, or other agreed upon methods.
17. Near-White Blast Cleaning, SSPC-SP10 or NACE 2: A Near White Blast Cleaned surface, when viewed without magnification, shall be free of all visible oil, grease, dirt, dust, mill scale, rust, paint, oxides, corrosion products, and other foreign matter, except for staining. Staining shall be limited to no more than 5 percent of each square inch of surface area and may consist of light shadows, slight streaks, or minor discoloration caused by stains of rust, stains of mill scale, or stains of previously applied paint. Before blast cleaning, visible deposits of oil or grease shall be removed by any of the methods specified in SSPC-SP1 or other agreed upon methods.
18. Water Blasting, NACE Standard RP-01-72: Removal of oil grease dirt, loose rust, loose mill scale, and loose paint by water at pressures of 2,000 to 2,500 psi at a flow of 4 to 14 gallons per minute.
19. Stucco: Must be clean and free of any loose stucco. If recommended procedures for applying stucco are followed, and normal drying conditions prevail, the surface may be painted in 30 days. The pH of the surface should be between 6 and 9, unless the products are designed to be used in high pH environments such as Loxon.
20. Wood—Exterior: Must be clean and dry. Knots and pitch streaks must be scraped, sanded, and spot primed before a full priming coat is applied. Patch all nail holes and imperfections with a wood filler or putty and sand smooth.
21. Vinyl Siding, Architectural Plastics & Fiberglass or other PVC, plastic building products. Clean the surface thoroughly by scrubbing with warm, soapy water. Rinse thoroughly, prime with appropriate white primer. Do not paint vinyl with any color darker than the

original color. Do not paint vinyl with a color having a Light Reflective Value (LRV) of less than 56 unless VinylSafe® Colors are used. If VinylSafe® Colors are not used and darker colors lower than an LRV of 56 are, the vinyl may warp. Follow all painting guidelines of the vinyl manufacturer when painting. Only paint properly installed vinyl siding. Deviating from the manufacturer's painting guidelines may cause the warranty to be voided.

3.3 APPLICATION

A. Examination and Verification of Condition: Contractor shall verify the areas and conditions under which the work is to be performed and notify the Owner in writing of conditions detrimental to the proper and timely completion of the Work. Do not proceed with the Work until satisfactory conditions have been corrected. Do not coat over chalk, dirt, scale, moisture, oil, surface contaminants, coatings that have exceeded the manufacturer's re-coat guidelines, or conditions otherwise detrimental to the formation of a durable high quality coating system.

B. Comply with manufacturer's instructions and SSPC Good Paint Practices Volumes 1 and 2.

C. Comply with OSHA regulations, State of Ohio and Federal laws, ordinances, and guidelines.

D. Follow manufacturer's requirements for temperature and humidity at time of application.

E. Refer to SDS sheets before using any product.

F. All surfaces must be thoroughly dry before coating applications. Do not apply to wet or damp surfaces.
   1. Wait at least 30 days before applying to new concrete or masonry or follow manufacturer's procedures to apply appropriate coatings prior to 30 days.
   2. Test new concrete for moisture content.
   3. Wait until wood is fully dry after rain or morning fog or dew.

G. Apply coatings using brush or roller only.

H. Apply all coatings and materials with the manufacturer's specifications in mind. Mix and thin coatings according to manufacturer's recommendation.

I. Apply coatings using methods recommended by manufacturer.

J. Uniformly apply coatings without runs, drips, or sags, without brush marks, and with consistent sheen.

K. Apply coatings at spreading rate required to achieve the manufacturer's recommended dry film thickness.

L. Regardless of number of coats specified, apply as many coats as necessary for complete hide.

M. Exterior Woodwork: If final painting must be delayed more than 2 weeks after installation of woodwork, apply primer within 2 weeks and final coating within 2 weeks.

N. Inspection: The coated surface must be inspected and approved by the Architect or Engineer just prior to the application of each coat.

3.4 CLEAN UP

A. Clean site and remove debris and empty cans daily. Remove all paint from adjacent surfaces. Clean spills and splatters immediately.

B. Clean hands and tools immediately after use with soap and water for water based products and with mineral spirits for oil based products.

C. Follow manufacturer's safety recommendations when using mineral spirits.

3.5 ENVIRONMENTAL REQUIREMENTS

A. Store and apply materials in environmental conditions required by manufacturer's instructions.

END OF SECTION

INVITATION FOR BID
GENERAL CONSTRUCTION SERVICES

ENHANCING NEIGHBORHOODS
STRENGTHENING COMMUNITIES
CHANGING LIVES

IFB Name: Triangleview Doors

Solicitation No.: IFB 25-02

Prevailing Wage?: Yes

Proposal Due Date: May 15th, 2025

Contract Term: 3 years

Contractor Information

Name of Business:

Primary Contact

Street Address:

Street Address Line 2:

City:

State:

Zip Code:

Contact Number:

E-mail:*

Check at Least one of the Following:*

- ☐ Section 3
- ☐ MBE/WBE
- ☐ Veteran
- ☐ None Apply

Are you currently suspended, debarred or otherwise deemed ineligible for a federal contract award?

Check box if addendum was reviewed *(don't check if not applicable)*

- ☐ Addendum 1
- ☐ Addendum 2
- ☐ Addendum 3
- ☐ Addendum 4
- ☐ Other

By signing below, Contractor attests that he/she has the legal power, right, and authority to make this Agreement. Contractor agrees that if selected for the Contract Award, Contractor is qualified to perform all work necessary to complete the services as specified in the Contract Documents at Contractor's quoted price. Further, Contractor has reviewed, acknowledges and accepts the provisions within the Contract Documents including, but not limited to, the Specifications, Contractor's bid, and the GDPM General Terms and Conditions for General Construction Services. Unless otherwise specified in writing by GDPM on GDPM letterhead and signed by both parties, during the term of the Contract, if any provision within the Contract Documents is in conflict with, or inconsistent with any provision with the GDPM General Terms and Conditions, the GDPM General Terms and Conditions shall prevail. Terms that conflict with and/or are inconsistent with the GDPM General Terms and Conditions are hereby revoked, rejected and void, even if the contract documents containing such terms are executed after the GDPM General Terms and Conditions, this includes, but is not limited to indemnification, warranty, payment, order of precedence, and integration provisions. By signing signing below, Contractor acknowledges that GDPM reserves it right to reject any and/or all bid or to cancel the solicitation at any time and for any reason(s). Contractor's bid shall be valid for at least 120 days subsequent to the bid opening date. GDPM Contract Documents are available at https://www.gdpm.org/development-construction/documents/.

Contractor Signature of Acceptance

Date

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

GDPM Signature of Acceptance

Date

Bid Form

IFB No. 25-02 Triangleview Doors

Total Bid Price (GDPM is Tax Exempt)

Total Bid Price of: **$_____ (Numeric amount)**

_____ (Written amount)

Written amount prevails if any discrepancy exists.

Bid Elements – The Total Bid Price includes the following elements:

Item	Description	Amount
1	Labor	$ 0
2	Materials	$ 0
	Contractor Base Bid	**$** 0
3	Contingency Allowance	
	Total Bid Price (Should match Total Bid Price Above)	**$** 0

This project is funded in part by the U.S. Department of Housing and Urban Development and is subject to the following contractor cost limits: Profit: 6%; Overhead: 2%; General Requirements: 6% of hard construction costs.

NONE

_____ _____

Signature Date

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

Representations, Certifications, and Other Statements of Bidders

Public and Indian Housing Programs

Representations, Certifications, and Other Statements of Bidders

Public and Indian Housing Programs

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1. Certificate of Independent Price Determination

(a) The bidder certifies that--

(1) The prices in this bid have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder or competitor relating to (i) those prices, (ii) the intention to submit a bid, or (iii) the methods or factors used to calculate the prices offered;

(2) The prices in this bid have not been and will not be knowingly disclosed by the bidder, directly or indirectly, to any other bidder or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a competitive proposal solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the bidder to induce any other concern to submit or not to submit a bid for the purpose of restricting competition.

(b) Each signature on the bid is considered to be a certification by the signatory that the signatory--

(1) Is the person in the bidder's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(l) through (a)(3) above; or

(2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(l) through (a)(3) above.

_____ [insert full name of person(s) in the bidder's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the bidder's organization];

(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

(iii) As an agent, has not personally participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above.

(c) If the bidder deletes or modifies subparagraph (a)2 above, the bidder must furnish with its bid a signed statement setting forth in detail the circumstances of the disclosure.

☐ [Contracting Officer check if following paragraph is applicable]

(d) Non-collusive affidavit. (applicable to contracts for construction and equipment exceeding $50,000)

(1) Each bidder shall execute, in the form provided by the PHA/IHA, an affidavit to the effect that he/she has not colluded with any other person, firm or corporation in regard to any bid submitted in response to this solicitation. If the successful bidder did not submit the affidavit with his/her bid, he/she must submit it within three (3) working days of bid opening. Failure to submit the affidavit by that date may render the bid nonresponsive. No contract award will be made without a properly executed affidavit.

(2) A fully executed "Non-collusive Affidavit" ☐ is, ☐ is not included with the bid.

2. Contingent Fee Representation and Agreement

(a) Definitions. As used in this provision:

"Bona fide employee" means a person, employed by a bidder and subject to the bidder's supervision and control as to time, place, and manner of performance, who neither exerts, nor proposes to exert improper influence to solicit or obtain contracts nor holds out as being able to obtain any contract(s) through improper influence.

"Improper influence" means any influence that induces or tends to induce a PHA/IHA employee or officer to give consideration or to act regarding a PHA/IHA contract on any basis other than the merits of the matter.

(b) The bidder represents and certifies as part of its bid that, except for full-time bona fide employees working solely for the bidder, the bidder:

(1) [☐ has, ☐] has not employed or retained any person or company to solicit or obtain this contract; and

(2) ☐ has, ☐ has not paid or agreed to pay to any person or company employed or retained to solicit or obtain this contract any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of this contract.

(c) If the answer to either (a)(1) or (a)(2) above is affirmative, the bidder shall make an immediate and full written disclosure to the PHA/IHA Contracting Officer.

(d) Any misrepresentation by the bidder shall give the PHA/IHA the right to (1) terminate the contract; (2) at its discretion, deduct from contract payments the amount of any commission, percentage, brokerage, or other contingent fee; or (3) take other remedy pursuant to the contract.

3. Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions (applicable to contracts exceeding $100,000)

(a) The definitions and prohibitions contained in Section 1352 of title 31, United States Code, are hereby incorporated by reference in paragraph (b) of this certification.

(b) The bidder, by signing its bid, hereby certifies to the best of his or her knowledge and belief as of December 23, 1989 that:

(1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with the awarding of a contract resulting from this solicitation;

(2) If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with this solicitation, the bidder shall complete and submit, with its bid, OMB standard form LLL, "Disclosure of Lobbying Activities;" and

(3) He or she will include the language of this certification in all subcontracts at any tier and require that all recipients of subcontract awards in excess of $100,000 shall certify and disclose accordingly.

(c) Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by section 1352, title 31, United States Code. Any person who makes an expenditure prohibited under this provision or who fails to file or amend the disclosure form to be filed or amended by this provision, shall be subject to a civil penalty of not less than $10,000, and not more than $100,000, for each such failure.

(d) Indian tribes (except those chartered by States) and Indian organizations as defined in section 4 of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450B) are exempt from the requirements of this provision.

4. Organizational Conflicts of Interest Certification

The bidder certifies that to the best of its knowledge and belief and except as otherwise disclosed, he or she does not have any organizational conflict of interest which is defined as a situation in which the nature of work to be performed under this proposed contract and the bidder's organizational, financial, contractual, or other interests may, without some restriction on future activities:

(a) Result in an unfair competitive advantage to the bidder; or,

(b) Impair the bidder's objectivity in performing the contract work.

[ ] In the absence of any actual or apparent conflict, I hereby certify that to the best of my knowledge and belief, no actual or apparent conflict of interest exists with regard to my possible performance of this procurement.

5. Bidder's Certification of Eligibility

(a) By the submission of this bid, the bidder certifies that to the best of its knowledge and belief, neither it, nor any person or firm which has an interest in the bidder's firm, nor any of the bidder's subcontractors, is ineligible to:

(1) Be awarded contracts by any agency of the United States Government, HUD, or the State in which this contract is to be performed; or,

(2) Participate in HUD programs pursuant to 24 CFR Part 24.

(b) The certification in paragraph (a) above is a material representation of fact upon which reliance was placed when making award. If it is later determined that the bidder knowingly rendered an erroneous certification, the contract may be terminated for default, and the bidder may be debarred or suspended from participation in HUD programs and other Federal contract programs.

6. Minimum Bid Acceptance Period

(a) "Acceptance period," as used in this provision, means the number of calendar days available to the PHA/IHA for awarding a contract from the date specified in this solicitation for receipt of bids.

(b) This provision supersedes any language pertaining to the acceptance period that may appear elsewhere in this solicitation.

(c) The PHA/IHA requires a minimum acceptance period of [Contracting Officer insert time period] calendar days.

(d) In the space provided immediately below, bidders may specify a longer acceptance period than the PHA's/IHA's minimum requirement. The bidder allows the following acceptance period: calendar days.

(e) A bid allowing less than the PHA's/IHA's minimum acceptance period will be rejected.

(f) The bidder agrees to execute all that it has undertaken to do, in compliance with its bid, if that bid is accepted in writing within (1) the acceptance period stated in paragraph (c) above or (2) any longer acceptance period stated in paragraph (d) above.

7. Small, Minority, Women-Owned Business Concern Representation

The bidder represents and certifies as part of its bid/ offer that it --

(a) [ ] is, [ ] is not a small business concern. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the criteria and size standards in 13 CFR 121.

(b) [ ] is, [ ] is not a women-owned business enterprise. "Women-owned business enterprise," as used in this provision, means a business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.

(c) [ ] is, [ ] is not a minority business enterprise. "Minority business enterprise," as used in this provision, means a business which is at least 51 percent owned or controlled by one or more minority group members or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals. For the purpose of this definition, minority group members are:

(Check the block applicable to you)

[ ] Black Americans
[ ] Hispanic Americans
[ ] Native Americans
[ ] Asian Pacific Americans
[ ] Asian Indian Americans
[ ] Hasidic Jewish Americans

8. Indian-Owned Economic Enterprise and Indian Organization Representation (applicable only if this solicitation is for a contract to be performed on a project for an Indian Housing Authority)

The bidder represents and certifies that it:

(a) [ ] is, [ ] is not an Indian-owned economic enterprise. "Economic enterprise," as used in this provision, means any commercial, industrial, or business activity established or organized for the purpose of profit, which is at least 51 percent Indian owned. "Indian," as used in this provision, means 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.

(b) [ ] is, [ ] is not an Indian organization. "Indian organization," as used in this provision, means the governing body of any Indian tribe or entity established or recognized by such governing body. Indian "tribe" means 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.

9. Certification of Eligibility Under the Davis-Bacon Act (applicable to construction contracts exceeding $2,000)

(a) By the submission of this bid, the bidder certifies that neither it nor any person or firm who has an interest in the bidder's firm is a person or firm ineligible to be awarded contracts by the United States Government by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(b) No part of the contract resulting from this solicitation shall be subcontracted to any person or firm ineligible to be awarded contracts by the United States Government by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

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

10. Certification of Nonsegregated Facilities (applicable to contracts exceeding $10,000)

(a) The bidder's attention is called to the clause entitled **Equal Employment Opportunity** of the General Conditions of the Contract for Construction.

(b) "Segregated facilities," as used in this provision, means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees, that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin because of habit, local custom, or otherwise.

(c) By the submission of this bid, the bidder certifies that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. The bidder agrees that a breach of this certification is a violation of the Equal Employment Opportunity clause in the contract.

(d) The bidder further agrees that (except where it has obtained identical certifications from proposed subcontractors for specific time periods) prior to entering into subcontracts which exceed $10,000 and are not exempt from the requirements of the Equal Employment Opportunity clause, it will:

(1) Obtain identical certifications from the proposed subcontractors;

(2) Retain the certifications in its files; and

(3) Forward the following notice to the proposed subcontractors (except if the proposed subcontractors have submitted identical certifications for specific time periods):

Notice to Prospective Subcontractors of Requirement for Certifications of Nonsegregated Facilities

A Certification of Nonsegregated Facilities must be submitted before the award of a subcontract exceeding $10,000 which is not exempt from the provisions of the Equal Employment Opportunity clause of the prime contract. The certification may be submitted either for each subcontract or for all subcontracts during a period (i.e., quarterly, semiannually, or annually).

Note: The penalty for making false statements in bids is prescribed in 18 U.S.C. 1001.

11. Clean Air and Water Certification (applicable to contracts exceeding $100,000)

The bidder certifies that:

(a) Any facility to be used in the performance of this contract [ ] is, [ ] is not listed on the Environmental Protection Agency List of Violating Facilities:

(b) The bidder will immediately notify the PHA/IHA Contracting Officer, before award, of the receipt of any communication from the Administrator, or a designee, of the Environmental Protection Agency, indicating that any facility that the bidder proposes to use for the performance of the contract is under consideration to be listed on the EPA List of Violating Facilities; and,

(c) The bidder will include a certification substantially the same as this certification, including this paragraph (c), in every nonexempt subcontract.

12. Previous Participation Certificate (applicable to construction and equipment contracts exceeding $50,000)

(a) The bidder shall complete and submit with his/her bid the Form HUD-2530, "Previous Participation Certificate." If the successful bidder does not submit the certificate with his/her bid, he/she must submit it within three (3) working days of bid opening. Failure to submit the certificate by that date may render the bid nonresponsive. No contract award will be made without a properly executed certificate.

(b) A fully executed "Previous Participation Certificate"

[ ] is, [ ] is not included with the bid.

13. Bidder's Signature

The bidder hereby certifies that the information contained in these certifications and representations is accurate, complete, and current.

_____
(Signature and Date)

_____
(Typed or Printed Name)

_____
(Title)

_____
(Company Name)

(Company Address)

Greater Dayton Premier Management

Bid Guaranty

(Ohio revised Code Section 153.571)

KNOW ALL PERSONS BY THESE PRESENTS, that we, the undersigned_____
_____
_____

as **PRINCIPAL**, and_____
_____
_____
_____

as **SURETIES**, are hereby held and firmly bound unto **The Dayton Metropolitan Housing Authority d/b/a Greater Dayton Premier Management (GDPM)**, as Obligee, in the penal sum of the dollar amount of the bud submitted by the Principal to GDPM on the ____ day of _____,20__ to undertake the Project known as:

PROJECT NAME: _____

Solicitation No.:_____

The penal sum referred to herein shall be the dollar amount of the Principal's bid to GDPM, incorporating any additive or deductive alternate bids made by the Principal on the date referred to above to GDPM, which are accepted by GDPM. In no case shall the penal sum exceed the amount of _____dollars. (If the foregoing blank is not filled in, the penal sum will be the full amount of the Principal's bid, including alternates. Alternatively, if the blank is filled in, the amount stated must not be less than the full amount of the bid including alternates, in dollars and cents. A percentage is not acceptable.) For the payment of the penal sum well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors, administrators, successors, and assigns.

SIGNED this _____ day of _____, 20___.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, that whereas the above-named Principal has submitted a bid for the above referenced Project.

NOW, THEREFORE, if GDPM accepts the bid of the Principal and the Principal fails to enter into a proper contract in accordance with the bid, plans, details, specifications, bills of material and all other solicitation documents; and in the event the Principal pays GDPM the difference not to exceed ten per cent of the penalty hereof between the amount specified in the bid and such larger amount for which GDPM may in good faith contract with the next lowest bidder to perform the work covered by the bid; or in the event GDPM does not award the contract to the next lowest bidder and resubmits the Project for bidding, the Principal pays to GDPM the difference not to exceed ten per cent of the penalty hereof between the amount specified in the bid, or the costs, in connection with the resubmission, of printing new contract documents, required advertising, and printing and mailing notices to prospective bidders, whichever is less, then this obligation shall be null and void, otherwise to remain in full force and effect; if GDPM accepts the bid of the Principal and the Principal within ten days after the awarding of the Contract enters into a proper Contract in accordance with the bid, plans, details, specifications, bills of material and all other solicitation documents which said Contract is made a part of this bond the same as though set forth herein;

AND FURTHER, if the said Principal shall well and faithfully do and perform the things agreed by GDPM to be done and performed according to the terms of said Contract; and shall pay all lawful claims of subcontractors, materials suppliers, and laborers, for labor performed and materials furnished in the carrying forward, performing, or completing of said Contract; we agreeing and assenting that this undertaking shall be for the benefit of any materials suppliers or laborer having a just claim, as well as for the obligee herein; then this obligation shall be void; otherwise the same shall remain in full force and effect; it being expressly understood and agreed that the liability of the surety for any and all claims hereunder shall in no event exceed the penal amount of this obligation as herein stated.

AND FURTHER, the Principal will correct or replace any defective work or materials discovered by GDPM within a period of one year from the date of acceptance of such work or material by GDPM, then this obligation shall become null and void; otherwise it shall be and remain in full force and effect.

THE SAID Surety hereby stipulates and agrees that no modifications, omissions, or additions, in or to the terms of the said Contract or in the Plans and Specifications therefor shall in any wise affect the obligations of said Surety on its bond, and it does hereby waive notice of any such modifications, omissions, or additions, in or to the terms of the Contract, the Work or the Contract Documents, including, without limitation the Plans and Specifications.

< Remainder of page intentionally left blank>

PRINCIPAL:

_____
Principal Signature

By:_____

Title:_____

SURETY:

_____
Surety Signature

By: _____
Attorney-in-Fact

Surety Agent's Information:

_____
Agency Name

_____
Street

_____
City State Zip

_____
Telephone No.

(Attach hereto the current Power of Attorney of the person executing this bond for the Surety.)

Non-Collusive Affidavit and Full Disclosure Statement

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

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

Signature: _____

Signature: _____

Title: _____

_____
(Company Name)

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type.
See **Specific Instructions** on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN,* later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

☐☐☐ – ☐☐ – ☐☐☐☐

or

Employer identification number

☐☐ – ☐☐☐☐☐☐☐

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here **Signature of U.S. person ▶** **Date ▶**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9.*

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting,* later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.

2. The treaty article addressing the income.

3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.

4. The type and amount of income that qualifies for the exemption from tax.

5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,

2. You do not certify your TIN when required (see the instructions for Part II for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code,* later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships,* earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code,* later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a $500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)

2—The United States or any of its agencies or instrumentalities

3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

4—A foreign government or any of its political subdivisions, agencies, or instrumentalities

5—A corporation

6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession

7—A futures commission merchant registered with the Commodity Futures Trading Commission

8—A real estate investment trust

9—An entity registered at all times during the tax year under the Investment Company Act of 1940

10—A common trust fund operated by a bank under section 584(a)

11—A financial institution

12—A middleman known in the investment community as a nominee or custodian

13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over $600 required to be reported and direct sales over $5,000[1]	Generally, exempt payees 1 through 5[2]
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

[1] See Form 1099-MISC, Miscellaneous Income, and its instructions.

[2] However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester,* later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at *www.SSA.gov*. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at *www.irs.gov/Businesses* and clicking on Employer Identification Number (EIN) under Starting a Business. Go to *www.irs.gov/Forms* to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to *www.irs.gov/OrderForms* to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code,* earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account[1]
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor[2]
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee[1]
b. So-called trust account that is not a legal or valid trust under state law	The actual owner[1]
6. Sole proprietorship or disregarded entity owned by an individual	The owner[3]
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	**Give name and EIN of:**
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity[4]
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

[1] List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

[2] Circle the minor's name and furnish the minor's SSN.

[3] You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

[4] List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships,* earlier.

***Note:** The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to *phishing@irs.gov.* You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at *spam@uce.gov* or report them at *www.ftc.gov/complaint.* You can contact the FTC at *www.ftc.gov/idtheft* or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see *www.IdentityTheft.gov* and Pub. 5027.

Visit *www.irs.gov/IdentityTheft* to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

SECTION 3 BUSINESS CONCERN APPLICATION

ENHANCING NEIGHBORHOODS
STRENGTHENING COMMUNITIES
CHANGING LIVES

Are you a Section 3 business? ☐ Yes ☐ No

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

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

Name of Business:

Contact Name:

Contact Person's Title:

Street Address:

Street Address Line 2:

City:

State:

Zip Code:

Phone Number:

Other Phone:

E-mail Address:

Type of Business: (please attach supporting documentations)

Services Your Business Provides:

GDPM SECTION 3 BUSINESS CONCERN

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

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

Category 1

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

Category 2

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

Category 3

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

Category 4

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

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

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

_____ _____

Signature of Chief Executive Officer Date

Dayton Metropolitan Housing Authority dba
Greater Dayton Premier Management
400 Wayne Ave., Dayton, Ohio 45410
Telephone (937) 910-7500
Fax (937) 910-7628
Email procurement@gdpm.org

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

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

GDPM Section 3 Goals

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

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

GDPM Award Process and Contractor Commitment to Section 3 Goals

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

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

Procurement by sealed bids (Invitations for Bids).

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

(A) is within the maximum total contract price established in the contracting party's budget for the specific project for which bids are being taken, and

(B) is not more than "X" higher than the total bid price of the lowest responsive bid from any responsible

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

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

Bid/Proposal Phase

Bidder/offeror not claiming a section 3 preference:

1. Bidder/offeror not claiming a Section 3 preference during the bid/proposal phase shall submit the following forms with their bid/offer. Failure to complete, execute, and submit all forms will render the bidder/offer non-responsive and their bid/offer will not be considered.
   - Form sec3-001b, List of Current (pre-bid) Employees
   - Form sec3-001e, Section 3 Strategy Commitment and Compliance Assessment
2. **Bidder/offeror claiming a Section 3 Business Concern preference:**

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

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

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

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

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

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

- Form sec3-001a, Section 3 Business Concern Application and all required supporting documentation for each individual, sole proprietorship, partnership, corporation, or joint venture claimed on the subcontractor list
- Form sec3-001b, Section 3 Employee List and all required supporting documentation
- Form sec3-001d, Section 3 Contractor or Subcontractor Payroll Report (this list must demonstrate that 25% of the total dollar amount of all subcontracts to be awarded to Section 3 business concerns)
- Form sec3-001e, Section 3 Strategy Commitment and Compliance Assessment
- Form sec3-002a, Section 3 Resident Preference Claim Form and all required supporting documentation (to be completed for each Section 3 owner/employee claiming Section 3 resident status as a subcontractor)
- Form sec3-002b, Section 3 Resident or Employee Household Income Certification (to be completed for each Section 3 owner/employee claiming Section 3 resident status as a subcontractor)

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

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

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

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

Completing the Section 3 Strategy Commitment

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

Hiring:

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

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

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

Contracting:

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

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

Pre-Award Phase

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

Contract Award Phase

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

Contract Performance Phase

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

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

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

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

Determination of Compliance

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

Effects of Non-Compliance

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

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

For any questions on Section 3, please e-mail procurement@gdpm.org or mail

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

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

Is your Bid Packet Complete?

Are the following forms completed, signed and in your Bid Packet?

1. **Invitation for Bid Form**
2. **Bid Form**
3. **Representations, Certifications, and other Statements of Bidders**
4. **Bid Guaranty & Bond Form**
5. **Non-Collusive Affidavit & Full Disclosure Form**
6. **Section 3 Form**
7. **W-9**