



PLANNING & DEVELOPMENT REQUEST FOR QUOTE

(THIS SECTION IS COMPLETED BY GDPM)

Job Name:

Contract #:

Scope:

Anticipated Project Term:

Anticipated Start Date

Prevailing Wage:

Contractor: Please indicate if any of the following contract award preference apply: (for more information on whether your company is eligible for any of the following preference categories, please go to <http://www.dmha.org/working-with-gdpm/doing-business-with-dmha/diversity.html>.)

Check at least one of the following (If checked, please attach documentation):

Section 3 MBE/WBE Veteran None Apply

Name of Business:

Street Address:

Street Address Line 2:

City:

State:

Zip Code:

Contact Number:

E-mail:

Contractor's Proposal & Price:

By signing below, Contractor acknowledges that if selected for the Contract Award, Contractor will perform all work necessary to complete the task as specified above at Contractor's quoted price within the time period provided. Further, Contractor has reviewed and accepts all GDPM Small Construction General Terms and Conditions and, unless otherwise specified in writing by GDPM, no other contract documents will be necessary. A copy of all GDPM Required Contract Documents is available at <http://www.dmha.org/RAD/contract-documents.html> or upon request by e-mailing at housingdevelopment@gdpm.org.

Contractor Signature of Acceptance

Date

Acceptance of Proposal:

The above price, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

GDPM Signature of Acceptance

Date

Project Start Date



**Job Title:
Unit Rehab**

**Location(s):
605 Negley**



If you would like to submit a bid, you must complete the GDPM Quote Form. It must be signed. If the proposal section does not have enough room for your proposal, please write 'see attached' and attach your quote.

If you are interested in working with GDPM please contact housingdevelopment@dmha.org and request a vendor registration packet. Once submitted, you will be notified of all contracting opportunities related to the areas you select when registering.

Please Note - the Request for Quote Form must be signed and submitted with your bid or the bid will not be accepted.

PROJECT NAME: *Unit Rehab*

LOCATION(s): 605 Negley

PROJECT NO.: **OH0569**

GDPM is seeking quotes for a Unit rehab at the above mentioned property. The work is referenced on the attached specifications.

There is a site visit scheduled for **April 23, 2026 at 11:00AM** so that you can take a look at the conditions of the unit.

For questions please contact Kurt Beck, Project Manager at (937) 875-1701.

How to Quote: Please provide overall quote for labor/materials.

Email Bids to: housingdevelopment@dmha.org

Questions: Kurt Beck (937)875-1701

Bid Deadline: April 30, 2026 by 10:00AM

Summary of Work:

Project: Renovation of 3-Bedroom Townhouse

Property Type: Townhouse (3 Bedrooms, Kitchen, 1½ Bathrooms, Basement, And Exterior Areas)

1. General Requirements

- Contractor shall provide all labor, supervision, tools, equipment, and materials unless otherwise noted.
- All work must comply with applicable local, state, and federal building codes/regulations and manufacturer installation requirements.
- All work shall be performed in a professional manner, per acceptable industry standards and practices.
- Work areas must be protected during construction and cleaned daily.
- The contractor shall be responsible for the removing and disposing of all debris. The contractor shall not use the owner's dumpster or trash containers to dispose of materials related to this project.
- All bidders must visit the site and field verify conditions. Contact Kurt Beck at (937)875-1701 to arrange for access to the site

2. Interior Work

2.1 Painting

- Prep all paintable surfaces including patching holes, sanding, and priming as necessary.
- Paint Walls Sherwin Williams ProMar 200 Eggshell Interior 6508-65017.
- Paint Ceilings Sherwin Williams ProMar 200 Ceiling White Flat.
- Paint Trim, Doors and Casings Sherwin Williams ProMar 200 Semi-gloss Interior White 6501-87206.
- Apply a minimum of two coats for uniform finish.

2.2 Deep Cleaning

- Perform a full deep clean upon completion of construction.
- Cleaning to include:
 - Floors, baseboards, and trim
 - Kitchen appliances, cabinets, countertops, and sinks
 - Bathrooms including fixtures, tubs/showers, toilets, and vanities
 - Windows, doors, and light fixtures
- Property must be move-in ready at completion.

2.3 Broken Window Replacement

- Remove and replace the glass in one (1) broken window.

3. Flooring & Subfloor

3.1 Subfloor Repair

- Remove existing flooring as necessary in kitchen and half bath.
- Inspect, repair, or replace damaged subfloor in kitchen and half bath areas to match existing subfloor to ensure a level, secure surface suitable for new flooring.

3.2 Flooring Replacement

- Remove all existing flooring throughout the unit.
- Install new Luxury Vinyl Plank (LVP) flooring **6 Degrees Compass- Birmingham** LVT 6 x 48 planks, in all rooms and common areas, including kitchen, bathrooms, and hallways.
- Install **Traffic Master Main Rail 26 – Saddle- Brown 26oz. Polyester Loop Carpet** on the stairs and landing.
- Install appropriate transitions, underlayment, and trim for a finished appearance.

4. Kitchen Renovation

4.1 Cabinet Replacement

- Remove and dispose of existing kitchen cabinets.
- Supply and install new kitchen cabinets (upper and lower) per existing layout.
- Supply and install new laminate counter tops **VT Dimensions Wilsonart Antique Avorio Granite**.
- Reinstall sink and drains.
- Cabinets to **Project Source Branson Hickory Stained cabinet Recessed Panel Shaker**.
- Ensure proper alignment and secure mounting.

4.2 Electrical – GFCI

- Install new GFCI outlets in the kitchen per current NEC code requirements.
- Replace all non GFCI outlets within 6 feet of a water source.
- Verify proper operation and labeling.
- Install **GE Non-vented 30” standard range hood JN327HBB**.
- Install **GE Energy Star Dishwasher with front controls GDF510PGRWW**

5. Bathroom Renovations

5.1 Vanity Replacement

- Remove and dispose of existing both bathroom vanities.
- Supply and install new **Design House Wyndham 31” white single sink bathroom vanity with solid white cultured marble top Model #591214** and **Moen Chateau chrome 4-in centerset 1handle water sense low-arc Commercial faucet Model #L4625** reconnect drain lines.
- Ensure proper plumbing connections and secure installation.

5.2 Vanity Light Replacement

- Remove existing vanity light fixtures.
- Supply and install new vanity light fixtures (***True Fine 24 in 3 light brushed nickel integrated LED Modern/contemporary Bathroom Vanity light Model #TD120002W-LED***) in both bathrooms.
- Ensure proper wiring, secure mounting, and functionality.

5.3 Electrical –

- Install new GFCI outlets in the kitchen per current NEC code requirements.
- Replace all non GFCI outlets within 6 feet of a water source.
- Verify proper operation and labeling.
- Install new ***Broan-NuTone 0.9Sone 60CFM White lighted bathroom fan Model # BEL6***.

6. Trim & Carpentry

6.1 Door Repairs

- Replace all door knobs (9) Passage knobs with ***Kwikset balboa satin nickel interior or exterior hall/closet passage door handle Model # 200BL 15 CP***. (2) Privacy knobs with ***Kwikset balboa satin nickel interior or exterior bed/bath privacy door handle Model # 300BL 15 CP***.

6.2 Basement Door Trim

- Remove damaged door casing and baseboards at basement door.
- Supply and install new door casing and baseboard trim to match existing profile.
- Caulk, prep, and paint for a finished appearance.

7. Exterior Work

7.1 Back Door Replace

- Replace back door with ***Masonite 36-inX80-inX4.96-in Steel left-hand inswing Primed Prehung residential insulated core door. Model # 740771***

7.2 Front Porch Skirt Repair

- Repair damaged sections of the front porch skirt.
- Use materials suitable for exterior use.
- Prep and paint repaired areas to match existing finish.

7.2 Gutter and Downspout Replacement – Front Porch

- Remove existing gutter on front porch roofline.
- Supply and install new seamless gutter, properly sloped for drainage.
- Install appropriate end caps and outlets.
- Install new downspout.
- Ensure water is directed away from structure.

7.3 Fascia Repair

- Repair damaged fascia at the front bow window.
- Replace rotted sections as necessary.
- Prep and paint to match existing exterior color.

7.4 Downspouts

- Inspect all downspouts on the property.
- Replace any missing or damaged downspouts with matching aluminum downspouts.
- Secure all downspouts to the structure with appropriate brackets.
- Ensure proper attachment and drainage away from foundation.

8. Project Completion

- Perform final walkthrough with owner or representative.
- Complete any punch-list items identified.
- Deliver property clean and fully functional.

What Projects or Contracts Does Section 3 Apply to?

Housing and Community Development Financial Assistance

Section 3 applies to housing construction, housing rehab and public infrastructure projects that receive more than \$200,000 in HUD assistance. Section 3 also applies to projects that include Lead Hazard Control and Healthy Homes assistance that exceeds \$100,000.

Public Housing Financial Assistance

Section 3 applies to any amount of assistance for development, operations and management, mixed-finance development projects, and in some cases, Rental Assistance Demonstration (RAD) and Choice Neighborhoods projects.

What Are the Goals of Section 3?

Section 3 has goals that recipients, subrecipients, contractors and subcontractors must meet. The goals are as follows:

Housing and Community Development Financial Assistance

- 25% or more of the total number of labor hours worked by all workers on a Section 3 project are Section 3 workers and 5% or more of the total number of labor hours worked by all workers on a Section 3 project are Targeted Section 3 workers.

Public Housing Financial Assistance

- 25% or more of the total number of labor hours worked by all workers in a PHA's fiscal year are Section 3 workers and 5% or more of the total number of labor hours worked by all workers in a PHA's fiscal year are Targeted Section 3 workers.

What Happens if the Section 3 Goals Are Not Met?

Recipients must report qualitative nature of Section 3 compliance efforts and the efforts of its contractors and subcontractors.

How Can I Find Section 3 Opportunities in My Area?

Contact your local and state government and public housing authority to learn more about employment, training and contracting opportunities that may be available to you in your community.

How Can I Learn More About Section 3?

Visit the following websites:

- <http://www.hud.gov/section3>
- <http://www.hudexchange.info/programs/section-3/>

Want to learn more about YouthBuild?

- <http://www.dol.gov/agencies/eta/youth/youthbuild>



SECTION 3

for Workers and Businesses

Learn about employment, training and contracting opportunities that can be available to you under Section 3.

What Is Section 3 and Why Does It Matter?

- Every year the Department of Housing and Urban Development (HUD) invests billions of federal dollars into distressed communities across the country for projects that provide **access to safe and affordable housing and improve public infrastructure**.
- These funds are passed down to public housing agencies, local and state governments or other recipients through grants or financial assistance.
- The financial assistance can be used to **maintain and build affordable housing and improve public infrastructure** in your community.
- **Employment, training and contracting** opportunities that result from the covered projects or contracts must be directed to persons who are low-income (**Section 3 workers**) and businesses that are owned by or employ persons who are low-income (**Section 3 businesses**) to help build economic wealth.
- Best efforts should be made to direct economic opportunities to persons and businesses in the **order of priority** outlined in the final rule requirements.

Who Is Responsible for Providing Access to Economic Opportunities?

- Recipients and subrecipients of HUD assistance
- Contractors and subcontractors working on certain HUD-assisted projects or contracts

How Can Contractors Help PHAs and Grantees Meet the Section 3 Goals?

Contractors can help PHAs and grantees meet the Section 3 goals by being a Section 3 business or employing Section 3 workers. Some grantees or PHAs may offer incentives to businesses that can demonstrate how they will meet the Section 3 goals.

What Is a Section 3 Worker?

A **Section 3 Worker** is any worker who currently fits, or when hired within the past five years fit, at least one of the following categories as documented:

- Person who is low-income
- Employed by a Section 3 business concern
- YouthBuild participant

What Is a Targeted Section 3 Worker?

A **Targeted Section 3 Worker** is a Section 3 worker who is **employed by a Section 3 business concern** or is a worker that currently fits or when hired fit at least **one** of the following categories as documented within the past five years:

Housing and Community Development Financial Assistance

- Lives within the neighborhood of the project
- YouthBuild participant

Public Housing Financial Assistance

- Resident of public housing or Section 8-assisted housing
- Resident of other public housing projects or Section 8-assisted housing managed by the PHA that is providing the assistance
- YouthBuild participant



What Is a Section 3 Business Concern?

A business that meets at least **one** of the following categories, within the last six-month period:

- At least 51% owned and controlled by persons who are low-income
- At least 51% owned and controlled by current public housing residents or residents who currently live in Section 8 assisted housing
- Over 75% of the labor hours performed for the business over the prior three-month period were performed by Section 3 workers



Section 3 Job Aid

for Contractors & Subcontractors

1 Understand How Section 3 Applies to Your Project or Contract

Section 3 applies to any amount of public housing financial assistance for development, operations and management, and mixed-finance development projects. In some cases, Section 3 may apply to Rental Assistance Demonstration (RAD) and Choice Neighborhoods projects. Material supply contracts are excluded.

2 Understand How to Meet the Section 3 Goals


Meet the Quantitative Goals

25% or more of all labor hours in a PHA's fiscal year must be worked by Section 3 workers, and **5%** or more of all labor hours in a PHA's fiscal year must be worked by Targeted Section 3 workers

Professional service labor hours are excluded from the goals, but may be included by choice.

Make Qualitative Efforts

Provide evidence that you made qualitative efforts to assist persons and businesses that provide opportunities to persons listed in the following order of priority: 1) Residents of public housing projects where assistance is expended, 2) Residents of other public housing projects managed by the PHA providing the assistance, 3) YouthBuild participants, 4) Persons who are low-income residing in the metro area (or non-metro county) where assistance is expended.

 **Helpful Tool:** The Section 3 Guidebook provides a list of qualitative efforts that contractors and subcontractors may undertake to document that they made qualitative efforts to assist persons who are low-income with employment and training opportunities.

3 Understand What a Section 3 Worker Is

What is a Section 3 Worker? A worker who **currently fits**, or **when hired** within the past five years fit, at least **one** of the following categories as documented:

- Worker who is low-income
- Employed by a Section 3 business concern
- YouthBuild participant

*The five-year lookback period cannot date back further than 2020.

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Understand What a Targeted Section 3 Worker Is

What is a Targeted Section 3 Worker? A worker who is:

- Employed by a Section 3 business concern

Or a worker that **currently fits** or **when hired** within the past five years fit, at least **one** of the following categories as documented:

- Resident of public housing or Section 8 assisted housing
- Resident of other public housing projects or Section 8 assisted housing that is managed by the PHA that is providing the assistance.
- YouthBuild participant



Helpful Tip:

- All Targeted Section 3 Workers are Section 3 Workers. However, not all Section 3 Workers meet the definition of a Targeted Section 3 Worker.

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Certify Your Section 3 and Targeted Section 3 Workers

Select the Option(s) You Will Use to Certify Worker Eligibility

1. **Worker Self-Certification** - this option allows a worker to verify their own eligibility. A worker may use a self-certification form to certify that:

- Their income is at or below the low-income limit, or
- They are a YouthBuild participant, or
- They are a public housing resident or a resident of Section 8 assisted housing

2. **Employer Certification** - this option allows employers to certify that the:

- Worker's paid wage rate by the employer (if annualized on a full-time basis) is at or below the low-income limit, or
- Worker is employed by a Section 3 Business concern.

3. **PHA/Owner Certification** - this option allows a PHA or an owner or property manager of project based Section 8-assisted housing or administrator of tenant-based Section-8 assisted housing to certify that:

- The worker is a participant in one of their programs.



Helpful Tip:

- If a person does not currently meet any of the categories above, the person or employer can look back five years (if hired within the last five years by the same employer) to verify the worker's status.

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Determine if Your Business Qualifies as a Section 3 Business

There are two different ways to qualify as a Section 3 business concern. Your business must meet one of the criteria below to be eligible.

1. At least 51% of your business owned and controlled by a person(s) who are low-income OR by a public housing resident or resident living in Section 8 assisted housing.

a. If your business meets the criteria, then you will need to self-certify ownership and income-levels of the qualifying owner(s).

2. In the past 3 months, more than 75% of the labor hours worked for your business must be performed by Section 3 workers?

a. How do I figure this out?

- **Divide** the *total number of labor hours* worked by **Section 3 Workers** over the last three-month period by the *total number of labor hours worked* by **all employees** over the last three-month period. **Multiply** the number by 100 to get the percentage. If the percentage is 75% or greater, your business qualifies. You may self-certify your eligibility.
- **Example:** Over the prior three month period, Contractor ABC had six employees on payroll. Two out of the six employees qualified as Section 3 Workers. The total number of hours that the six employees worked in the prior three month period was a total of 800 hours. The total number of hours that were worked by the Section 3 Workers were 500 hours. To determine eligibility, Contractor ABC divided 500 hours by 800 hours. Based upon the equation, 62.5% of the business' labor hours performed over the prior three month period were performed by Section 3 Workers. The contractor does not qualify as a Section 3 business.

Helpful Resources

<https://www.hudexchange.info/programs/section-3/resources-and-tools/#section-3-tools>

Greater Dayton Premier Management

HUD Section 3 Utilization Tool

Public Housing Financial Assistance

Public reporting for this collection of information is estimated to average 1.50 hours per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information.

Section 3 of the Housing and Urban Development Act of 1968, as amended by the Housing and Community Development Act of 1992 (Section 3), and 12 U.S.C. § 1701u ensure that employment and other economic opportunities generated by Federal financial assistance for housing and community development programs are, to the greatest extent feasible, directed toward low- and very low-income persons, particularly those who receive government assistance for housing. The regulations are found at 24 CFR Part 75. This collection of information is required to ensure that Section 3 workers and Section 3 Business concerns participating in Housing and Community Development Projects and Public Housing Assistance Projects with HUD funding are documenting Section 3 labor hours to meet the requirements of Section 3 found in 24 CFR part 75. The information will be used by the Department to monitor program recipient's compliance with Section 3, to assess the results of the Department's efforts to meet the statutory objectives of Section 3, to prepare reports to Congress, and by recipients as a self-monitoring tool.

Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to Anna P. Guido, Reports Management Officer, QDAM, Department of Housing and Urban Development, 451 7th Street, SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2501-0040. HUD may not conduct and sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid control number. No assurances of confidentiality are provided for this information collection.

This Utilization Tool is a tool for the Dayton Metropolitan Housing Authority d/b/a Greater Dayton Premier Management (“**GDPM**”) and its contractors/subcontractors to document Section 3 labor hours for Section 3 workers and Section 3 business concerns. This document and accompanying Form 4737 and Form 4737A should be completed by businesses completing activities that utilize Public Housing funds. Please note that the procurement process and the Section 3 Worker or Section 3 business concern self-certification and verification process is completed outside of this plan.

Applicable Law

Section 3 rules apply on projects and expenses with the following public housing assistance, including:

- Development assistance pursuant to Section 5 of the Housing Act of 1937 (1937 Act),
- Operating funds pursuant to Section 9(e) of the 1937 Act,
- Capital funds for development, modernization, and management assistance pursuant to Section 9(d) of the 1937 Act,
- The entirety of a mixed-finance development project as defined in 24 CFR § 905.604, and/or
- Any public housing funding identified through a Notice of Funding Availability (NOFA) as outlined in 24 CFR 75.7.
 - Example: Choice Neighborhood implementation or planning grants or Jobs Plus/Family Self-sufficiency/Resident Opportunities and Self-Sufficiency Grants.
- Rental Assistance Demonstration (RAD) Projects

SECTION I FUNDING INFORMATION

HUD-funded entity: Dayton Metropolitan Housing Authority d/b/a Greater Dayton Premier Management

Name of HUD Funding Source: Capital Fund Program

SECTION II PRIORITIZATION REQUIREMENTS

Employment and Training

GDPM and their contractors or subcontractors will provide their best efforts to give any employment and training opportunities in connection with Section 3 and should give priority to Section 3 workers in the following order of priority:

1. Residents of the public housing project(s) for which the public housing financial assistance is expended;
2. Residents of the public housing project(s) managed by the PHA that is providing the assistance or for residents of Section 8-assisted housing managed by the PHA;
3. Participants in YouthBuild program(s); and
4. Persons of low- and very-low income residing within the metropolitan area (or nonmetropolitan county) in which the assistance is expended.

NOTE: No statement in this document is intended to require the contracting or employment of a Section 3 worker. Section 3 workers are not exempt from meeting the qualifications of an available employment or training opportunity.

Contracting

GDPM and their contractors or subcontractors will provide their best efforts to award contracts and subcontracts to business concerns that provide economic opportunities to Section 3 workers in connection with public housing financial assistance.

Contracted businesses should make best efforts to give priority in the following order listed:

1. Section 3 business concerns that provide economic opportunities for residents of the public housing project(s) for which the public housing financial assistance is expended;
2. Section 3 business concerns that provide economic opportunities for residents of the public housing project(s) or Section-8 assisted housing managed by the PHA that is providing the assistance;
3. Participants in YouthBuild program(s); and
4. Section 3 business concerns that provide economic opportunities to Section 3 workers residing within the metropolitan area (or nonmetropolitan county) in which the assistance is expended.

NOTE: No statement in this document is intended to require the contracting or procurement of a Section 3 business concern. Section 3 business concerns are not exempt from meeting the specifications of the bid or contract.

SECTION III

IDENTIFICATION AND RECORDKEEPING FOR SECTION 3 BUSINESSES

For each Section 3 Business that is completing construction or rehabilitation activities for the project identified in Section I, complete PHA Form 4737 for *each* contractor as instructed on the form. Certification will be documented prior to the execution of a contract. Certification documentation must be maintained by the recipient, subrecipient, contractor, or subcontractor for the appropriate record retention period found in 2 CFR Part 200.

NOTE: Professional service providers and recipient or subrecipient information may be entered on the form.

Form 4737 is intended to provide a template for PHAs, non-Section 3 businesses and Section 3 business concerns to record all labor hours to document compliance with Section 3 on the HUD-funded project. Each contractor must document the total number of labor hours and enter the specific amount of Section 3 business labor hours worked on the project.

NOTE: A business can also use a separate form or internal system that includes the same information on PHA Form 4737.

SECTION IV

CERTIFICATION OF SECTION 3 WORKER AND TARGETED SECTION 3 WORKER (PHA FORM B)

PHA Form 4737A is intended to provide a template for PHAs, non-Section 3 Businesses, and Section 3 Businesses to record individual labor hours to document compliance with Section 3 on the HUD-funded project, should they choose to use this. The form tracks the total number of labor hours for each construction business and professional business that is contracted to complete work on the project.

NOTE: A business can also use a separate form or internal system that includes the same information on Form 4737A.

For each Section 3 Worker or Targeted Section 3 Worker that is contributing labor hours to complete construction or rehabilitation activities for the project identified in Section I, complete PHA Form 4737A for each worker with name and appropriate information. Individuals (Section 3 workers and Targeted Section 3 workers) only need to be verified once. Documentation and verification must be maintained by recipient or its designee(s) for the appropriate record retention period found in 2 CFR Part 200. (See PHA Form 4737A attached)

SECTION V
CERTIFICATION

By signing this Section 3 Utilization Tool, [contractor/subcontractor] certifies that it meets the requirements of 24 CFR § 75.9 through § 75.17. [Contractor/subcontractor] agrees to make best efforts to ensure that employment, training, and contracting opportunities arising in connection with Section 3 are provided to Section 3 workers, Targeted Section 3 workers, YouthBuild participants, and Section 3 Business concerns that provide economic opportunities to Section 3 workers.

Printed Name of Signer

Date

Signature

Note: This form must be signed by a representative, officer, or agent of the entity or business signing and certifying this information.