



PLANNING & DEVELOPMENT REQUEST FOR QUOTE Construction Services Less than \$150,000

Contract Name

Contract No.

Contract Term

Davis Bacon Apply?

Scope of Work

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 <https://www.gdpm.org/business-opportunities/diversity-certifications/>.)

Check at least one of the following:

Section 3 MBE/WBE Veteran None Apply

Name of Business:

Street Address:

Street Address Line 2:

City:

State:

Zip Code:

Contact Number:

E-mail:

Proposed Quote for
Services.
(Contractor may attach
Contractor's form of
Proposal)

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 within the time period provided, if applicable. Further, Contractor has reviewed, acknowledges and accepts all GDPM Small Construction Project General Terms and Conditions; no other contract documents will be necessary. 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. GDPM Contract Documents are available at [GDPM Development Contract Documents](#).

Contractor Signature

Date

GDPM Signature

Date



Job Title:
Senior Village CCTV Camera Project

Location(s):
427 Middle Street, Dayton Ohio 45402



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 that the request for quote form preceding this page must be signed by you, for your quote to be accepted.

PROJECT NAME: Senior Village CCTV Camera Project

LOCATION(s): 427 Middle St. Dayton, OH 45402

PROJECT NO. RFQ 517-16

Quote Due Date: Tuesday June 2nd by 10:00AM.

How to Quote: Please provide overall quote for labor materials. Please send via email to...
housingdevelopment@dmha.org

Site Visit: To schedule a site visit. Call Kevin Arnold at 937-910-7637 or Thadeu Holloway at 937-875-1705.

SENIOR VILLAGE CCTV PROJECT OVERVIEW

This Project Overview establishes the general requirements, responsibilities, and performance expectations associated with the furnishing, installation, configuration, and commissioning of the proposed CCTV Surveillance System for the Greater Dayton Premier Management (GDPM/DMHA) Senior Village facilities. The intent of this project is to provide a complete, fully operational, and professionally installed surveillance system that enhances property security, resident safety, and remote monitoring capabilities while maintaining compliance with all applicable codes, standards, and manufacturer requirements.

The Contractor shall be responsible for conducting a comprehensive site visit prior to submission of its proposal in order to verify existing field conditions, confirm quantities, determine installation requirements, and obtain all measurements necessary for proper execution of the work. The site investigation shall include verification of CAT 6 cabling pathways, equipment mounting locations, power availability, network connectivity requirements, conduit routing, accessibility considerations, and all other conditions affecting installation of the CCTV system. Site visits shall be coordinated by Kevin Arnold, Project Manager, at 937-910-7637. Drawing for the building are part specification.

The Contractor shall furnish all labor, supervision, tools, equipment, materials, hardware, software, licensing, incidentals, and services necessary to provide a complete and fully functional CCTV Surveillance System. Work shall include all required electrical and low-voltage components, including but not limited to cabling, terminations, junction boxes, conduits, mounting accessories, switches, power supplies, programming, software configuration, firmware updates, system integration, testing, commissioning, and final operational verification.

Means and methods of installation shall remain the sole responsibility of the Contractor, provided all work is executed in a safe, professional, and code-compliant manner consistent with industry best practices. The Contractor shall be fully responsible for patching, repair, and restoration of all surfaces and building finishes disturbed by the work, including drywall, plaster, ceilings, textures, paint, masonry penetrations, and core drilling. All affected areas shall be restored to equal or better condition than existed prior to commencement of the work.

The Contractor shall be responsible for protecting GDPM/DMHA property, resident property, and surrounding building finishes throughout the duration of the project. Any damage resulting from the Contractor's operations shall be repaired immediately at no additional cost to the Housing Authority. Where permanent repairs cannot reasonably be completed the same day, the Contractor shall provide temporary protection measures until permanent restoration can be completed.

All required permits, inspections, fees, approvals, and coordination necessary for completion of the work shall be obtained and paid for by the Contractor. All work shall comply with applicable federal, state, and local laws, regulations, ordinances, building codes, electrical codes, and manufacturer installation requirements.

Upon completion of installation, the Contractor shall fully configure, program, test, and commission the CCTV system to ensure complete operational functionality. This shall include verification of camera operation, recording capability, remote access, software functionality, network integration, and user accessibility. The Contractor shall also provide operational training for designated

GDPM/DMHA personnel covering system operation, routine use, video retrieval, and procedures for requesting service and technical support.

Manufacturer warranties shall apply to all equipment provided under this project. In addition, the Contractor shall provide a minimum one (1) year labor and workmanship warranty commencing on the date of final acceptance. Warranty service requests shall receive prompt response, with qualified technicians onsite within twenty-four (24) hours of notification unless otherwise approved in writing by the Housing Authority.

The Contractor shall achieve substantial completion of all work within sixty (60) calendar days following issuance of the Purchase Order or Notice to Proceed unless otherwise authorized in writing by the Housing Authority.

No deviations from the approved scope of work shall be permitted without prior written authorization from GDPM/DMHA through an approved change order or written addendum.

SECTION 28 23 00

VIDEO SURVEILLANCE SYSTEM

PART 1 – GENERAL

1.1 SUMMARY

A. Furnish all labor, materials, equipment, software licensing, accessories, supervision, programming, testing, and commissioning required for a complete and operational IP-based video surveillance system at:

Greater Dayton Premier Management
427 Middle Street
Dayton, Ohio 45402-6437

B. The work shall include but not be limited to: 1. Exterior IP dome cameras. 2. Exterior PTZ camera. 3. Interior fisheye cameras. 4. Elevator surveillance camera. 5. Category 6 cabling and terminations. 6. Mounting hardware and supports. 7. Flexible conduit and wire molding. 8. Camera licensing. 9. System configuration, testing, and commissioning. 10. Labeling and documentation.

C. The Contractor shall provide a fully operational surveillance system integrated into the Owner's existing or newly provided network infrastructure.

1.2 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

1.3 REFERENCES

A. Installation and materials shall comply with the latest editions of 1. NFPA 70 – National Electrical Code (NEC). 2. ANSI/TIA-568 – Commercial Building Telecommunications Cabling Standard. 3. ANSI/TIA-569 – Telecommunications Pathways and Spaces. 4. ANSI/TIA-606 – Administration Standard for Telecommunications Infrastructure. 5. IEEE 802.3af/at/bt PoE standards. 6. Manufacturer installation requirements. 7. Local building and electrical codes.

1.4 SUBMITTALS

A. Product Data: 1. Camera cut sheets. 2. Mounting hardware specifications. 3. Cabling specifications. 4. Licensing documentation. 5. Network requirements.

B. Shop Drawings: 1. Camera layout drawings. 2. Cable routing diagrams. 3. Mounting details. 4. Conduit routing. 5. Device addressing schedule.

C. Closeout Documents: 1. As-built drawings. 2. Test reports. 3. Camera naming schedule. 4. Warranty documentation. 5. Manufacturer documentation.

1.5 QUALITY ASSURANCE

- A. All installation personnel shall be trained in low-voltage surveillance systems.
 - B. All surveillance equipment shall be installed in accordance with manufacturer recommendations.
 - C. Contractor shall coordinate all work with Owner and property management.
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1.6 WARRANTY

- A. Provide manufacturer standard warranty for all equipment.
 - B. Contractor shall warrant installation workmanship for a minimum of one (1) year from date of substantial completion.
-

PART 2 – PRODUCTS

2.1 MANUFACTURERS

- A. Basis of Design: Verkada or equal, applies to all components.
 - B. Approved Equal: 1. Avigilon. 2. Hanwha Vision. 3. Axis Communications. 4. Equal products approved prior to bid.
-

2.2 EXTERIOR CAMERAS

A. *Outdoor Dome Cameras*

- Model: Verkada CD63-512E-HW.
- Quantity: Seven (7).
- Specifications:
 - 4K resolution.
 - Motorized zoom lens.
 - Outdoor-rated enclosure.
 - Onboard storage minimum 512GB.
 - Minimum 30 days retention.
 - Power over Ethernet (PoE).
 - Cloud-managed capability.

B. PTZ Camera

- Model: Verkada CP63-1TBE-HW.
- Quantity: One (1).
- Specifications:
 1. 4K PTZ camera.
 2. 1TB onboard storage.
 3. Outdoor-rated.
 4. Remote pan/tilt/zoom capability.
 5. PoE powered.

C. Exterior Mounting Accessories

1. Corner Mount: Verkada ACC-MNT-CORNER-1.
 2. XL Arm Mount: Verkada ACC-MNT-XLARM-1.
 3. Flexible plastic conduit, 1-inch diameter.
-

2.3 INTERIOR CAMERAS

A. Fisheye Cameras

1. Model: Verkada CF83-1TBE-HW.
2. Quantity: Four (4).
3. Specifications:
 1. Fisheye panoramic camera.
 2. 1TB onboard storage.
 3. Minimum 60-day retention.
 4. Ceiling mount.
 5. PoE powered.

B. Wire Molding

1. Surface raceway shall be white paintable nonmetallic molding suitable for low-voltage applications.
 2. Raceway shall be securely fastened and painted to match adjacent finishes where required.
-

2.4 ELEVATOR CAMERA

A. Elevator Surveillance Camera

1. Model: Verkada CD63-512-HW.
2. Quantity: One (1).
3. Specifications:
 1. 4K indoor dome camera.
 2. Motorized zoom lens.
 3. 512GB onboard storage.
 4. Minimum 30-day retention.
 5. Elevator traveling cable kit.
 6. PoE powered.

B. Elevator Camera Kit

1. Provide all hardware necessary for elevator camera installation.
 2. Coordinate installation with elevator contractor.
 3. Data drop to elevator controller room shall be provided.
-

2.5 SOFTWARE LICENSES

A. Provide Verkada or equal 5-Year Camera Licenses.

B. Quantities: 1. Exterior Cameras: Eight (8). 2. Interior Cameras: Four (4). 3. Elevator Camera: One (1).

C. Licenses shall include: 1. Cloud management. 2. Firmware updates. 3. Remote monitoring. 4. Recording management. 5. User administration.

2.6 CABLING

A. Category 6 Cabling

1. Cable shall be ANSI/TIA compliant Category 6.
2. Exterior cables shall be outdoor-rated and UV resistant.
3. Interior cables shall be plenum rated where installed in environmental air spaces.
4. All cable shall support PoE applications.

B. Terminations

1. Terminate all cables using RJ45 modular connectors or patch panels.
 2. All terminations shall be tested and certified.
 3. Label both ends of each cable.
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PART 3 – EXECUTION

3.1 EXAMINATION

- A. Verify site conditions prior to beginning work.
 - B. Notify Owner of any conditions detrimental to proper installation.
 - C. Verify network connectivity and PoE switch availability.
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3.2 INSTALLATION – GENERAL REQUIREMENTS

- A. Install all equipment in accordance with manufacturer instructions.
 - B. Coordinate exact camera locations with Owner prior to installation.
 - C. Maintain neat and professional appearance throughout installation.
 - D. Protect all finishes during construction.
 - E. Penetrations through walls and floors shall be sealed with approved firestopping materials where required.
 - F. All exposed cabling shall be concealed in conduit or approved raceway unless specifically approved otherwise by Owner.
-

3.3 CAMERA INSTALLATION

A. Exterior Cameras

1. Mount cameras at locations shown on approved drawings.
2. Install cameras at heights minimizing vandalism risk while maintaining required field of view.
3. Secure mounts to structural surfaces.
4. Use weatherproof fittings and seals.
5. Route cables through conduit where exposed.
6. Seal all penetrations watertight.
7. Adjust camera angles to optimize surveillance coverage.

8. Configure image settings for day/night operation.

B. PTZ Camera Installation

1. Install PTZ camera on approved arm mount.
2. Verify mounting surface structural integrity.
3. Secure mount with corrosion-resistant fasteners.
4. Provide proper drip loops for outdoor cabling.
5. Configure presets, patrol patterns, and zoom settings.
6. Verify full operational movement without obstruction.

C. Interior Fisheye Cameras

1. Install centered within surveillance area where possible.
2. Ceiling mount in accordance with manufacturer instructions.
3. Maintain unobstructed panoramic view.
4. Conceal wiring above accessible ceilings where possible.
5. Install surface raceway in exposed areas.
6. Paint raceway to match surrounding finishes.

D. Elevator Camera Installation

1. Coordinate installation schedule with elevator contractor.
2. Install traveling cable and associated hardware.
3. Mount camera securely to elevator cab ceiling or approved structure.
4. Verify camera operation throughout full elevator travel.
5. Secure all moving cables to prevent abrasion.
6. Confirm data connectivity between elevator and network switch.

3.4 CABLING INSTALLATION

A. General Cabling Requirements

1. Install Category 6 cabling in accordance with ANSI/TIA standards.
2. Do not exceed manufacturer bend radius.
3. Support cables independently from ceiling systems.
4. Do not attach cables to sprinkler piping, conduit, or ceiling grid wire.

5. Separate low-voltage cabling from power wiring in accordance with NEC.
6. Label all cables at both ends.

B. Exterior Cabling

1. Install outdoor-rated cable in conduit where exposed.
2. Use UV-resistant cable jackets.
3. Seal all exterior penetrations.
4. Install drip loops at all exterior device connections.

C. Interior Cabling

1. Route cabling above ceilings where possible.
2. Use surface raceway where concealment is not feasible.
3. Maintain professional cable management throughout.

D. Cable Testing

1. Test all Category 6 cables.
 2. Verify continuity and performance compliance.
 3. Provide test documentation to Owner.
-

3.5 CONDUIT AND CORE DRILLING

- A. Provide all drilling and coring required for installation.
 - B. Patch and repair penetrations after installation.
 - C. Flexible conduit shall: 1. Be securely fastened. 2. Be routed neatly. 3. Include proper fittings. 4. Protect cable from damage.
-

3.6 SYSTEM CONFIGURATION

- A. Configure all cameras within manufacturer cloud management platform.
 - B. Configure: 1. Camera names. 2. Recording schedules. 3. Retention settings. 4. User permissions. 5. Motion analytics. 6. Image quality settings. 7. Time synchronization.
 - C. Coordinate user access requirements with Owner.
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3.7 TESTING AND COMMISSIONING

- A. Perform complete operational testing of all devices.

B. Verify: 1. Camera connectivity. 2. Live video. 3. Recording functionality. 4. Playback functionality. 5. PTZ operation. 6. Elevator camera operation. 7. Network connectivity. 8. Remote access.

C. Demonstrate complete system operation to Owner.

3.8 TRAINING

A. Provide minimum two (2) hours of Owner training.

B. Training shall include: 1. Live monitoring. 2. Video playback. 3. Exporting video. 4. User administration. 5. PTZ control. 6. Basic troubleshooting.

3.9 CLEANING

A. Remove installation debris from premises.

B. Clean all installed equipment.

C. Repair damage caused by installation activities.

3.10 BASIS OF BID EQUIPMENT SCHEDULE

Item	Description	Quantity
CD63-512E-HW	Verkada Outdoor Dome Camera, 4K	7
CP63-1TBE-HW	Verkada PTZ Camera, 4K	1
CF83-1TBE-HW	Verkada Fisheye Camera	4
CD63-512-HW	Verkada Indoor Dome Camera	1
LIC-CAM-5Y-CAP	Verkada 5-Year Camera License	13
ACC-MNT-CORNER-1	Verkada Corner Mount	1
ACC-MNT-XLARM-1	Verkada XL Arm Mount	1
CAT6 Exterior Cabling	Exterior CAT6 Cable Installations	8
CAT6 Interior Cabling	Interior CAT6 Cable Installations	5
Elevator Camera Kit	Elevator Camera Installation Kit	1
Flexible Conduit	1-inch Flexible Conduit	Field Verify
Wire Molding	Surface Raceway	Field Verify

3.11 ACCEPTANCE

A. System acceptance shall occur upon 1. Completion of installation. 2. Successful testing. 3. Delivery of documentation. 4. Owner training completion. 5. Resolution of punch list items.

END OF SECTION 28 23 00

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.

6

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.



Greater Dayton Premier Management

Enhancing Neighborhoods • Strengthening Communities • Changing Lives

Bidding Instructions

Complete and sign GDPM's Request for Quote (RFQ) form. If needed, the vendor may write "See attached proposal" in the Proposal Box and attach a copy of the Vendor's form of proposal.

If the bid is more than \$100,000, it must be accompanied by a Bid Guarantee and Payment/Performance Bond.

The RFQ form may be electronically signed and shall be submitted electronically to housingdevelopment@gdpm.org

Bids submitted after the deadline will not be accepted.

Evaluating Bids:

When evaluating bids, GDPM considers price, past performance, MBE/WBE/Section 3 status, equity among vendors and capacity.

Once GDPM selects a vendor, it will post a bid tabulation to the [Planning & Development Construction Opportunities webpage](#) and GDPM will formally notify the awarded vendor directly.

Section 3

HUD's Section 3 requirements apply to this project. Please carefully read and complete the Section 3 packet included within the bid packet. If awarded, GDPM will send you HUD Excel based forms to assist with tracking hours.

Prevailing Wage Requirements

If this project is covered by prevailing wage requirements, it will be identified on the RFQ Form and a copy of the applicable Wage Determination will be attached. Upon award, GDPM's Procurement Department will reach out to the vendor and explain all requirements.

Invoicing:

To avoid any delay in processing, please submit copies of all invoices to housingdevelopment@gdpm.org. Please submit applicable Section 3 forms with all invoices.

Contract Documents:

By submitting a signed RFQ form, the vendor agrees to GDPM's General Terms and Conditions. Copies of GDPM's General Terms and Conditions and other contracting documents are located here: <https://www.gdpm.org/development-construction/documents/>

Crane.....	\$ 44.14	16.41

ENGI0066-045 06/01/2017		
	Rates	Fringes
POWER EQUIPMENT OPERATOR		
Forklift.....	\$ 28.87	19.66
Grader/Blade.....	\$ 32.42	19.66
Mechanic.....	\$ 32.92	19.66

IRON0044-020 06/01/2025		
	Rates	Fringes
IRONWORKER, ORNAMENTAL.....	\$ 37.77	23.90

IRON0290-006 06/01/2025		
	Rates	Fringes
IRONWORKER (Reinforcing and Structural).....	\$ 37.39	25.35

LAB01410-005 04/01/2024		
	Rates	Fringes
LABORER		
Asbestos Abatement (Removal from Ceilings, Floors, and Walls).....	\$ 31.65	12.95
Mason Tender - Brick.....	\$ 32.25	12.95

PAIN0249-005 05/01/2025		
	Rates	Fringes
PAINTER (Brush and Roller).....	\$ 29.15	13.97

PAIN0387-002 11/01/2023		
	Rates	Fringes
GLAZIER.....	\$ 31.95	18.20

PLUM0050-009 06/30/2025		
	Rates	Fringes
PIPEFITTER (Excludes HVAC Pipe Installation).....	\$ 51.00	32.56

PLUM0162-008 06/01/2024		
	Rates	Fringes
PLUMBER (HVAC Pipe Installation Only).....	\$ 43.05	27.18

ROOF0042-001 08/01/2024		
	Rates	Fringes
ROOFER.....	\$ 33.00	19.42

SFOH0669-009 04/01/2025

	Rates	Fringes
SPRINKLER FITTER (Fire Sprinklers).....	\$ 48.28	28.08

* UAVG-OH-0021 01/01/2019

	Rates	Fringes
OPERATOR: Oiler.....	\$ 27.56	16.37

* UAVG-OH-0025 01/01/2018

	Rates	Fringes
SHEET METAL WORKER, Excludes HVAC Duct and Unit Installation.....	\$ 28.10	23.41

* UAVG-OH-0031 01/01/2018

	Rates	Fringes
BRICKLAYER: TILE SETTER.....	\$ 26.09	12.30

SUOH2012-095 08/29/2014

	Rates	Fringes
CARPENTER.....	\$ 21.59	5.70
CEMENT MASON/CONCRETE FINISHER...	\$ 26.07	12.34
DRYWALL HANGER AND METAL STUD INSTALLER.....	\$ 21.02	4.21
FORM WORKER.....	\$ 22.41	9.01
LABORER: Common or General.....	\$ 20.87	5.92
LABORER: Mason Tender - Cement/Concrete.....	\$ 22.95	8.60
LABORER: Pipelayer.....	\$ 23.98	8.58
OPERATOR: Backhoe/Excavator/Trackhoe.....	\$ 33.36	6.13
OPERATOR: Bobcat/Skid Steer/Skid Loader.....	\$ 30.26	12.58
OPERATOR: Bulldozer.....	\$ 26.01	4.95
OPERATOR: Loader.....	\$ 29.99	12.80
OPERATOR: Paver (Asphalt, Aggregate, and Concrete).....	\$ 30.28	13.29
OPERATOR: Roller.....	\$ 28.25	12.61
PAINTER: Spray.....	\$ 22.78	12.40

PLUMBER, Excludes HVAC Pipe Installation.....	\$ 26.21	12.51
SHEET METAL WORKER (HVAC Duct and HVAC Unit Installation Only).....	\$ 24.28	10.50
TRUCK DRIVER: Dump (All Types)...	\$ 22.08	11.51

WELDERS - Receive rate prescribed for craft performing operation to which welding is incidental.

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Note: Executive Order (EO) 13706, Establishing Paid Sick Leave for Federal Contractors applies to all contracts subject to the Davis-Bacon Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2017. If this contract is covered by the EO, the contractor must provide employees with 1 hour of paid sick leave for every 30 hours they work, up to 56 hours of paid sick leave each year. Employees must be permitted to use paid sick leave for their own illness, injury or other health-related needs, including preventive care; to assist a family member (or person who is like family to the employee) who is ill, injured, or has other health-related needs, including preventive care; or for reasons resulting from, or to assist a family member (or person who is like family to the employee) who is a victim of, domestic violence, sexual assault, or stalking. Additional information on contractor requirements and worker protections under the EO is available at <https://www.dol.gov/agencies/whd/government-contracts>.

Note: Executive Order 13658 generally applies to contracts subject to the Davis-Bacon Act that were awarded on or between January 1, 2015 and January 29, 2022, and that have not been renewed or extended on or after January 30, 2022. Executive Order 13658 does not apply to contracts subject only to the Davis-Bacon Related Acts regardless of when they were awarded. If a contract is subject to Executive Order 13658, the contractor must pay all covered workers at least \$13.30 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in 2025. The applicable Executive Order minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under Executive Order 13658 is available at www.dol.gov/whd/govcontracts.

Unlisted classifications needed for work not included within the scope of the classifications listed may be added after award only as provided in the labor standards contract clauses (29CFR 5.5 (a) (1) (iii)).

The body of each wage determination lists the classifications and wage rates that have been found to be prevailing for the type(s) of construction and geographic area covered by the wage determination. The classifications are listed in alphabetical order under rate identifiers indicating whether the particular rate is a union rate (current union negotiated rate), a survey rate, a weighted union average rate, a state adopted rate, or a

supplemental classification rate.

Union Rate Identifiers

A four-letter identifier beginning with characters other than ""SU"", ""UAVG"", ?SA?, or ?SC? denotes that a union rate was prevailing for that classification in the survey. Example: PLUM0198-005 07/01/2024. PLUM is an identifier of the union whose collectively bargained rate prevailed in the survey for this classification, which in this example would be Plumbers. 0198 indicates the local union number or district council number where applicable, i.e., Plumbers Local 0198. The next number, 005 in the example, is an internal number used in processing the wage determination. The date, 07/01/2024 in the example, is the effective date of the most current negotiated rate.

Union prevailing wage rates are updated to reflect all changes over time that are reported to WHD in the rates in the collective bargaining agreement (CBA) governing the classification.

Union Average Rate Identifiers

The UAVG identifier indicates that no single rate prevailed for those classifications, but that 100% of the data reported for the classifications reflected union rates. EXAMPLE: UAVG-OH-0010 01/01/2024. UAVG indicates that the rate is a weighted union average rate. OH indicates the State of Ohio. The next number, 0010 in the example, is an internal number used in producing the wage determination. The date, 01/01/2024 in the example, indicates the date the wage determination was updated to reflect the most current union average rate.

A UAVG rate will be updated once a year, usually in January, to reflect a weighted average of the current rates in the collective bargaining agreements on which the rate is based.

Survey Rate Identifiers

The ""SU"" identifier indicates that either a single non-union rate prevailed (as defined in 29 CFR 1.2) for this classification in the survey or that the rate was derived by computing a weighted average rate based on all the rates reported in the survey for that classification. As a weighted average rate includes all rates reported in the survey, it may include both union and non-union rates. Example: SUFL2022-007 6/27/2024. SU indicates the rate is a single non-union prevailing rate or a weighted average of survey data for that classification. FL indicates the State of Florida. 2022 is the year of the survey on which these classifications and rates are based. The next number, 007 in the example, is an internal number used in producing the wage determination. The date, 6/27/2024 in the example, indicates the survey completion date for the classifications and rates under that identifier.

?SU? wage rates typically remain in effect until a new survey is conducted. However, the Wage and Hour Division (WHD) has the discretion to update such rates under 29 CFR 1.6(c)(1).

State Adopted Rate Identifiers

The ""SA"" identifier indicates that the classifications and prevailing wage rates set by a state (or local) government were adopted under 29 C.F.R 1.3(g)-(h). Example: SAME2023-007

01/03/2024. SA reflects that the rates are state adopted. ME refers to the State of Maine. 2023 is the year during which the state completed the survey on which the listed classifications and rates are based. The next number, 007 in the example, is an internal number used in producing the wage determination. The date, 01/03/2024 in the example, reflects the date on which the classifications and rates under the ?SA? identifier took effect under state law in the state from which the rates were adopted.

WAGE DETERMINATION APPEALS PROCESS

1) Has there been an initial decision in the matter? This can be:

- a) a survey underlying a wage determination
- b) an existing published wage determination
- c) an initial WHD letter setting forth a position on a wage determination matter
- d) an initial conformance (additional classification and rate) determination

On survey related matters, initial contact, including requests for summaries of surveys, should be directed to the WHD Branch of Wage Surveys. Requests can be submitted via email to davisbaconinfo@dol.gov or by mail to:

Branch of Wage Surveys
Wage and Hour Division
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210

Regarding any other wage determination matter such as conformance decisions, requests for initial decisions should be directed to the WHD Branch of Construction Wage Determinations. Requests can be submitted via email to BCWD-Office@dol.gov or by mail to:

Branch of Construction Wage Determinations
Wage and Hour Division
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210

2) If an initial decision has been issued, then any interested party (those affected by the action) that disagrees with the decision can request review and reconsideration from the Wage and Hour Administrator (See 29 CFR Part 1.8 and 29 CFR Part 7). Requests for review and reconsideration can be submitted via email to dba.reconsideration@dol.gov or by mail to:

Wage and Hour Administrator
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210

The request should be accompanied by a full statement of the interested party's position and any information (wage payment data, project description, area practice material, etc.) that the requestor considers relevant to the issue.

3) If the decision of the Administrator is not favorable, an

interested party may appeal directly to the Administrative Review Board (formerly the Wage Appeals Board). Write to:

Administrative Review Board
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210.

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END OF GENERAL DECISION

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