INVITATION FOR BIDS - Updated 7/17/2026

CVS – CDBG Public Facilities
23371 The Salvation Army – Family Shelter Rehab Project
1204 14th Street West, Bradenton, FL 34205

MANDATORY INFORMATION CONFERENCE **THURSDAY, JULY 16TH, 2026, AT 09:00 A.M.**
1204 14TH STREET WEST, BRADENTON, FL 34205

DUE DATE AND TIME FOR BIDS **THURSDAY, JULY 30TH, 2026, AT 2:00 P.M.**
ONLINE SUBMISSION THROUGH NEIGHBORLY SOFTWARE
MAIL OR HAND DELIVERY AT THE OFFICES OF MANATEE COUNTY GOVERNMENT, COMMUNITY AND VETERANS SERVICES DEPARTMENT, 1112 MANATEE AVE W BRADENTON, FL 34205 SUITE 400

BID OPENING **THURSDAY, JULY 30TH, 2026, AT 2:00 P.M.**
MANATEE COUNTY GOVERNMENT - COMMUNITY AND VETERANS SERVICES DEPARTMENT
1112 MANATEE AVE W BRADENTON, FL 34205 - SUITE 400 - IBIS CONFERENCE ROOM

Manatee County Community and Veterans Services Department is accepting bids on behalf of **The Salvation Army** from individuals, corporations, partnerships, and other legal entities authorized to conduct business in the State of Florida, to furnish all labor, materials, and equipment for the Renovation Project of the **facility located at 1204 14th Street West, Bradenton, FL 34205,** in accordance with the specifications attached herein.

TABLE OF CONTENTS

A.	Information to Bidders	Pages 2 – 8
B.	General Terms and Conditions	Pages 10 - 12
C.	Specific Terms and Conditions	Pages 13 - 14
D.	Technical Specifications	Pages 15 - 16
E.	Basis of Award	Pages 17 - 18
F.	Compliance with Federal Laws	Pages 19 - 23
G.	Bid Attachments	Page 24

This project is funded by a U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG), as administered through Manatee County. There are federal regulations applied to the duration of the project's lifecycle, including Davis Bacon wage rates and Section 3 reporting. Bidders should be prepared to comply with such requirements, as outlined in Section F, "Compliance with Federal Laws."

Important Note: A prohibition of Lobbying has been enacted. Please review paragraph A.07, Page 3. to avoid violation and possible sanctions.

INFORMATION TO BIDDERS

A.00 PROJECT INFORMATION

Project Name: 23371 The Salvation Army – Family Shelter Rehab Project

Property Address: 1204 14th Street West, Bradenton, FL 34205

Funding Source: Community Development Block Grant (CDBG)

Type of Project: CDBG Public Facility Rehabilitation

Subrecipient: The Salvation Army - Bradenton

Work Write-Up Number (WWU No.): 23371

A.01 OPENING LOCATION

Bids will be publicly opened at Manatee County Admin, 1112 Manatee Ave W Bradenton, FL 34205 Suite 400 – IBIS Conference Room in the presence of **The Salvation Army** and County staff at **2:00 p.m. on Thursday, July 30th, 2026.** All bidders or their representatives are invited to be present.

Any bids entered in Neighborly or delivered in-person after **2:00 p.m. on Thursday, July 30th, 2026,** will not be considered. It shall be the sole responsibility of the bidder to have their bid submitted on or before the stated time and date.

A.02 SEALED BIDS

ALL Bids must be mailed or submitted in-person in a sealed envelope, or submitted online through Neighborly
Contractors can contact Howard Jensen, (941) 748-4501 ext. 3630**,** or by e-mail at howard.jensen@mymanatee.org for assistance with submitting their bids on-line through Neighborly Software. https://portal.neighborlysoftware.com/manateecountyfl/Contractor

A.03 BID DOCUMENTS

Bid documents and the Source Selection related to those bids are available through email by request to Howard Jensen, (941) 748-4501 ext. 3630**,** or by e-mail at howard.jensen@mymanatee.org

A.04 MODIFICATION OF BID SPECIFICATIONS

If a bidder wishes to recommend changes to the bid specifications, the bidder shall furnish in writing, data and information necessary to aid Manatee County Community and Veterans Services Department in evaluating the request to modify the specifications. Manatee County is not obligated to make any changes to the bid specifications. Unless an addendum is issued, the bid specifications shall remain unaltered. Bidders must fully comply with the bid specifications, terms, and conditions.

A.05 DEADLINE FOR CLARIFICATION REQUESTS

Thursday, July 23rd, 2026, at 5:00 p.m. shall be the deadline to submit all inquiries, suggestions, or requests concerning interpretation, clarification or additional information pertaining to the Invitation for Bids to Manatee County.

This deadline has been established to maintain fair treatment of all potential bidders, while maintaining the expedited nature that the contracting of this work may achieve.

A.06 CLARIFICATION & ADDENDA

Each bidder shall examine all Invitation for Bids documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to the Invitation for Bids shall be submitted through Manatee County. Manatee County Community and Veterans Services Department shall not be responsible for oral interpretations given by any Manatee County employee, representative, or others. The issuance of a written addendum is the only official method whereby interpretation, clarification or additional information can be given.

If any addenda are issued to this Invitation for Bid, it shall be the responsibility of each bidder, to contact Manatee County or Subrecipient prior to submitting their bid, to determine if addenda were issued and to make such addenda a part of their bid.

A.07 LOBBYING

After the issuance of any Invitation for Bids, prospective bidders, or any agent, representative or person acting at the request of such bidder shall not contact, communicate with or discuss any matter relating in any way to the Invitation for Bid with any officer, agent or employee of Manatee County or Subrecipient other than as directed in the Invitation for Bid. This prohibition begins with the issuance of any Invitation for Bid and ends upon execution of the final contract or when the invitation has been canceled. Bids received from violators of this prohibition shall not be considered.

A.08 UNBALANCED BIDDING PROHIBITED

Manatee County recognizes that large or complex projects will often result in a variety of methods, sources, and prices. However, where, in the opinion of Manatee County or the Subrecipient, such variation does not appear to be justified, given bid specifications and industry/market conditions, the bid will be presumed to be unbalanced. Examples of unbalanced bids include:

1. Bids showing omissions, alterations of form, additions not specified or required, conditional or unauthorized alternate bids;
2. Bids quoting prices that substantially deviate, either higher or lower, from those included in the bids of competitive bidders for the same line item costs;
3. Bids where the unit costs offered are in excess or below reasonable cost analysis values.

In the event Manatee County or the Subrecipient determines that a bid is presumed unbalanced, Manatee County or the Subrecipient will request the opportunity to, and reserves the right to review all source quotes, bids, price lists, letters of intent, etc., which the bidder obtained and upon which the bidder relied upon to develop the bid. Manatee County reserves

the right to reject as non-responsive any presumptive unbalanced bids where the bidder is unable to demonstrate the validity and/or necessity of the unbalanced unit costs.

A.09 FRONT END LOADING OF BID PRICING PROHIBITED

Prices offered for performance and/or acquisition activities to occur early in the project schedule such as mobilization, clearing, maintenance of traffic, etc., that are substantially higher than pricing of competitive bidders within the same portion of the project schedule will be presumed to be front end loaded. Front end loaded bids could reasonably appear to be an attempt to obtain unjustified early payments creating a risk of insufficient incentive for the contractor to complete the work, or otherwise create an appearance of an under-capitalized bidder.

In the event Manatee County or the Subrecipient determines that a bid is presumed to be front end loaded, Manatee County or the Subrecipient will request the opportunity, and reserves the right to review all source quotes, bids, price lists, letters of intent, etc., which the bidder obtained and upon which the bidder relied upon to develop the pricing or acquisition timing for these bid items. Manatee County reserves the right to reject as non-responsive any presumptive front end loaded bids where the bidder is unable to demonstrate the validity and/or necessity of the front-end costs.

A.10 BID EXPENSES

All expenses for making bids to **23371 The Salvation Army – Family Shelter Rehab Project** are to be borne by the bidder.

A.11 IRREVOCABLE OFFER

Any bid may be withdrawn up until the date and time set for opening of the bid. Any bid not so withdrawn shall, upon opening, constitute an irrevocable offer for a period of 90 days to **23371 The Salvation Army – Family Shelter Rehab Project** for the goods or services set forth in the attached specifications until one or more of the bids have been duly accepted by Manatee County and the Subrecipient.

A.12 RESERVED RIGHTS

Manatee County reserves the right to accept or reject any and/or all bids, to waive irregularities and technicalities, and to request resubmission. Also, Manatee County reserves the right to accept all or any part of the bid and to increase or decrease quantities to meet additional or reduced requirements of Manatee County. Any sole response received by the first submission date may or may not be rejected by Manatee County depending on available competition and current needs of Manatee County. For all items combined, the bid of the lowest responsive, responsible bidder will be accepted, unless all bids are rejected.

The lowest responsible bidder shall mean that bidder who makes the lowest bid to sell goods and/or services of a quality which conforms closest to or most exceeds the quality of goods and/or services set forth in the attached specifications or otherwise required by Manatee County, and who is fit and capable to perform the bid as made.

To be responsive, a bidder shall submit a bid which conforms in all material respects to the requirements set forth in the Invitation for Bids. To be a responsible bidder, the bidder shall have the capability in all respects to perform fully the contract requirements, and the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment, and credit which will assure good faith performance. Also, Manatee County reserves the right to make such investigation as it deems necessary to determine the ability of any bidder to furnish the service

requested. Information Manatee County deems necessary to make this determination shall be provided by the bidder. Such information may include but shall not be limited to: current financial statements, verification of availability of equipment and personnel, and past performance records.

A.13 APPLICABLE LAWS

Bidders must be authorized to transact business in the State of Florida. All applicable laws and regulations of the State of Florida and ordinances and regulations of Manatee County, and all applicable federal regulations, as outlined in Section F, will apply to any resulting contract or agreement.

A.14 COLLUSION

By offering a submission to this Invitation for Bids, the bidder certifies that he has not divulged, discussed or compared their bid with other bidder, and has not colluded with any other bidder or parties to this bid whatsoever. Also, bidder certifies, and in the case of a joint bid each party thereto certifies as to their own organization, that in connection with this bid:

a. any prices and/or cost data submitted have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices and/or cost data, with any other bidder or with any competitor;
b. any prices and/or cost data quoted for this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder, prior to the scheduled opening, directly or indirectly to any other bidder or to any competitor;
c. no attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a bid for the purpose of restricting competition;
d. the only person or persons interested in this bid, principal or principals is/are named therein and that no person other than therein mentioned has any interest in this bid or in the contract to be entered into; and
e. no person or agency has been employed or retained to solicit or secure this contract upon an agreement or understanding or a commission, percentage, brokerage, or contingent fee excepting bona fide employees or established commercial agencies maintained by bidder for purpose of doing business.

A.15 BID FORMS

Bids must be mailed or delivered in-person in sealed packet containing all the documents listed in **Attachment F**, OR submitted on-line through Neighborly Software and all attached forms. Additional pages may be attached, uploaded into the Work Write Up (hereinafter known as "WWU"). Bidders must fully comply with all bid specifications, terms and conditions. Failure to comply shall result in contract default, whereupon, the defaulting contractor shall be required to pay for any and all re-procurement costs, damages, and attorney fees as incurred by Manatee County and the Subrecipient.

A.16 LEGAL NAME

Bids shall clearly indicate the legal name, address and telephone number of the bidder, and shall be signed above the typed or printed name and title of the signer. The signer must have the authority to bind the bidder to the submitted bid.

A.17 DRUG FREE WORK PLACE

Drug Free Workplace Program requirements apply to this project. The award of bids to any person or entity that has not submitted written certification to Manatee County and the

Subrecipient that it has complied with the Drugfree Workplace Program requirements shall be prohibited. **A Drug Free Work Place Certification Form is attached to this bid for this purpose and must be submitted with the bid submittal.**

A.18 PUBLIC ENTITY CRIMES

In accordance with Section 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted contractor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids or proposals on leases or real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for Category Two (as of 1/01/2005 is $25,000) for a period of 36 months from the date of being placed on the convicted contractor list.

A.19 PUBLIC CONTRACTING AND ENVIRONMENTAL CRIMES CERTIFICATION

Federal regulations prohibit the award of contracts to persons, business entities, or affiliates of business entities who have not submitted written certification to Manatee County that they have not been convicted of bribery, attempted bribery, collusion, restraints of trade, price fixing, and violations of certain environmental laws. **A Public Contracting and Environmental Crimes Non-Conviction Certification Form is attached for this purpose and must be submitted with the bid submittal.**

A.20 MBE/WBE

The State of Florida, Office of Supplier Diversity provides the certification process and the database for identifying certified MBE/WBE firms. This service may be directly accessed at: http://www.osd.dms.state.fl.us/iframe.htm. If you have any questions regarding this State service, please contact their office at (850) 487-0915.

If claiming MBE/WBE status, you must submit a copy of your certification in your bid submittal to receive the pricing consideration.

A.21 SECTION 3 REQUIREMENTS (for project costs over $300,000.00)

The purpose of Section 3 is to ensure that economic opportunities generated from HUD funded (partially or fully) projects will be directed to low- and very low-income persons. See IFB Section F.01(g) for the Section 3 Clause. All contractors and subcontractors must collect and report the labor hours worked with every payment request: (1) the total Labor Hours, (2) the total Section 3 Labor Hours, and (3) the total Targeted Section 3 Hours on the project. The following minimum thresholds have been set by HUD for determining compliance with Section 3 requirements:

1. All contractors/subcontractors must have twenty-five (25) percent or more of the total number of labor hours worked by all workers on the Project must be done by Section 3 workers; or
2. All contractors/subcontractors must have five (5) percent or more of the total number of labor hours worked by all workers on the project must be by Targeted Section 3 workers; or
3. Report Qualitative Efforts to secure Section 3 business concerns/workers.

Section 3 Definitions:

Section 3 Worker: is defined as a worker who currently fits or, when hired within the past five years, fits at least one of the following categories:

1. The worker's income from the previous or annualized calendar year is below the HUD income limits. Low- and very-low-household income limits may be obtained from: http://www.huduser.org/portal/datasets/il.html
2. The worker is employed by a Section 3 business concern, or
3. The worker is a YouthBuild participant. YouthBuild is a community-based pre-apprenticeship program administered by the U.S. Department of Labor that provides job training and educational opportunities for at-risk youth ages 16-24 who have previously dropped out of high school.

Target Section 3 Workers: is defined as a Section 3 Worker (see definition above) who also meets one of the following categories:

1. The worker is employed by a Section 3 business concern; or
2. Currently fits or when hired fit at least one of the following categories, as documented within the last five years:
    a. Living within a one mile of the work site or, if fewer than 5,000 people live within one mile of a work site, within a circle centered on the work site that is sufficient to encompass a population of 5,000 people according to the most recent U.S. Census; or
    b. A YouthBuild Participant.

Section 3 Business Concern: is defined as a business that meets at least one of the following criteria, documented within the last six-month period:

1. At least 51% owned and controlled by low or very low-income persons,
2. Over 75% of the labor hours performed for the business over the previous 3-month period are performed by Section 3 workers, or
3. A business at least 51% owned and controlled by current residents of public housing or Section 8-assisted housing.

Section 3 Business Registry: The U.S. Department of Housing and Urban Development provides the certification process and the database for identifying certified Section 3 Business Concerns. This service may be directly accessed at: https://portalapps.hud.gov/Sec3BusReg/BRegistry/BRegistryHome

1. Verification of Section 3 Business Concern Status will be required with submission of supporting documentation and submission of Manatee County Section 3 Business Certification.

Demonstrating Compliance with Section 3 Requirements

Manatee County is required to document Section 3 employment/training opportunities. Each contractor/subcontractor is required to assist Manatee County in HUD reporting requirements by submitting a Contractor and Subcontractor Report with the contract execution or first certified payrolls and a Section 3 Compliance Report with each payment request and a final Section 3 Compliance Report at the completion for each project.

All efforts undertaken by each contractor/subcontractor to meet Section 3 requirements must be documented, regardless of whether those efforts result in Section 3 Worker or Targeted Section 3 Worker labor hours. The proposer/bidder selected for this project will be required to submit a:

1. Contractor and Subcontractor Report for each contractor/subcontractor, which includes Section 3 Business Concern Status; and
2. Section 3 Compliance Report, which includes, but is not limited to all efforts that were undertaken to address Section 3 requirements,

a. All Labor hours worked; and
b. All Section 3 Worker Hours worked; and
c. All Targeted Section 3 Worker Hours worked; and
d. Qualitative Efforts to secure Section 3 business concerns/workers.

For assistance in obtaining Section 3 Business Concern status, the U.S. Department of Housing and Urban Development provides the certification process and the database for identifying certified Section 3 Business Concerns. This service may be directly accessed at: https://portalapps.hud.gov/Sec3BusReg/BRegistry/BRegistryHome. If you have questions contractors can contact the Manatee County Community and Veterans Services Department at (941) 749-3030 for information. Section 3 status is not a requirement for award of this contract but will be given preference in award evaluation.

Section 3 employment opportunities must be documented on the Contractor and Subcontractor Report and Section 3 Compliance Report. Documentation must be submitted to the Manatee County Community and Veterans Services Department prior to commencement, during and at completion of the project.

In order to be eligible for this project, the selected contractors/subcontractors listed in the proposal must register with the CareerSource Suncoast Office, an employment agency. Anthony Galiano at the CareerSource Suncoast Office, 1112 Manatee Avenue East, Bradenton, Florida 34208, phone: (941) 358-4200. email: agagliano@caresourcesc.com. **Proof of registration must be included prior to beginning construction.**

A.22 DISCOUNTS

Discounts must be incorporated in the prices contained in the bid and not shown separately. The prices, as shown on the bid form, shall be the price used in determining the award.

A.23 DESCRIPTIVE INFORMATION

Unless otherwise specifically provided in the specifications, all equipment, materials and articles incorporated in the work covered by this contract shall be new and of the most suitable grade for the purpose intended. Unless otherwise specifically provided in the specifications, reference to any equipment, material, article or patented process, by trade name, brand name, make or catalog number, shall be regarded as establishing a standard of quality and shall not be construed as limiting competition.

A.24 AMERICANS WITH DISABILITIES ACT

Manatee County does not discriminate upon the basis of any individual's disability status. Anyone requiring reasonable accommodation for an Information Conference or Bid Opening should contact the person named on page 1 of this bid document at least twenty-four (24) hours in advance of either activity.

A.25 EQUAL EMPLOYMENT OPPORTUNITY CLAUSE

Manatee County in accordance with the provisions of Title VI of the Civil Rights Act of 1964 and the Regulations of the Department of Commerce (15 CFR, Part 8) issued pursuant to such Act, hereby notifies all contractors that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this advertisement and will not be discriminated against on the grounds of race, color or national origin in consideration for an award.

A.26 **MATHEMATICAL ERRORS**

In the event of multiplication/extension error(s), the unit price shall prevail. In the event of addition error(s) the extension totals will prevail. All bids shall be reviewed mathematically and corrected, if necessary, using these standards, prior to additional evaluation.

A.27 **DISCLOSURE**

Upon receipt, all inquires and responses to inquires related to this Invitation for Bid become "Public Records" and are subject to public disclosure consistent with Chapter 119, Florida Statutes.

Bids become “Public Records” ten (10) days after the bid opening or if an award decision is made earlier than that time as provided by Florida Statue 119.071. No announcement or review of the bid documents shall be conducted at the public opening of the bids.

Based on the above, Manatee County will receive bids at the date and time stated, and will make public at the opening the names of the business entities of all that submitted an offer and any amount presented as a total offer without any verification of the mathematics or the completeness of the offer. Upon the expiration of the statutory term for exemption the actual documents may be inspected or copied. When Manatee County staff has completed a mathematic validation and inspected the completeness of the offers, a bid tabulation shall be completed and available upon request from **The Salvation Army.**

ANY OR ALL STATEMENTS CONTAINED IN THE FOLLOWING SECTIONS: BASIS OF AWARD, TERMS AND CONDITIONS OF THE CONTRACT, OR SPECIFICATIONS, WHICH VARY FROM THE INFORMATION TO BIDDERS, SHALL HAVE PRECEDENCE.

B. GENERAL TERMS AND CONDITIONS

B.01 CONTRACT FORMS

Any agreement, contract, or purchase order resulting from the acceptance of a bid shall be made by a purchase order and be bound by the terms and conditions therein.

The transmitted purchase order shall serve as a Notice of Acceptance and Notice to Proceed per the schedule detailed in this Bid. Failure to comply with the conditions as set forth in the purchase order shall be deemed a breach of contract subjecting the Bidder to litigated damages, forfeiture of posted security and/or other possible penalties.

B.02 QUALITY GUARANTEE

If any product/service delivered does not meet performance representations or other quality assurance representations as published by manufacturers, producers or distributors of such products or the specifications listed in this bid, the contractor shall pick up the product from **The Salvation Army** at no expense to **The Salvation Army** Manatee County and the Subrecipient reserves the right to reject any or all materials if, in its judgment, the item reflects unsatisfactory workmanship or manufacturing or shipping damage. Also, the contractor shall refund to Manatee County and the Subrecipient any money which has been paid for same. The contractor will be responsible for attorney fees in the event the supplier defaults and court action is required.

B.03 ROYALTIES AND PATENTS

The contractor shall pay all royalties and license fees for equipment or processes in conjunction with the equipment and/or services he is furnishing. The contractor shall defend all suits or claims for infringement of any patent, trademark or copyright, and shall hold **The Salvation Army** and Manatee County harmless from loss on account thereof, including costs and attorney's fees.

B.04 INDEMNIFICATION

The successful contractor covenants and agrees to indemnify and hold harmless **The Salvation Army** and Manatee County, its agents and employees, from and against all claims, suits, actions, damages, causes of action, or judgments arising out of the terms of the resulting agreement for any personal injury, loss of life, or damage to the property sustained as a result of the performance or non-performance of services or delivery of goods; from and against any orders, judgments, or decrees, which may be entered against **The Salvation Army** and Manatee County, its agents or employees; and from and against all costs, attorney's fees, expenses and other liabilities incurred in the defense of any such claim, suit or action, and the investigation thereof. Nothing in the award, resulting agreement, contract or Purchase Order shall be deemed to affect the rights, privileges and immunities of Manatee County as set forth in Florida Statutes Section 768.28.

B.05 REGULATIONS

It shall be the responsibility of the bidder to assure compliance with any OSHA, EPA and/or other Federal or State of Florida rules, regulations or other requirements, as each may apply.

B.06 PRODUCTS, MATERIALS, SUBSTITUTION AND APPROVAL

All equipment and materials shall be new and shall conform to the first-class standards of the

manufacturer. Defective, damaged, sub-standard or used materials are **not acceptable**; and if used shall be removed and replaced with new materials by the Contractor at no cost.

When several materials or items are specified by name for one use, the Contractor may, with the Manatee County and the Subrecipient's concurrence, select any of those specified. Should a Contractor desire to substitute another material or item for one or more specified by name, that product must be of equal quality as that specified, and must be identified, in writing, on the proposal for work. The Contractor must provide samples to Manatee County and the Subrecipient, if requested. No such materials shall be used unless approved in writing by **The Salvation Army**

All change orders must be first approved by **The Salvation Army** and Manatee County.

B.07 MANUALS, SCHEMATICS, HANDBOOKS

All manuals, schematics and handbooks shall be provided which are applicable to the equipment delivered. An operator's manual, parts manual and technician manual must also be provided. Parts lists (manuals) must include OEM part numbers for items not manufactured by the bidder. Contractor shall furnish two (2) copies of each publication.

B.08 PRICES & TERM

The prices bid shall be used for payment and this price shall be deemed to include payment in full for all transportation, installation, labor and equipment, F.O.B. Destination, including all discounts in accordance with the Bid Form.

B.09 PAYMENT

Within forty-five (45) days after delivery of equipment to **23171 The Salvation Army – Rehab Project**, presentation, and acceptance of an invoice to the Subrecipient, **The Salvation Army,** shall pay contractor total amount due less 10% retainage.

B.10 CANCELLATION

The Purchase Order (Contract) shall be subject to immediate cancellation, if either product or service does not comply with the specifications, terms, or conditions stated herein. Products or services which do not comply with the specifications, terms or conditions stated herein will be returned and no payment for such defective items shall be due.

B.11 WARRANTY, MAINTENANCE SERVICE AND SUPPORT

The successful bidder shall furnish all materials. All work performed shall have a minimum one-year Contractor warranty from the date of the issuance of a Certificate of Completion/Occupancy issued by the local code authority or as determined by the Housing & Community Development Specialist, where there may be a question of dispute regarding the completion of the agreed upon work. Should any defect in materials or workmanship, excepting ordinary wear and tear, appear during the above stated warranty period, the successful bidder shall repair or replace same at no cost to **The Salvation Army** immediately upon written notice from **The Salvation Army** The successful bidder will not be liable under the above warranty for any defects or damages resulting from unforeseeable causes beyond the control and without the fault or negligence of the bidder, such as misuse or neglect by **The Salvation Army**, acts of God, fires, floods, and hurricanes.

B.12 **INSURANCE**

The contractor shall not commence work, until the contractor has obtained all insurance under this section, and and furnish evidence of Contractor's bodily injury and property damage insurance, including operations completed and products for the following limits:

Bodily Injury Insurance in any amount not less than $100,000.00 for injuries, including accidental death, to any one person, and not less than $300,000.00 for one occurrence; Property Damage Insurance in an amount not less than $50,000.00, combined limits must be a minimum of $350,000.00 The Contractor shall have on file with Manatee County evidence of this comprehensive liability coverage protecting the owner and the County of Manatee with a Certificate of Insurance and naming Manatee County as an additional insured.

The Contractor shall at all times during the life of this contract subscribe to and comply with Workman's Compensation laws of the State of Florida and pay such premiums as may be required and to hold the Owner and Manatee County harmless from any and all liability arising from or under said act. He shall also furnish at the time of the delivery of the contract, and at such times as requested, a copy of the official certificate or receipt showing payment of Workman's Compensation.

Certificates of Insurance and Copies of Policies

Certificates of Insurance evidencing the insurance coverage specified in the above paragraphs shall be filed with Manatee County and the Subrecipient before operations are begun. The required certificates of insurance shall name the types of policy, policy number, date of expiration, amount of coverage, companies affording coverage, and shall refer specifically to the bid number, project title and location of project. Insurance shall remain in force at least one year after completion and acceptance of the project by **The Salvation Army**, in the amounts and types as stated herein, including coverage for all products and services completed under this contract.

ADDITIONAL INSURED: - The successful contractor shall name Manatee County as additional insured in the required policies.

If the initial insurance expires prior to the completion of operations and/or services by the contractor, renewal certificates of insurance and required copies of policies shall be furnished by the contractor and delivered to **The Salvation Army** thirty (30) days prior to the date of their expiration.

Nothing herein shall in any manner create any liability of **The Salvation Army** or Manatee County in connection with any claim against the contractor for labor, services, or materials, or of subcontractors; and nothing herein shall limit the liability of the contractor or his sureties to **The Salvation Army** or Manatee County or to any workers, suppliers, material men or employees.

C. SPECIFIC TERMS AND CONDITIONS

C.01 PURPOSE

It is the intent of Manatee County and the Subrecipient to contract for services for completing the 23371 The Salvation Army – Family Shelter Rehab Project, located at 1204 14th Street West, Bradenton, FL 34205, in accordance with the specifications contained herein.

C.02 MANDATORY ON-SITE INFORMATION CONFERENCE

A MANDATORY ON-SITE INFORMATION CONFERENCE IS SCHEDULED FOR THURSDAY, JULY 16TH, 2026, AT 09:00 A.M., AT 1204 14th Street West, Bradenton, FL 34205. BIDS WILL NOT BE CONSIDERED FROM THOSE BIDDERS WHO DO NOT ATTEND THE INFORMATION CONFERENCE. The Salvation Army and Manatee County Community and Veterans Services staff will be in attendance.

C.03 DELIVERY TIME

Award shall be based on a completion and final inspection date of no later than 180 days from the date the Notice to Proceed is issued. The Contractor must submit a proposed Schedule of Work (Attachment E) with the bid submittal.

C.04 LIQUIDATED DAMAGES

If the Contractor refuses or fails to complete the work, or any part thereof with such diligence as will hinder its completion within the time specified, **The Salvation Army** may seek damages. The actual damages will be impossible to determine; and in lieu thereof, the Contractor shall pay to **The Salvation Army** the sum of $1000 as fixed, agreed, and liquidated damages for the first day's delay, and $500 for each calendar day (or portion thereof) thereafter for which **The Salvation Army** makes the site available until the work is completed to the satisfaction of **The Salvation Army** The Contractor and/or his surety shall be liable for the amount of liquated damages.

C.05 QUALIFICATIONS OF BIDDERS

To demonstrate qualifications to perform work, each bidder must be prepared to submit written evidence such as financial data, previous experience, present commitments and other such data as may be requested. Bidder must be able to provide evidence of Bidder's qualification to do business in the State of Florida. **Each bidder shall submit as a portion of their bid a completed Contractor's Questionnaire (Attachment E).**

Each bidder must secure all licenses required (in accordance with Chapter 489 Florida Statutes) for the work, which is the subject of this bid, and shall submit a copy of all applicable licenses with their bid. Minimum license requirement for this project is Class B with proven experience in the construction industry.

A complete list of all subcontractors proposed for any portion of the work may be requested of any Bidder deemed necessary by the County. Subcontracts shall be awarded only to those subcontractors considered satisfactory by the County.

C.06 SUBCONTRACTORS

Subcontractors shall be bound by the terms and conditions of this contract insofar as it applies to their work, but this shall not relieve the prime contractor from the full responsibility to Manatee County and the Subrecipient for the proper completion of all Work to be executed

under this contract. The employment of unauthorized aliens by any contractor is considered a violation of Section 274(e) of the Immigration and Employment Act. If the contractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of this agreement.

C.07 **E-VERIFY**

Contractors and subcontractors must comply with Section 448.095, Florida Statutes, as applicable. All private employers with 25 or more employees shall register with and use the United States Department of Homeland Security's E-Verify system to verify the work authorization status of all new employees. All applicable bidders shall provide an affidavit stating that it does not employ, contract with, or subcontract with an unauthorized alien, in accordance with **Document L**. A copy of such affidavit will be maintained for the duration of this contract.

C.08 **CHANGES TO CONTRACT**

Changes in any work including substitution of materials, change in the scope of work required by the detailed specifications, which may be proposed by the Contractor or found necessary or desirable as work progresses shall be presented in writing with the proposed price change.

Changes as described above must be approved in advance, in writing by **The Salvation Army** and the County.

D. TECHNICAL SPECIFICATIONS

Specifications are for the furnishing of all labor, materials and equipment for rehabilitation of facility located at **1204 14th Street West, Bradenton, FL 34205**.

BUILDING INFORMATION

All bidders are required to inspect the work site, building, and field conditions prior to bid submittal.

DAMAGES

Any damages done to the property on the site or to any adjacent property caused by the Contractor, in the performance of this contract by any of its employees or subcontractors shall be repaired or replaced by the Contractor at no expense to Manatee County and the Subrecipient.

PREMISES

The Contractor shall keep the premises clean and orderly during the course of the work and shall broom clean upon completion each work day.

Contractor shall provide at least one (1) container on site for the collection of waste materials, rubbish and debris. Contractor shall not allow debris, rubbish and waste materials to accumulate and become unsightly or hazardous. Contractor shall also provide an on-site bathroom facility for use by Contractor employees.

At the conclusion of each workday, the Contractor is to remove debris from the ground surrounding the work site. At regular intervals during the work progress, the site shall be cleaned and waste materials must be removed from the site. Drop cloths or other appropriate protective materials or devices shall be used at all times to protect items and the grounds during construction or painting and to limit infiltration of debris or fumes into living areas.

The Contractor shall be responsible to erect and maintain guardrails, barricades, temporary walks, etc., as may be required for workmen and **The Salvation Army.**

INSPECTION OF WORK

The Contractor will permit **The Salvation Army** and Manatee County to have safe access to inspect all work.

The Contractor will be responsible for notifying **The Salvation Army** and Manatee County, having jurisdiction over construction, when required inspections are needed. Work completed without the required inspections may be required to be removed at the Contractor's expense.

MANATEE CHILDREN'S SERVICES'S RESPONSIBILITIES

The Salvation Army shall furnish the data required under the Contract Documents promptly and shall make payments to the Contractor within a reasonable time (no more than 45 days) after the work has been accepted.

The Salvation Army shall provide the land upon which the Work under this contract is to be done, except that the Contractor shall provide all necessary additional land required for the erection of temporary construction facilities and storage of materials, together with right of access to same.

PERMITS

The Contractor will be responsible for obtaining and paying for necessary permits and any surveys or engineering required by the project.

GUARANTEE OF WORK

Contractor shall guarantee all work performed and be responsible for any defects or other faults in the work for a period of one (1) year.

All warranties begin on the date of final acceptance by **The Salvation Army. The Salvation Army** shall be provided with all manufacturers and products written guarantees required under the contract when the Contractor requests final payment.

WORK DESCRIPTION

Provide all labor, materials, appurtenances, equipment, tools, transportation, services and incidentals to perform work necessary to carry out, construct and complete:

- Kitchen – New countertops.
- Replace light fixtures throughout the project area.
- Bathrooms – Cabinets, sinks, bathtubs, and ADA toilet.
- General interior wall repairs and painting, including resealing epoxy floors.

See Attached Work Write-up for more detailed description.

E. BASIS OF AWARD

Evaluation factors are primarily price, but quality and perceived ability of the contractor to complete the project in the most timely and efficient manner will be considered, as determined from the responses in the Contractor's Questionnaire and subsequent investigation by Manatee County and the Subrecipient. Note that all submittals shall be judged on their relative merits; therefore, price shall not be the sole evaluative factor in making the recommendation.

Please note that in the event that the bids are over the budget we will remove items starting with the parking lot and flooring to bring bids into budget.

E.01 BASIS OF AWARD

Award shall be made to the most responsive, responsible bidder meeting specifications and having the lowest Total Bid Price, in accordance with the requirements listed on the Bid Form for the Work as set forth in this Invitation for Bids. Bid Prices shall include costs for furnishing all labor, equipment and/or materials for the completion of the work in accordance with and in the manner set forth and described in the bid documents to Manatee County and the Subrecipient's satisfaction within the prescribed time.

This project is being funded by a Community Development Block Grant (CDBG) with a monetary limit of **$340,000.00**. A bid of over $100,000 will require bond as described in Section F, Compliance with Federal Laws.

A schedule of work must be submitted with the Bid Form. Only one schedule for Completion of Work shall be considered.

In evaluating bids, Manatee County and the Subrecipient shall consider the qualifications of the bidders; and if required, may also consider the qualifications of the subcontractors, suppliers, and other persons and organizations proposed. Manatee County and the Subrecipient may also consider the operating costs, maintenance requirements, performance data and guarantees of major items of materials and equipment proposed for incorporation in the work.

Based upon the requirements of the Community Development Block Grant, bids received from a Section 3 Businesses (Section 3) shall be given preference in award if the bid:

i. Is within the maximum total contract price established in the budget for the specific project for which bids are being received; and
ii. Is not more than "X" higher than the total bid price of the lowest responsive bid from any responsible bidder as set forth on the following chart.

LOWEST RESPONSIVE BID	"X" = lesser of:
<$100,000	10% of that bid or $9,000
≥$100,000 and < $200,000	9% of that bid or $16,000
≥$200,000 and < $300,000	8% of that bid or $21,000
≥$300,000 and < $400,000	7% of that bid or $24,000
≥$400,000 and < $500,000	6% of that bid or $25,000
≥$500,000 and < $1,000,000	5% of that bid or $40,000
≥$1,000,000 and < $2,000,000	4% of that bid or $60,000
≥$2,000,000 and < $4,000,000	3% of that bid or $80,000
≥$4,000,000 and < $7,000,000	2% of that bid or $105,000
≥$7,000,000	1½% of that bid; no dollar limit

Tie Bids: Based upon the requirements of the Community Development Block Grant, whenever two or more bids are equal with respect to price, quality and service, the bid received from a Certified Section 3 Owned Business shall be given preference in award. Whenever two or more bids which are equal with respect to price, quality and service are received, and both bids or neither of these bids are received from a certified Section 3 business, the award shall be determined by a chance drawing conducted by Manatee County and the Subrecipient and open to the public.

E.02 AWARD OF CONTRACT

A written notice confirming award or recommendation thereof will be forwarded to the Successful Bidder and contract will be via Purchase Order.

Said award may be conditional on the subsequent submission of other documents as specified herein. The Successful Bidder may be in default of the contractual obligations if any of the required documents are not submitted in a timely manner and in the form required by the County. If the Successful Bidder is in default, Manatee County and the Subrecipient, will void its acceptance of the Bidder's offer and may determine to accept the offer from the second lowest responsive, responsible bidder or re-advertise For Bids.

Nothing in this section shall be construed to violate Manatee County's 2019 Procurement Administrative Standards & Procedures Manual approved by the Board of County Commissioners, Federal Regulations set forth by 2 CFR Part 200, and 24 CFR Part 570 - Community Development Block Grants rules.

F. COMPLIANCE WITH FEDERAL LAWS

F.01 GENERAL PROVISIONS

a) Equal Employment Opportunity – Contractor is required to comply with EO 11246, "Equal Employment Opportunity," as amended by E.O 11246, Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR, Part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."; and

b) Copeland "Anti-Kickback" Act (18 U.S.C. 874 and 40 U.S. 276c) Contractor is required to comply with the Copeland "Anti-Kickback" Act (18 USC 874), as supplemented by Department of Labor Regulations (29 CFR Pat 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled; and

c) Rights to Inventions Made Under a contract or agreement – Contractor is required to comply with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by HUD; and

d) Byrd Anti-Lobbying Amendment (31 U.S.C., 1352) – Contractor is required to file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or other award covered by 31 USC 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award *(Attachment E)*; and

e) Debarment and Suspension (E.O.s 12549 and 12689 – No contract shall be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension," as set forth at 24 CFR part 24. This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding its exclusion status and that of its principal employees; and

f) Drug-Free Workplace Requirements – The Drug-Free Workplace Act of 1988 (42 U.S.C. 701) requires grantees (including individuals) of federal agencies, as a prior condition of being awarded a grant, to certify that they will provide drug-free workplaces. Contractor is required to comply with drug-free workplace requirements in accordance with the Act and with HUDs rules at 24 CFR part 24, subpart F (*Attachment E)*.

F.02 FEDERAL REQUIREMENTS FOR CONSTRUCTION PROJECTS

a) **Davis Bacon Act,** as amended (40 U.S.C. 267a to a-7) – **Contractor is required to comply with the Davis-Bacon Act** (40 U.S.C 276a to a-7) and as supplemented by Department of Labor regulations (29 CFR part 5, "Labor Standards Provisions Applicable to Contracts governing Federally Financed and Assisted Construction"). Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of labor. In addition, contractors shall be required to pay wages not less than once a week. (*See Attachment B for Current Federal Wage Decision); and*

b) Contract Work Hours and Safety Standards Act (40 U.S.C. 327 through 333) Contractor is required to comply with Sections 103 and 107 of the Contract Work Hours Safety Standards Act (40 U.S.C. 327-333), as supplemented by Department of Labor regulations (29 CFR, Part 5). Under Section 102 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1 ½ times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous; and

c) Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended – Contractor is required to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.); and

d)

F.03 BONDING REQUIREMENTS FOR PROJECTS OVER $100,000

a) A bid guarantee equivalent to five percent (5%) of the bid price is required. The "bid guarantee" shall consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument which must be submitted with the bid as assurance that the bidder will, upon acceptance of his bid, execute such contractual documents as may be required within the time specified; and

b) Performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract; and

c) A payment bond on the part of the contractor for 100% of the contract price. A "payment bond" is one executed in connection with a contract to assure payment is required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

F.04 LABOR STANDARDS (PROJECTS OVER $2,000)

The following Federal Labor Standards provisions are in effect and must be complied with by all contractors and Sub-Contractors. As before mentioned it is mandatory that these legislative acts are complied with. Specific reporting requirements include, but shall not be limited to the following:

a) Federal Wage Decision for Manatee County in Florida. Per the Davis-Bacon Act, these are applicable prevailing federal wage rates for this project. There are no State prevailing wage rates. These wage rates will be compared against those posted by the U.S. Department of Labor. In the event the Federal Wage Decision has been updated, proposers will be notified in writing in accordance with the current *Federal Wage Decision (Attachment B); and*

b) United States Department of Labor, Payroll Form WH-347 (OMB Approval No. 1215-0149) with accompanying Statement of Compliance. Per the Davis-Bacon Act and the Copeland Act, the awarded contractor and its subcontractors are required to submit weekly payrolls, being accompanied by the Statement of Compliance, bearing an original signature (*See Attachment C for the current Payroll Form WH-347 with the accompanying Statement of Compliance)*; and

c) United States Department of Housing and Urban Development and the Office of Labor Relations, Record of Employee Interview, form HUD-11 (OMB Approval No 2501-0009). Employees of the Contractor and its sub-contractors will be interviewed at different intervals for public recording purposes only and is used to measure compliance with the Federal Labor Standards. (*See Attachment D for the Record of Employee Interview Form, HUD-11.)*

F.05 SECTION 3 REQUIREMENTS (for project costs over $300,000.00)

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

A. The work to be performed under this Agreement is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended; 12 U.S.C. §1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of government assistance for housing or residents of the community in which the Federal assistance is spent.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 75, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the 24 CFR part 75 regulations.

C. The contractor agrees to send each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding; if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause, and will post copies of the applicants for training and employment positions can see the notice. The notice shall

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

D. The contractor agrees to engage in qualitative efforts including but not limited to:
   a. Engaging in outreach efforts to generate job applicants who are Targeted Section 3 Workers.
   b. Providing training or apprenticeship opportunities.
   c. Providing or referring Section 3 Workers to services supporting work readiness and retention (e.g., work readiness activities, interview clothing, test fees, transportation, childcare).
   d. Engaging in outreach efforts to identify and secure bids from Section 3 business concerns.
   e. Engaging in outreach and referrals with the state one-stop system of the workforce Innovation and Opportunity Act. (Register with the CareerSource Suncoast Office, an employment agency).

E. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 75; and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause; upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 75. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 75.

F. The contractor must meet the requirements of 24 CFR part 75.19, regardless of whether Section 3 language is included in agreements, program regulatory agreements, or contracts. These requirements include:
   a. Employment and Training
      i. To the greatest extent feasible, and consistent with existing Federal, state, and local laws and regulations, contractors covered by this subpart will ensure that employment and training opportunities arising in connection with Section 3 projects are provided to Section 3 Workers within the metropolitan area (or nonmetropolitan county) in which the project is located.
      ii. Where feasible, priority for opportunities and training should be given to:
         1. Section 3 Workers residing within the service area or the neighborhood of the project; and
         2. YouthBuild participants.
   b. Contracting
      i. To the greatest extent feasible, and consistent with existing Federal, state, and local laws and regulations, recipients covered by this subpart shall ensure contracts for work awarded in connection with Section 3 projects are provided to business concerns that provide economic opportunities to Section 3 Workers residing within the metropolitan area (or nonmetropolitan county) in which the project is located.
      ii. Where feasible, priority for contracting opportunities should be given to:
         1. Section 3 business concerns that provide economic opportunities to Section 3 Workers residing within the service area or the neighborhood of the project; and
         2. YouthBuild programs.

G. The contractor will collect and report the labor hours worked at time of each submission of payment request and at project completion and prior to release of final payment. All efforts undertaken to meet Section 3 requirements must be documented, regardless of whether those efforts result in Section 3 Worker or Targeted Section 3 Worker labor hours:

   a. the total Labor Hours, and
   b. the total Section 3 Worker Labor Hours, and
   c. the total Targeted Section 3 Worker Hours on the project, and
   d. Qualitative Efforts to secure Section 3 business concerns/workers.

H. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 75 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 75.

I. Noncompliance with HUD's regulations in 24 CFR part 75 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

J. With respect to work performed in connection with Section 3 covered Indian housing assistance; section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. §450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

F.06 BUILD AMERICA, BUY AMERICA (BABA) ACT COMPLIANCE (PROJECTS OVER $250,000)

In accordance with the **Build America, Buy America (BABA) Act** (Title IX of the Infrastructure Investment and Jobs Act), all infrastructure projects funded by the **Community Development Block Grant (CDBG)** must comply with domestic procurement requirements. This includes:

a) Iron and Steel: All iron and steel used in the project must be produced in the United States.

b) Manufactured Products: Manufactured products incorporated into the project must be produced in the United States, with at least 55% of the total component cost of the product attributed to U.S.-manufactured components.

c) Construction Materials: All construction materials used must be produced in the United States, including but not limited to:

   a. Glass
   b. Drywall
   c. Lumber
   d. Plastics and polymer-based products

Bidder Requirements: Bidders must **certify compliance** with BABA requirements by submitting a

signed certification with their bid. If a **waiver** is necessary due to **non-availability or excessive cost**, the bidder must submit a waiver request in accordance with HUD's guidance. Failure to comply with BABA provisions may result in bid disqualification or contract termination.

ATTACHMENT A
Work Write-Up No. 23371

Work Write-Up 23371

Salvation Army Family Shelter

* EXHIBIT 1 *

Updated 7/17/2026

CUSTOMER INFORMATION

The Salvation Army – CDBG Family Shelter Rehab Project

1204 14th Street West, Bradenton, FL 34205

PREPARED BY

Howard Jensen
Housing & Community Development Specialist
Cell: 941-290-8335
Office: 941-748-4501 Ext.3630
howard.jensen@mymanatee.org

---

* NOTE *

THE CUSTOMER AND CONTRACTOR MUST SIGN THE BOTTOM OF EACH PAGE ONLY IF

1) THIS WORK WRITE-UP BECOMES PART OF A CONSTRUCTION CONTRACT
2) THE UNDERSIGNED CUSTOMER AND CONTRACTOR HAVE REVIEWED, APPROVED AND AGREED TO THE WORK AND PRICES DESCRIBED IN THIS WORK WRITE-UP

Customer:_____ Contractor:_____

Location: General Requirements

General Requirements	Quantity	Units	Total
1 - PERMITS AND LICENSES (*Specification ID:1.00250 Estimated Qty:0*)			
Contractor shall obtain, pay for and post on site all permits and licenses necessary to complete this project. Contractor and subcontractors must have current licenses required by the State, County and City.			
2 - PROTECT HOUSE CONTENTS FROM DAMAGE DURING WORK (*Specification ID:1.03250 Estimated Qty:0*)			
Contractor shall take steps to protect house and contents from damage during project. Contractor is advised to use drop cloths to protect furniture, appliances, entertainment systems and other house contents and components. Contractor shall move furniture and appliances out of and back into work areas once work is complete. Contractor not to leave furniture, appliances, clothing or other house contents unprotected outside house during job.			
3 - REDUCE AIRBORNE DUST DURING CONSTRUCTION (*Specification ID:1.04750 Estimated Qty:0*)			
Contractor to take steps necessary to reduce and contain airborne dust created during construction, demolition and removal of defective paint. Wet scrape if removing defective paint. Do NOT use electric sanders or torches if removing paint. Contractor and workers encouraged to wear protective clothing and respirators and to follow hygiene procedures approved by OSHA.			
4 - GENERAL CLEAN-UP (*Specification ID:1.05000 Estimated Qty:0*)			
Contractor to provide clear and safe passage ways in and around structure during project. Contractor to remove debris and building materials from in and around structure being repaired to legal dump site regularly and at the end of the project. In progress and final clean-up to include--but is not limited to--damp wiping, sweeping, mopping and vacuuming.			
5 - Contingency (*Specification ID:0 Estimated Qty:0*)			
10% contingency Contingency is not to be included in the total of line item #7 OHP			

Customer:_____ Contractor:_____

Neighborly Software

6 - MOVE FURNITURE AND EQUIPMENT (*Specification ID:0 Estimated Qty:0*)			

Contractor will move furniture and equipment as needed to to access areas to be worked in. Contractor will replace all furniture and equipment back in place when work is completed. There is a storage area onsite that you will be able to move the furniture and equipment to.
NOTE: No furniture or equipment is to be put back in place until all paint, tile, grout, sealant, or any other product that has a cure time is dry or cured.

7 - OHP (*Specification ID:0 Estimated Qty:0*)		%	

Contractor to put over head and profit for project.
NOTE: Do not include OHP on Contingency in this line item.

Subtotal for General Requirements

Location: Floors

Floors & Stairs	Quantity	Units	Total
8 - GENERAL FLOOR & STAIR WORK Family and Bathrooms (*Specification ID:55.00000 Estimated Qty:0*)			

Prep the floors to install new epoxy on floors in family area, bathrooms. In family area the epoxy goes up the wall in place of base board.

Location: Bathrooms

Cabinets	Quantity	Units	Total
9 - INSTALL NEW VANITY CABINET AND PREFORMED SINK AND SOLID SOLID SURFACE COUNTER TOP COMBINATION (*Specification ID:70.00150 Estimated Qty:6*)	6		

Field measure and install a high quality bathroom vanity base cabinet. Vanities are to be all wood construction and all visible wood surfaces to be protected with water resistant coating. Install a cultured marble counter top with back splash and end splashes. Apply a bead of mildew resistant caulk where top of splashes meet wall surfaces. Owner to select color of cabinet , style and top color from contractors samples. **NOTE** ALL NEW VANITIES ARE TO INCLUDE STOPS AND WATER LINES FROM STOPS TO FAUCET.

Customer:_____ Contractor:_____

Plumbing System	Quantity	Units	Total
10 - INSTALL A METAL BATHROOM SINK BOWL (*Specification ID:75.01500 Estimated Qty:6*)	6	Ea	

Install a new round or oval metal sink bowl that has a baked on enamel finish in the vanity cabinet. Connect water lines, drain lines and vents that are necessary for sink bowl to work properly and meet plumbing code requirements. Apply a bead of mildew resistant caulk between edge of bowl and counter top. Repair any damaged work areas with appropriate materials.

11 - INSTALL A NEW BATHROOM SINK FAUCET FOR USE BY A PERSON WITH A DISABILITY (*Specification ID:75.03000 Estimated Qty:6*)	6	Ea	

Install a new bathroom sink faucet that is designed for use by a person who has disability like the person living in the house. Faucet to have a maximum flow rate of 2.5 gallons per minute. Install new stop valves and supply lines from stop valves to faucet. Faucet to have at least a 2 year warranty.

12 - INSTALL A NEW BATHTUB (*Specification ID:75.03250 Estimated Qty:6*)	6	Ea	

Remove existing bathtub, and wall surface material down to studs or furring. Install per manufacturer's instructions a new white steel tub. Install any necessary water lines, drain lines, vents, framing, blocking, shims and nailers to ensure proper and code approved installation of tub unit. Install 1/2" Hardi Backer Board to framing, seal all joints with a water proof sealant. Install 4"x4" wall tile owner to choose color. Repair or replace room surfaces damaged during installation. Apply a bead of mildew resistant caulk between bottom of tub and floor covering. All tile grout is to get a sealant put on prior to Tub/Shower being used.
NOTE: In most cases the cure time of the grout is 72hrs prior to sealing and the cure time of sealant is 24hrs.

13 - CONVERT EXISTING TUB TO TILE SHOWER FAMILY AREA (*Specification ID:75.03850 Estimated Qty:1*)	1		

Remove existing tub and wall material down to studs. Install new pan liner, Hardi backer board, backing for grab bars, drain, floor tile and wall tile. Install two corner shelves for soap and shampoo. This shower is to be a roll-in shower to meet ADA requirements. You will install grab bars, a new shower valve with a vertical slide bar for hand held shower head.

14 - INSTALL A NEW COMBINATION BATHTUB/SHOWER FAUCET (*Specification ID:75.05000 Estimated Qty:6*)	6	Ea	

Install a new washerless bathtub/shower faucet with water-sense shower head and lever operated trip waste. Owner to select faucet.

Customer:_____ Contractor:_____

15 - INSTALL A NEW TOILET FOR A PERSON WITH A DISABILITY (*Specification ID:75.06500 Estimated Qty:6*)	6	Ea	

Install a new 2 piece closed coupled, vitreous china, water saving commode with maximum 1.6 gallons per flush manufactured by American Standard, Kohler or approved equal. Toilet to be designed for use by a person who has a disability like the disabled person's living in the house. Commode to include all new components including a metal flush handle, pressed wood seat, plastic supply line, shut off valve, stub up, flange and wax seal. Top of toilet tank to be no more than 1" from back wall. Owner to select commode using an $225 fixture allowance.

Subtotal for Plumbing System

Walls	Quantity	Units	Total
16 - GENERAL WALL WORK Dining Bathrooms (*Specification ID:60.00000 Estimated Qty:2*)	2		

Install new partition walls per manufacturer spec.
In your bid you will give manufacturer name and model number the you prepose to use on project.

Location: Family Area

Electrical System	Quantity	Units	Total
17 - REPLACE EXISTING CEILING LIGHT FIXTURE WITH A NEW FIXTURE (*Specification ID:80.02300 Estimated Qty:37*)	37		

REPLACE EXISTING CEILING LIGHT FIXTURE WITH A NEW LIGHT FIXTURE. Install a new 2'x2' energy star rated LED light fixture. Customer to pick style and color.

Walls	Quantity	Units	Total

Customer:_____ Contractor:_____

18 - PAINT WALL SURFACES, TRIM AND DOORS WITH PAINT (*Specification ID:60.13500 Estimated Qty:0*)			

Apply 2 coats of paint to wall surfaces and 2 coats of paint to trim which includes any baseboard; door slab; door casing and jambs; window casing, sills, stools, jambs and sashes. Where applicable, wet scrape defective paint; spot prime; seal water stains; and make any minor repairs to walls and baseboard. Make sure baseboard is securely fastened to wall. Caulk cracks in baseboard and at intersection with wall surfaces using mildew resistant caulk prior to painting. Owner to select one paint color for wall surfaces and one color for baseboard.
NOTE: You need to sand all baseboards, casing, doors and any other wood work to be painted. You need to check to see if existing paint is oil based paint and if so you need to prime with proper primer to ensure that the new paint does not peel off.

Location: Kitchen/Dining

Cabinets	Quantity	Units	Total
19 - INSTALL A NEW PLASTIC LAMINATED COUNTER TOP (*Specification ID:70.00750 Estimated Qty:2*)	2	Ea	

Install a wood counter top with plastic laminate with back and end splashes securely fastened to the wall. Install end caps where end of counter tops exposed. Apply a bead of mildew resistant caulk between top of splashes and wall surface. Install trim along top of splashes prior to caulking if more than 1/4" gap exists between splash and wall. Owner to select counter top laminate color and design.
NOTE: There are two bathrooms so there will be two counter tops.

Ceilings	Quantity	Units	Total
20 - GENERAL CEILING WORK ACOUSTIC SOUND PANELS (*Specification ID:65.00000 Estimated Qty:20*)	20		

Remove the existing 2'x2' acoustic sound panels and replace with new acoustic sound panels. Owner to choose color.

Electrical System	Quantity	Units	Total

Customer:_____ Contractor:_____

21 - REPLACE EXISTING CEILING LIGHT FIXTURE WITH A NEW FIXTURE (*Specification ID:80.02300 Estimated Qty:34*)	34		

REPLACE EXISTING CEILING LIGHT FIXTURE WITH A NEW LIGHT FIXTURE. Install a new 2'x2' energy star rated LED light fixture. Customer to pick style and color.
NOTE: The lights in kitchen area are 2x4 and can be changed to 2x2 if the produce the same amount of light. Please count the lights as the contractor is responsible for quantities and measurements.

Floors & Stairs	Quantity	Units	Total
22 - GENERAL FLOOR & STAIR WORK BATHROOMS (*Specification ID:55.00000 Estimated Qty:0*)			

Clean and reseal epoxy floors in family area. There are two bathrooms in dining area and you will do both floors.

23 - GENERAL FLOOR & STAIR WORK KITCHEN/DINING (*Specification ID:55.00000 Estimated Qty:0*)			

Remove vinyl cove base and replace with tile cove base.
Contractor to bring three samples for staff to choose from.

Subtotal for Floors & Stairs

Walls	Quantity	Units	Total
24 - GENERAL WALL WORK (*Specification ID:60.00000 Estimated Qty:0*)			

Kitchen/Dining area Remove vinyl base and install a tile base. Owner to select color of tile and grout. Grout is to be sealed once cured.

25 - GENERAL WALL WORK FACE OF WALK-IN COOLERS (*Specification ID:60.00000 Estimated Qty:0*)			

In the kitchen there are coolers on the wall across from the office that need to be painted. You will clean, prep and paint the wall surface with one coat primer and two coats of paint. Salvation staff to pick color.

Customer:_____ Contractor:_____

26 - PAINT WALL SURFACES, TRIM AND DOORS WITH PAINT (*Specification ID:60.13500 Estimated Qty:0*)			

Apply 2 coats of paint to wall surfaces and 2 coats of paint to trim which includes any baseboard; door slab; door casing and jambs; window casing, sills, stools, jambs and sashes. Where applicable, wet scrape defective paint; spot prime; seal water stains; and make any minor repairs to walls and baseboard. Make sure baseboard is securely fastened to wall. Caulk cracks in baseboard and at intersection with wall surfaces using mildew resistant caulk prior to painting. Owner to select one paint color for wall surfaces and one color for baseboard.
NOTE: You need to sand all baseboards, casing, doors and any other wood work to be painted. You need to check to see if existing paint is oil based paint and if so you need to prime with proper primer to ensure that the new paint does not peel off.

Subtotal for Walls

Location: Ceiling

Ceilings	Quantity	Units	Total
27 - PAINT CEILING SURFACE WITH FLAT PAINT ALL (*Specification ID:65.05500 Estimated Qty:0*)			

Apply 2 coats of ceiling white paint on ceiling surfaces and, if applicable, 2 coats of semi-gloss acrylic paint on any wood ceiling trim. Use stain killer and primer if necessary. Wet scrape any defective paint and make any minor repairs to ceiling surfaces prior to painting. Owner to select color.
NOTE: This for all areas of work family area, offices, bathrooms, dining, kitchen.

Total	

Customer:_____ Contractor:_____

OWNER ACCEPTS SCOPE OF WORK
I have read the contents of this work write up and received a copy. I fully understand the repairs to be made to my property.

x_____ _____
Owner: Date

CONTRACTOR ACCEPTS SCOPE OF WORK
I have read the contents of this work write up and agree to perform all work called for in accordance with the bid submitted on _____.

x_____ _____
Contractor Date

x_____ _____
Construction Specialist Date

ATTACHMENT B
Federal Wage Decision
(Prevailing Davis-Bacon Wage Rate for the Project)

General Decision Number: FL20260212
State: Florida
Construction Type: Building
County: Manatee County
Publication Date: 05/18/2026

"General Decision Number: FL20260212 05/18/2026

State: Florida

Construction Types: Building

Counties: Florida Counties of
Manatee

Modification Number	Publication Date
0	01/02/2026
1	05/18/2026

ASBE0067-003 01/01/2021

	Rates	Fringes
ASBESTOS WORKER/HEAT & FROST INSULATOR	$ 30.12	13.11

ELEC0915-005 12/01/2025

	Rates	Fringes
ELECTRICIAN (INCLUDES LOW VOLTAGE WIRING)	$ 33.11	14.59

ELEV0074-001 01/01/2025

	Rates	Fringes
ELEVATOR MECHANIC FOOTNOTE: A. EMPLOYER CONTRIBUTIONS 8% OF REGULAR HOURLY RATE TO VACATION PAY CREDIT FOR EMPLOYEE WHO HAS WORKED IN BUSINESS MORE THAN 5 YEARS; EMPLOYER CONTRIBUTIONS 6% OF REGULAR HOURLY RATE TO VACATION PAY CREDIT FOR EMPLOYEE WHO HAS WORKED IN BUSINESS LESS THAN 5 YEARS. B.PAID HOLIDAYS: NEW YEAR'S DAY; MEMORIAL DAY; INDEPENDENCE DAY; LABOR DAY; VETERANS' DAY, THANKSGIVING DAY; THE FRIDAY AFTER THANKSGIVING DAY; AND CHRISTMAS DAY	$ 51.83	38.44

ENGI0487-030 06/01/2023

	Rates	Fringes
POWER EQUIPMENT OPERATOR: GROUP 4 FORKLIFT JOURNEYMAN OILER SHALL BE PAID: 90% OF GROUP 3'S RATE	$ 35.01	16.85
POWER EQUIPMENT OPERATOR: GROUP 3 CRANES NOT DESCRIBED ABOVE; MECHANICS JOURNEYMAN OILER SHALL BE PAID: 90% OF GROUP 3'S RATE	$ 37.01	16.85
POWER EQUIPMENT OPERATOR: GROUP 2 LATTICE UNDER 150 TON, 100 TON UP TO 250 TON HYDRO CRANES.	$ 38.01	16.85
POWER EQUIPMENT OPERATOR: GROUP 1 150 TON LATTICE, 250 TON HYDRO, FRICTION, TOWER AND LUFFING CRANES, 300+ FT BOOM JOURNEYMAN OILER SHALL BE PAID: 90% OF GROUP 3'S RATE	$ 39.01	16.85

IRON0397-007 07/01/2024

	Rates	Fringes
IRONWORKER, STRUCTURAL	$ 35.25	17.32

IRON0402-001 10/01/2024

	Rates	Fringes
IRONWORKER: ORNAMENTAL	$ 28.90	15.66

SFFL0821-004 07/01/2025

	Rates	Fringes
SPRINKLER FITTER (FIRE SPRINKLERS)	$ 35.03	24.00

SUFL2014-021 08/16/2016

	Rates	Fringes
TRUCK DRIVER: LOWBOY TRUCK	$ 14.24	0.00
TRUCK DRIVER: DUMP TRUCK	$ 13.22	2.12
TILE SETTER	$ 18.01	0.00
SHEET METAL WORKER, INCLUDES HVAC DUCT INSTALLATION	$ 18.82	6.78
ROOFER	$ 19.00	1.17
PLUMBER	$ 21.14	8.11
PIPEFITTER, INCLUDES HVAC PIPE INSTALLATION	$ 21.93	7.96
PAINTER: BRUSH, ROLLER AND SPRAY	$ 14.72	2.13
OPERATOR: ROLLER	$ 14.43	4.78
OPERATOR: LOADER	$ 14.00	1.40

OPERATOR: GRADER/BLADE.....$ 18.97 0.00
OPERATOR: BULLDOZER.....$ 15.40 1.90
OPERATOR: BACKHOE/EXCAVATOR/TRACKHOE.....$ 22.07 8.80
LABORER: PIPELAYER.....$ 14.00 1.40
LABORER: COMMON OR GENERAL, INCLUDING CEMENT MASON
TENDING.....$ 13.11 0.60
IRONWORKER, REINFORCING.....$ 26.37 12.65
CEMENT MASON/CONCRETE FINISHER.....$ 14.85 0.60
CARPENTER.....$ 19.78 8.05

WELDERS - Receive rate prescribed for craft performing
operation to which welding is incidental.
==========
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 $13.65 per hour (or the applicable wage rate listed on this
wage determination, if it is higher) for all hours spent performing on
the contract from May 11, 2026, through December 31, 2026. 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.

==========

END OF GENERAL DECISION

"

ATTACHMENT C
Payroll Form WH-347
(for informational purposes only)

U.S. Department of Labor
Wage and Hour Division

Davis-Bacon and Related Acts Weekly Certified Payroll Form

(For Contractor's Optional Use; See Instructions at www.dol.gov/whd/forms/wh347instr.htm)

Unless otherwise noted, the information requested is specific to the named project below.

Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.

U.S. Wage and Hour Division

Rev. January 2025
OMB No.: 1235-0008
Expires: 01/31/2028

☐ SUBMISSION OF FINAL DBRA CERTIFIED PAYROLL FORM ☐ PRIME CONTRACTOR ☐ SUBCONTRACTOR

PROJECT NAME	PROJECT NO. or CONTRACT NO.	CERTIFIED PAYROLL NO.	PRIME CONTRACTOR'S/SUBCONTRACTOR'S BUSINESS NAME
PROJECT LOCATION	**WAGE DETERMINATION NO.**	**WEEK ENDING DATE**	**PRIME CONTRACTOR'S/SUBCONTRACTOR'S BUSINESS ADDRESS**

(1A)	(1B)	(1C)	(1D)	(1E)	(2)	(3)		(4)							(5)		(6A)	(6B)	(6C)	(7A)	(7B)	(8)				(9)
WORKER ENTRY NO.	WORKER LAST NAME	WORKER FIRST NAME	WORKER MIDDLE INITIAL	WORKER IDENTIFYING NO.	(J) JOURNEYWORKER (RA) REGISTERD APPRENTICE	LABOR CLASSIFICATION		ST = STRAIGHT TIME OT = OVERTIME	(TOP) DAYS OF WORK WEEK (BOTTOM) DATES						TOTAL HOURS WORKED FOR WEEK		HOURLY WAGE RATE PAID FOR ST AND OT	TOTAL FRINGE BENEFIT CREDIT	PAYMENT IN LIEU OF FRINGE BENEFITS	GROSS AMT EARNED	GROSS AMT EARNED FOR **ALL WORK**	DEDUCTIONS FOR **ALL WORK**				NET PAY TO WORKER FOR **ALL WORK**
									HOURS WORKED EACH DAY													TAX WITH-HOLDINGS	FICA	OTHER (MUST SPECIFY, SEE INSTRUCTIONS)	TOTAL DEDUCTIONS	
								ST																		
								OT																		
								ST																		
								OT																		
								ST																		
								OT																		
								ST																		
								OT																		
								ST																		
								OT																		
								ST																		
								OT																		
								ST																		
								OT																		

While use of Form WH-347 itself is optional, covered contractors and subcontractors performing work on Federal or federally assisted construction contracts are required by the DBRA regulations and the contract clauses to submit payroll information on a weekly basis. The Copeland Act (40 U.S.C. § 3145) requires contractors and subcontractors performing work on Federal or federally financed construction contracts to, on a weekly basis, "furnish a statement on the wages paid each employee during the prior week." U.S. Department of Labor (DOL) Regulations at 29 C.F.R. § 5.5(a)(3)(ii) require contractors and subcontractors to submit weekly certified payrolls to the appropriate Federal agency if the agency is a party to the contract (or, if the agency is not such a party, to the applicant, sponsor, owner, or other entity, as the case may be, that maintains such records, for transmission to the Federal agency). Each certified payroll must be accompanied by a signed "Statement of Compliance" (e.g., page 2 of the WH-347 or another document with identical wording) indicating that the certified payrolls are accurate and complete, and that each laborer or mechanic has been paid not less than the required Davis-Bacon prevailing wage rate(s) (including any fringe benefits) for the work performed. DOL and contracting agencies receiving this information review the information to determine whether workers have received legally required wages and fringe benefits.

Public Burden Statement

We estimate that it will take an average of 55 minutes to complete this collection, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding these estimates or any other aspect of this collection, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S3502, 200 Constitution Avenue, N.W. Washington, D.C. 20210

(over)

PROJECT NAME	PROJECT NO. or CONTRACT NO.	PAYROLL NO.	PRIME CONTRACTOR'S/SUBCONTRACTOR'S BUSINESS NAME

PROJECT LOCATION	WEEK ENDING DATE	CERTIFYING OFFICIAL's NAME AND TITLE

I paid or supervised the payment of the laborers or mechanics working on the above project during the stated time period. I certify the following:

☐ The payroll information submitted with this statement is correct and complete for the above project during the above period, and the wage and fringe benefit rates paid to the workers, including credit taken for the reasonably anticipated costs of a bona fide fringe benefit plan, fund or program, are not less than the applicable wage and fringe benefits rates for the classification(s) of work actually performed, as specified in the wage determination(s) incorporated into the contract.

☐ All regular payrolls and all other basic records that the contractor is required to maintain for this payroll period are complete and accurate and will be made available upon request from the agency or the Department of Labor.

☐ The classifications reported for each laborer or mechanic are the classification(s) of work that each worker actually performed.

☐ Any workers paid as apprentices during the above period are duly registered in a bona fide apprenticeship program registered with the Office of Apprenticeship, Employment and Training Administration, United States Department of Labor ("OA"), or a State Apprenticeship Agency ("SAA") recognized by Department of Labor. I have verified the registered apprenticeship program information provided below as accurate and applicable to any apprentices identified on page 1 of this form.

APPRENTICESHIP PROGRAM NAME	REGISTERED		NAME OF LABOR CLASSIFICATION
	☐ OA	☐ SAA	
	☐ OA	☐ SAA	
	☐ OA	☐ SAA	

☐ Fringe benefits have been paid in cash and/or to bona fide fringe benefit plans, funds, or programs. Where the contractor is claiming an hourly credit for their contributions to or reasonably anticipated costs of a bona fide fringe benefit plan, fund, or program, provide plan information and the hourly credit claimed for each worker listed on the previous page of this form.

HOURLY CREDIT FOR FRINGE BENEFITS

If an amount is listed in (6B) on the first page of this certified payroll form, enter the hourly credit claimed under each plan name, type and number for each worker and check whether the plan is funded or unfunded.

NAME OF WORKER	FB NAME		FB NAME		FB NAME		FB NAME		FB NAME		FB NAME		TOTAL HOURLY CREDIT
	FB TYPE		FB TYPE		FB TYPE		FB TYPE		FB TYPE		FB TYPE		
	PLAN NO.		PLAN NO.		PLAN NO.		PLAN NO.		PLAN NO.		PLAN NO.		
	☐ Funded	☐ Unfunded	☐ Funded	☐ Unfunded	☐ Funded	☐ Unfunded	☐ Funded	☐ Unfunded	☐ Funded	☐ Unfunded	☐ Funded	☐ Unfunded	
	Hourly Credit	$	Hourly Credit	$	Hourly Credit	$	Hourly Credit	$	Hourly Credit	$	Hourly Credit	$	$
	Hourly Credit	$	Hourly Credit	$	Hourly Credit	$	Hourly Credit	$	Hourly Credit	$	Hourly Credit	$	$
	Hourly Credit	$	Hourly Credit	$	Hourly Credit	$	Hourly Credit	$	Hourly Credit	$	Hourly Credit	$	$
	Hourly Credit	$	Hourly Credit	$	Hourly Credit	$	Hourly Credit	$	Hourly Credit	$	Hourly Credit	$	$
	Hourly Credit	$	Hourly Credit	$	Hourly Credit	$	Hourly Credit	$	Hourly Credit	$	Hourly Credit	$	$
	Hourly Credit	$	Hourly Credit	$	Hourly Credit	$	Hourly Credit	$	Hourly Credit	$	Hourly Credit	$	$
	Hourly Credit	$	Hourly Credit	$	Hourly Credit	$	Hourly Credit	$	Hourly Credit	$	Hourly Credit	$	$
	Hourly Credit	$	Hourly Credit	$	Hourly Credit	$	Hourly Credit	$	Hourly Credit	$	Hrly Credit	$	$

☐ All workers on the project have been paid the full weekly wages earned, and no rebates or deductions have been or will be made either directly or indirectly, other than permissible deductions as defined in 29 CFR part 3.

ADDITIONAL REMARKS

SIGNATURE OF CERTIFYING OFFICIAL	DATE	TELEPHONE NUMBER	EMAIL ADDRESS
		(___) ___-____	

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION (SEE SECTION 1001 OF TITLE 18 AND SECTION 3729 OF TITLE 31 OF THE UNITED STATES CODE), AS WELL AS DEBARMENT FROM FUTURE FEDERAL AND FEDERALLY-ASSISTED CONTRACTS. INFORMATION REPORTED IN CERTIFIED PAYROLLS MAY BE SUBJECT TO DISCLOSURE IN RESPONSE TO A FREEDOM OF INFORMATION ACT REQUEST.

ATTACHMENT D
Record of Employee Interview Form, HUD-11
(for informational purposes only)

Record of Employee Interview Instructions	U.S. Department of Housing and Urban Development Office of Davis-Bacon and Labor Standards	OMB Approval No. 2501-0009 (exp. 12/31/2024)

Instructions

General:

This form is to be used by HUD and local agency staff for recording information gathered during on-site interviews with laborers and mechanics employed on projects subject to Federal prevailing wage requirements. Typically, the staff that will conduct on-site interviews and use this form are HUD staff and fee construction inspectors, HUD Labor Standards staff, and local agency labor standards contract monitors.

Information recorded on the form HUD-11 is evaluated for general compliance and compared to certified payroll reports submitted by the respective employer. The comparison tests the veracity of the payroll reports and may be critical to the successful conclusion of enforcement actions in the event of labor standards violations. The thoroughness and accuracy of the information gathered during interviews is crucial.

Note that the interview itself and the information collected on the form HUD-11 are considered confidential. Interviews should be conducted individually and privately. All laborers and mechanics employed on the job site must be made available for interview at the interviewer's request. The employee's participation, however, is voluntary. Interviews shall be conducted in a manner and place that are conducive to the purposes of the interview and that cause the least inconvenience to the employer(s) and the employee(s).

Completing the form HUD-11:

Items 1a - 1c: Self-explanatory

Items 2a – 2d: Enter the employee's full name, a telephone number where the employee can be reached, and the employee's home address. Many construction workers use a temporary address in the locality of the project and have a more permanent address elsewhere from which mail may be forwarded to them. Obtain a more permanent address, if available. Ask the employee for a form of identification (e.g., driver's license) to verify their name.

Items 3a – 4c: Enter the employee's responses. Ask the employee whether they have a pay stub with them; if so, determine whether the pay stub is consistent with the information provided by the employee.

Items 5 – 7: Be certain that the employee's responses are specific. For example, job classification (#5) must identify the trade involved (e.g., Carpenter, Electrician, Plumber) – responses such as "journeyman" or "mechanic" are not helpful for our purposes.

Items 8 – 12b: Self-explanatory

Items 13 – 15c: These items represent some of the most important information that can be gathered while conducting on-site interviews. Please be specific about the duties you observed the employee performing. It may be easiest to make these observations before initiating the interview. Please record any comments or remarks that may be helpful. For example, if the employee interviewed was working with a crew, how many workers were in the crew? Was the employee evasive?

The level of specificity that is warranted is directly related to the extent to which interview(s) or other observations indicate that there may be violations present. If interviews indicate that there may be underpayments involving a particular trade(s), the interviewer is encouraged to interview as many workers in that trade(s) that are available.

Items 16 – 17b: The information on the form HUD-11 may be reviewed for general compliance, initially. For example, are the job classification and wage rate stated by the employee compatible with the classifications and wage rates on the applicable wage decision? Are the duties observed by the interviewer consistent with the job classification?

Item 18: Please place here any additional information you may want to document or continuing information from other lines that do not fit in their block space.

Once the corresponding certified payroll reports are received, the information on the HUD-11 shall be compared to the payroll reports. Any discrepancies noted between the HUD-11 information and that on the payroll report shall be noted in Item 16, Remarks. If discrepancies are noted, follow-up actions to resolve the discrepancies must be taken.

Record of Employee Interview

U.S. Department of Housing and Urban Development
Office of Davis-Bacon and Labor Standards

OMB Approval No. 2501-0009
(exp. 12/31/2024)

The public reporting burden estimate for this collection of information is 15 minutes per response on average. This includes reviewing instructions, searching existing data sources, gathering, and maintaining the data, and completing the collection of information. This information may not be collected, nor are you required to provide, the information requested unless it displays a currently valid OMB control number. The information collected ensures compliance with the Federal labor standards through recording interviews with construction workers. The information collected assists HUD in compliance monitoring of Federal labor standards. Any information collected is covered by the Privacy Act of 1974 and by 29 CFR 5.6(a)(5). Individuals and agencies collecting this information must maintain these records in a manner that protects the individuals on whom the information is maintained. The information collected herein is voluntary, and any information provided shall be kept confidential, but failure to provide the information collected may delay enforcement of any possible Federal labor standards violations if the information would have identified any. Comments concerning this burden statement, or this collection should be sent to: National Director, Office of Davis-Bacon and Labor Standards, 451 7th Street SW, Room 7108, Washington, DC 20410. When providing comments, please refer to OMB Approval 2501- 0009

Pursuant to 5 U.S.C. § 552a(e)(3), this Privacy Act Statement serves to inform you of the following concerning the collection of the information on this form.
A. **AUTHORITY:** Collection of the information solicited on this form is authorized by the Davis-Bacon Act as promulgated through Department of Labor Regulations under 29 CFR Part 5.
B. PURPOSE: The primary purpose for soliciting this information is to determine if the wages paid by an employer on a project covered by the Davis-Bacon Act are in compliance with federal labor standards.
C. ROUTINE USES: The information collected ensures compliance with the Federal labor standards through recording interviews with construction workers on topics related to wages paid on the project. The information is reviewed by HUD authorized personnel to ensure compliance with Federal labor standards under the Davis-Bacon Act on covered projects. If violations are found, the information collected is used to conduct enforcement actions to ensure restitution is paid to workers of covered projects are paid proper wages under the Davis-Bacon Act.
D. CONSEQUENCES OF FAILURE TO PROVIDE INFORMATION: The information collection is voluntary. Refusing to give information will not impact your status with your employer or the government. Failure to provide the information will limit the ability of HUD to determine if you were paid proper wages under the Davis-Bacon Act, and will limit the ability for HUD to seek restitution for you in the event a violation is found.

1a. Project Name	2a. Employee Name
1b. Project Number	2b. Employee Phone Number (including area code)
1c. Contractor or Subcontractor (Employer)	2c. Employee Home Address & Zip Code
	2d. Verification of identification? Yes ☐ No ☐

3a. How long on this job?	3b. Last date on this job before today?	3c. No. of hours last day on this job?	4a. Hourly rate of pay?	4b. Fringe Benefits?	4c. Pay stub?
				Vacation Yes ☐ No ☐ Medical Yes ☐ No ☐ Pension Yes ☐ No ☐	Yes ☐ No ☐

5. Your job classification(s) (list all) --- continue in block 18 if necessary

6. Your duties --- continue in block 18 if necessary

7. Tools or equipment used --- continue in block 18 if necessary

8. Are you an apprentice or trainee? Yes ☐ No ☐	10. Are you paid at least time and ½ for all hours worked in excess of 40 in a week? Yes ☐ No ☐
9. Are you paid for all hours worked? Yes ☐ No ☐	11. Have you ever been threatened or coerced into giving up any part of your pay? Yes ☐ No ☐

12a. Employee Signature	12b. Date

13. Duties observed by the Interviewer (Please be specific.)

14. Remarks --- continue in block 18 if necessary

15a. Interviewer Name (Please Print)	15b. Signature of Interviewer	15c. Date of Interview

Payroll Examination

16. Remarks --- continue in block 18 if necessary

17a. Signature of Payroll Examiner	17b. Date

CONFIDENTIAL

18. Additional Remarks

CONFIDENTIAL

ATTACHMENT E
Section 3 Required Forms
(for informational purposes only)

Section 3 Housing and Community Development Employer Certification Form	U.S. Department of Housing and Urban Development Office of Field Policy and Management	HUD FORM 4736A OMB Approval Number 2501-0041 (Exp. 04/30/2025)

(In compliance with Section 3 of the HUD Act of 1968 and 24 CFR Part 75)

Public reporting for this collection of information is estimated to average 0.5 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 in order to ensure that a worker can be certified as an eligible Section 3 worker as outlined in 24 C.F.R. § 75.31. The in-formation will be used by the Department to ensure compliance with Section 3 of the HUD Act of 1968 employer certification requirements listed in 24 CFR § 75.31, 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 to ensure they are complying with their recordkeeping requirements found in the regulation, and 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. 2501-0041. 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.

The purpose of this form is to comply with Section 3 of the HUD Act of 1968 employer certification requirements listed in 24 CFR § 75.31. To qualify as a Section 3 worker, the United States legal resident's annual income must not exceed the HUD income limits for the year before the worker was hired, or the individual's current income annualized on a full-time basis for the year must be below the HUD income limit. Additionally, an individual can qualify as a Section 3 worker and Targeted Section 3 worker, if an employee of a Section 3 Business Concern. To qualify as a Targeted Section 3 worker, an employer can confirm that the employee lives within the service area or neighborhood of the project.

Please provide the following information about the business/employer:

Name of Business: _____

_____

Street Address City State Zip

Phone #: _____ Email: _____

Please Provide the following information about the worker/employee:

Printed Name of Worker: _____

_____

Street Address (N*ot a PO Box*) Apt# City State Zip

Phone #**:** _____Email: _____

Please indicate which of the following is true for the worker listed above: (Select all that apply)

____ Worker's income from your employment is below the income limit based on a calculation of what the worker's wage rate would translate to if annualized on a full-time basis* ____ Worker is employed by a Section 3 Business Concern (Select if your business qualifies as a Section 3 Business Concern) ____ Worker's residence is within the service area or neighborhood of the project	Income limit **30.75 per hour** **(June 2026 update)**

*Currently or at the time of hire if hired within the past 5 years.

☐ The employee meets at least one of the requirements in the box above and therefore qualify to be counted as a Section 3 Worker under 24 CFR § 75.

☐ Worker **does not** meet the requirements to be counted as a Section 3 Worker under 24 CFR § 75.

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct and certifies that the worker identified above meets the definition of a Section 3 worker. WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. §3729, 3802)

_____ _____

Signature Date

ATTACHMENT F
Bid Form and Required Attachments
(must attach to your bid)

BID FORM AND REQUIRED ATTACHMENTS

Manatee County is accepting bids from contractors for the rehabilitation of the property located at_____. The final selection may not be based solely on price, but may include other criteria.

CONTRACTOR'S BID:

Having read the Work Write-Up #_____ dated _____, I do hereby propose to furnish all labor, equipment, tools, materials and services in accordance with the work write-up for the sum of_____ ($_____), as fully detailed in the Work Write-up bid. All work included in this bid will be completed within _____ days of the issuance of a Notice to Proceed.

We the undersigned hereby declare that we have carefully reviewed the bid documents, and with full knowledge and understanding of the aforementioned herewith submit this bid, meeting each and every specification, term and condition contained in this invitation to bid.

We understand that the bid specifications, terms and conditions in their entirety shall be made a part of any agreement or contract between the Property Owner and the successful bidder and their subcontractors. Failure to comply shall result in contract default, whereupon, the defaulting contractor shall be required to pay for any and all re-procurement cost, damages, and attorney fees as incurred by Property Owner.

Date of Site Visit _____

Name of Representative Who Visited Site _____

Date: _____

Authorized Signature: _____

Name and Title: _____

Company Name: _____

Address: _____

Telephone Number: _____

Federal Identification #: _____

Attachments are listed below. This will also serve as a checklist/reminder of those documents which need to be submitted/uploaded with your bid. Attachments are listed as Mandatory or Informational/Conditional.

	Document	**Mandatory**	**Informational/ Conditional**
A	Bid Template	X	
B	Proof of Valid License	X	
C	Drug Free Workplace	X	
D	Public Contractors-Environmental Crime	X	
E	Contractor's Questionnaire	X	
F	List of Proposed Subcontractors	X	
G	MBE/WBE Certification - (*To be supplied by contractor if applicable)*		X
H	Proof of Insurance	X	
I	Byrd Anti-Lobbying Certificate (*Must be submitted with any Bid Over $100,000K)*	X	
J	Bid Bond (5% of Total Bid) (*Must be submitted with any Bid Over $100,000K)*	X	
K	Authorized Agent Form *(If someone other than the Signatory of the bid form is attending info conference)*	X	
L	E-Verify	X	
M	Addendum Form		X
N	Build America, Buy America (BABA) Certification		X

Reminder: Also upload a separate page detailing any deviation from technical specifications, if any.

Document A
Bid Template
(must attach to your bid)

Work Write-Up 23371

Salvation Army Family Shelter

* EXHIBIT 1 *

Updated 7/17/2026

CUSTOMER INFORMATION

The Salvation Army – CDBG Family Shelter Rehab Project

1204 14th Street West, Bradenton, FL 34205

PREPARED BY

Howard Jensen
Housing & Community Development Specialist
Cell: 941-290-8335
Office: 941-748-4501 Ext.3630
howard.jensen@mymanatee.org

---

* NOTE *

THE CUSTOMER AND CONTRACTOR MUST SIGN THE BOTTOM OF EACH PAGE ONLY IF

1) THIS WORK WRITE-UP BECOMES PART OF A CONSTRUCTION CONTRACT
2) THE UNDERSIGNED CUSTOMER AND CONTRACTOR HAVE REVIEWED, APPROVED AND AGREED TO THE WORK AND PRICES DESCRIBED IN THIS WORK WRITE-UP

Customer:_____ Contractor:_____

Location: General Requirements

General Requirements	Quantity	Units	Total
1 - PERMITS AND LICENSES (*Specification ID:1.00250 Estimated Qty:0*)			
Contractor shall obtain, pay for and post on site all permits and licenses necessary to complete this project. Contractor and subcontractors must have current licenses required by the State, County and City.			
2 - PROTECT HOUSE CONTENTS FROM DAMAGE DURING WORK (*Specification ID:1.03250 Estimated Qty:0*)			
Contractor shall take steps to protect house and contents from damage during project. Contractor is advised to use drop cloths to protect furniture, appliances, entertainment systems and other house contents and components. Contractor shall move furniture and appliances out of and back into work areas once work is complete. Contractor not to leave furniture, appliances, clothing or other house contents unprotected outside house during job.			
3 - REDUCE AIRBORNE DUST DURING CONSTRUCTION (*Specification ID:1.04750 Estimated Qty:0*)			
Contractor to take steps necessary to reduce and contain airborne dust created during construction, demolition and removal of defective paint. Wet scrape if removing defective paint. Do NOT use electric sanders or torches if removing paint. Contractor and workers encouraged to wear protective clothing and respirators and to follow hygiene procedures approved by OSHA.			
4 - GENERAL CLEAN-UP (*Specification ID:1.05000 Estimated Qty:0*)			
Contractor to provide clear and safe passage ways in and around structure during project. Contractor to remove debris and building materials from in and around structure being repaired to legal dump site regularly and at the end of the project. In progress and final clean-up to include--but is not limited to--damp wiping, sweeping, mopping and vacuuming.			
5 - Contingency (*Specification ID:0 Estimated Qty:0*)			
10% contingency Contingency is not to be included in the total of line item #7 OHP			

Customer:_____ Contractor:_____

Neighborly Software

6 - MOVE FURNITURE AND EQUIPMENT (*Specification ID:0 Estimated Qty:0*)			

Contractor will move furniture and equipment as needed to to access areas to be worked in. Contractor will replace all furniture and equipment back in place when work is completed. There is a storage area onsite that you will be able to move the furniture and equipment to.
NOTE: No furniture or equipment is to be put back in place until all paint, tile, grout, sealant, or any other product that has a cure time is dry or cured.

7 - OHP (*Specification ID:0 Estimated Qty:0*)		%	

Contractor to put over head and profit for project.
NOTE: Do not include OHP on Contingency in this line item.

Subtotal for General Requirements

Location: Floors

Floors & Stairs	Quantity	Units	Total
8 - GENERAL FLOOR & STAIR WORK Family and Bathrooms (*Specification ID:55.00000 Estimated Qty:0*)			

Prep the floors to install new epoxy on floors in family area, bathrooms. In family area the epoxy goes up the wall in place of base board.

Location: Bathrooms

Cabinets	Quantity	Units	Total
9 - INSTALL NEW VANITY CABINET AND PREFORMED SINK AND SOLID SOLID SURFACE COUNTER TOP COMBINATION (*Specification ID:70.00150 Estimated Qty:6*)	6		

Field measure and install a high quality bathroom vanity base cabinet. Vanities are to be all wood construction and all visible wood surfaces to be protected with water resistant coating. Install a cultured marble counter top with back splash and end splashes. Apply a bead of mildew resistant caulk where top of splashes meet wall surfaces. Owner to select color of cabinet , style and top color from contractors samples. **NOTE** ALL NEW VANITIES ARE TO INCLUDE STOPS AND WATER LINES FROM STOPS TO FAUCET.

Customer:_____ Contractor:_____

Plumbing System	Quantity	Units	Total
10 - INSTALL A METAL BATHROOM SINK BOWL (*Specification ID:75.01500 Estimated Qty:6*)	6	Ea	

Install a new round or oval metal sink bowl that has a baked on enamel finish in the vanity cabinet. Connect water lines, drain lines and vents that are necessary for sink bowl to work properly and meet plumbing code requirements. Apply a bead of mildew resistant caulk between edge of bowl and counter top. Repair any damaged work areas with appropriate materials.

11 - INSTALL A NEW BATHROOM SINK FAUCET FOR USE BY A PERSON WITH A DISABILITY (*Specification ID:75.03000 Estimated Qty:6*)	6	Ea	

Install a new bathroom sink faucet that is designed for use by a person who has disability like the person living in the house. Faucet to have a maximum flow rate of 2.5 gallons per minute. Install new stop valves and supply lines from stop valves to faucet. Faucet to have at least a 2 year warranty.

12 - INSTALL A NEW BATHTUB (*Specification ID:75.03250 Estimated Qty:6*)	6	Ea	

Remove existing bathtub, and wall surface material down to studs or furring. Install per manufacturer's instructions a new white steel tub. Install any necessary water lines, drain lines, vents, framing, blocking, shims and nailers to ensure proper and code approved installation of tub unit. Install 1/2" Hardi Backer Board to framing, seal all joints with a water proof sealant. Install 4"x4" wall tile owner to choose color. Repair or replace room surfaces damaged during installation. Apply a bead of mildew resistant caulk between bottom of tub and floor covering. All tile grout is to get a sealant put on prior to Tub/Shower being used.
NOTE: In most cases the cure time of the grout is 72hrs prior to sealing and the cure time of sealant is 24hrs.

13 - CONVERT EXISTING TUB TO TILE SHOWER FAMILY AREA (*Specification ID:75.03850 Estimated Qty:1*)	1		

Remove existing tub and wall material down to studs. Install new pan liner, Hardi backer board, backing for grab bars, drain, floor tile and wall tile. Install two corner shelves for soap and shampoo. This shower is to be a roll-in shower to meet ADA requirements. You will install grab bars, a new shower valve with a vertical slide bar for hand held shower head.

14 - INSTALL A NEW COMBINATION BATHTUB/SHOWER FAUCET (*Specification ID:75.05000 Estimated Qty:6*)	6	Ea	

Install a new washerless bathtub/shower faucet with water-sense shower head and lever operated trip waste. Owner to select faucet.

Customer:_____ Contractor:_____

15 - INSTALL A NEW TOILET FOR A PERSON WITH A DISABILITY (*Specification ID:75.06500 Estimated Qty:6*)	6	Ea	

Install a new 2 piece closed coupled, vitreous china, water saving commode with maximum 1.6 gallons per flush manufactured by American Standard, Kohler or approved equal. Toilet to be designed for use by a person who has a disability like the disabled person's living in the house. Commode to include all new components including a metal flush handle, pressed wood seat, plastic supply line, shut off valve, stub up, flange and wax seal. Top of toilet tank to be no more than 1" from back wall. Owner to select commode using an $225 fixture allowance.

Subtotal for Plumbing System

Walls	Quantity	Units	Total
16 - GENERAL WALL WORK Dining Bathrooms (*Specification ID:60.00000 Estimated Qty:2*)	2		

Install new partition walls per manufacturer spec.
In your bid you will give manufacturer name and model number the you prepose to use on project.

Location: Family Area

Electrical System	Quantity	Units	Total
17 - REPLACE EXISTING CEILING LIGHT FIXTURE WITH A NEW FIXTURE (*Specification ID:80.02300 Estimated Qty:37*)	37		

REPLACE EXISTING CEILING LIGHT FIXTURE WITH A NEW LIGHT FIXTURE. Install a new 2'x2' energy star rated LED light fixture. Customer to pick style and color.

Walls	Quantity	Units	Total

Customer:_____ Contractor:_____

18 - PAINT WALL SURFACES, TRIM AND DOORS WITH PAINT (*Specification ID:60.13500 Estimated Qty:0*)			

Apply 2 coats of paint to wall surfaces and 2 coats of paint to trim which includes any baseboard; door slab; door casing and jambs; window casing, sills, stools, jambs and sashes. Where applicable, wet scrape defective paint; spot prime; seal water stains; and make any minor repairs to walls and baseboard. Make sure baseboard is securely fastened to wall. Caulk cracks in baseboard and at intersection with wall surfaces using mildew resistant caulk prior to painting. Owner to select one paint color for wall surfaces and one color for baseboard.
NOTE: You need to sand all baseboards, casing, doors and any other wood work to be painted. You need to check to see if existing paint is oil based paint and if so you need to prime with proper primer to ensure that the new paint does not peel off.

Location: Kitchen/Dining

Cabinets	Quantity	Units	Total
19 - INSTALL A NEW PLASTIC LAMINATED COUNTER TOP (*Specification ID:70.00750 Estimated Qty:2*)	2	Ea	

Install a wood counter top with plastic laminate with back and end splashes securely fastened to the wall. Install end caps where end of counter tops exposed. Apply a bead of mildew resistant caulk between top of splashes and wall surface. Install trim along top of splashes prior to caulking if more than 1/4" gap exists between splash and wall. Owner to select counter top laminate color and design.
NOTE: There are two bathrooms so there will be two counter tops.

Ceilings	Quantity	Units	Total
20 - GENERAL CEILING WORK ACOUSTIC SOUND PANELS (*Specification ID:65.00000 Estimated Qty:20*)	20		

Remove the existing 2'x2' acoustic sound panels and replace with new acoustic sound panels. Owner to choose color.

Electrical System	Quantity	Units	Total

Customer:_____ Contractor:_____

21 - REPLACE EXISTING CEILING LIGHT FIXTURE WITH A NEW FIXTURE (*Specification ID:80.02300 Estimated Qty:34*)	34		

REPLACE EXISTING CEILING LIGHT FIXTURE WITH A NEW LIGHT FIXTURE. Install a new 2'x2' energy star rated LED light fixture. Customer to pick style and color.
NOTE: The lights in kitchen area are 2x4 and can be changed to 2x2 if the produce the same amount of light. Please count the lights as the contractor is responsible for quantities and measurements.

Floors & Stairs	Quantity	Units	Total
22 - GENERAL FLOOR & STAIR WORK BATHROOMS (*Specification ID:55.00000 Estimated Qty:0*)			

Clean and reseal epoxy floors in family area. There are two bathrooms in dining area and you will do both floors.

23 - GENERAL FLOOR & STAIR WORK KITCHEN/DINING (*Specification ID:55.00000 Estimated Qty:0*)			

Remove vinyl cove base and replace with tile cove base.
Contractor to bring three samples for staff to choose from.

Subtotal for Floors & Stairs

Walls	Quantity	Units	Total
24 - GENERAL WALL WORK (*Specification ID:60.00000 Estimated Qty:0*)			

Kitchen/Dining area Remove vinyl base and install a tile base. Owner to select color of tile and grout. Grout is to be sealed once cured.

25 - GENERAL WALL WORK FACE OF WALK-IN COOLERS (*Specification ID:60.00000 Estimated Qty:0*)			

In the kitchen there are coolers on the wall across from the office that need to be painted. You will clean, prep and paint the wall surface with one coat primer and two coats of paint. Salvation staff to pick color.

Customer:_____ Contractor:_____

26 - PAINT WALL SURFACES, TRIM AND DOORS WITH PAINT (*Specification ID:60.13500 Estimated Qty:0*)			

Apply 2 coats of paint to wall surfaces and 2 coats of paint to trim which includes any baseboard; door slab; door casing and jambs; window casing, sills, stools, jambs and sashes. Where applicable, wet scrape defective paint; spot prime; seal water stains; and make any minor repairs to walls and baseboard. Make sure baseboard is securely fastened to wall. Caulk cracks in baseboard and at intersection with wall surfaces using mildew resistant caulk prior to painting. Owner to select one paint color for wall surfaces and one color for baseboard.
NOTE: You need to sand all baseboards, casing, doors and any other wood work to be painted. You need to check to see if existing paint is oil based paint and if so you need to prime with proper primer to ensure that the new paint does not peel off.

Subtotal for Walls

Location: Ceiling

Ceilings	Quantity	Units	Total
27 - PAINT CEILING SURFACE WITH FLAT PAINT ALL (*Specification ID:65.05500 Estimated Qty:0*)			

Apply 2 coats of ceiling white paint on ceiling surfaces and, if applicable, 2 coats of semi-gloss acrylic paint on any wood ceiling trim. Use stain killer and primer if necessary. Wet scrape any defective paint and make any minor repairs to ceiling surfaces prior to painting. Owner to select color.
NOTE: This for all areas of work family area, offices, bathrooms, dining, kitchen.

Total	

Customer:_____ Contractor:_____

OWNER ACCEPTS SCOPE OF WORK
I have read the contents of this work write up and received a copy. I fully understand the repairs to be made to my property.

x_____ _____
Owner: Date

CONTRACTOR ACCEPTS SCOPE OF WORK
I have read the contents of this work write up and agree to perform all work called for in accordance with the bid submitted on _____.

x_____ _____
Contractor Date

x_____ _____
Construction Specialist Date

Document B
Proof of Valid License
(must attach to your bid)

Document C
Drug Free Work Place Certification
(must attach to your bid)

Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

Program/Activity Receiving Federal Grant Funding

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federalagency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. Sites for Work Performance. The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Check here ☐ if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title

Signature	Date
X	

Document D
Public Contracting and Environmental Crimes Certification
(must attach to your bid)

PUBLIC CONTRACTING AND ENVIRONMENTAL CRIMES CERTIFICATION

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

This sworn statement is submitted to the Manatee County Board of County Commissioners by:

_____ for
[print individual's name and title]

_____
[print name of entity submitting sworn statement]

whose business address is:

_____

and (if applicable) its Federal Employer Identification Number (FEIN) is
_____ . If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:

I understand that no person or entity shall be awarded or receive a County contract for public improvements, procurement of goods or services (including professional services) or a County lease, franchise, concession or management agreement, or shall receive a grant of County monies unless such person or entity has submitted a written certification to the County that it has not:

been convicted of bribery or attempting to bribe a public officer or employee of Manatee County, the State of Florida, or any other public entity, including, but not limited to the Government of the United States; any state, or any local government authority in the United States, in that officer's or employee's official capacity; or

been convicted of an agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid a fixed price or otherwise; or

been convicted of a violation of an environmental law that, in the sole opinion of the County's Purchasing Director, reflects negatively upon the ability of the person or entity to conduct business in a responsible manner; or

made an admission of guilt of such conduct described in items (1), (2), or (3) above, which is a matter of record, but has not been prosecuted for such conduct, or has made an admission of guilt of such conduct, which is a matter of record, pursuant to formal prosecution. An admission of guilt shall be construed to include a plea of *nolo contendere*; or

where an officer, official, agent or employee of a business entity has been convicted of or has admitted to any of the crimes set forth above on behalf of such entity and pursuant to the direction or authorization of an official thereof (including the person committing the offense, if he is an official of the business entity), the business shall be chargeable with the conduct herein above set forth. A business entity shall be chargeable with the conduct of an affiliated entity, whether wholly owned, partially owned, or one which has common ownership or a common Board of Directors. For purposes of this form, business entities are affiliated if, directly or indirectly, one business entity controls or has the power to control another business entity, or if an individual or group of individuals controls or has the power to control both

entities. Indicia of control shall include, without limitation, interlocking management or ownership, identity of interests among family members, shared organization of a business entity following the ineligibility of a business entity under this Article, or using substantially the same management, ownership or principles as the ineligible entity.

Any person or entity who claims that this Article is inapplicable to him/her/it because a conviction or judgement has been reversed by a court of competent jurisdiction, shall prove the same with documentation satisfactory to the County's Purchasing Director. Upon presentation of such satisfactory proof, the person or entity shall be allowed to contract with the County.

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR MANATEE COUNTY IS VALID THROUGH DECEMBER OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT ANY CONTRACT OR BUSINESS TRANSACTION SHALL PROVIDE FOR SUSPENSION OF PAYMENTS, OR TERMINATION, OR BOTH, IF THE CONTRACTING OFFICER OR THE COUNTY ADMINISTRATOR DETERMINES THAT SUCH PERSON OR ENTITY HAS MADE FALSE CERTIFICATION.

_____
[Signature]

STATE OF FLORIDA
COUNTY OF_____

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

Personally known _____ OR produced identification

_____ My commission

expires_____
[Notary Public Signature]

_____
[Print, type or stamp commissioned name of Notary Public]

Signatory Requirement – In the case of a business entity other than a partnership or a corporation, this affidavit shall be executed by an authorized agent of the entity. In the case of a partnership, this affidavit shall be executed by the general partner(s). In the case of a corporation, this affidavit shall be executed by the corporate president.

Document E
Contractor's Questionnaire
(must complete and include in bid package – answer all questions or indicate why the question does not apply to you - do not leave any blanks)

CONTRACTOR'S QUESTIONNAIRE

The Bidder warrants the truth and accuracy of all statements and answers herein contained (include additional sheets if necessary).

THIS QUESTIONNAIRE MUST BE COMPLETED AND SUBMITTED WITH YOUR BID.

LICENSE # and COMPANY NAME: _____

PHYSICAL ADDRESS: _____

TELEPHONE NUMBER: ( ) _____ FAX: ( ) _____

Bidding as an individual: ___; a partnership: ___; a corporation: ___; a joint venture:___

If a partnership, list names and addresses of partners. If a corporation, list names of officers, directors, shareholders, and state of incorporation. If a joint venture, list names and address of venturers and the same if any venture is a corporation for each such corporation, partnership or joint venture:

_____

_____

_____

Your organization has been in business under this firm's name as a
_____ for how many years? _____

Describe and give the date and owner of the last three government projects you've completed which are similar in cost, type, size and nature as the one proposed. Include contact names and phone numbers:

_____

_____

_____

Have you ever been assessed liquidated damages under a contract during the past (5) five years? If so, state when, where and why and provide contact names, addresses and phone numbers.

_____

_____

_____

Have you ever failed to complete work awarded to you? If so, state when, where and why and provide contact names, addresses and phone numbers.

_____

_____

Have you ever been debarred or prohibited from bidding on a governmental entity's construction project? If yes, name the entity and describe the circumstances:

_____

_____

_____

Name three individuals, governmental entities, or corporations for which you have performed work (preferably similar in nature) and to which you refer. Include contact name and phone number:

_____

_____

_____

What specific steps have you taken to examine the physical conditions at or contiguous to the site, including but not limited to, the located of existing underground facilities?

_____

_____

What specific physical conditions, including but not limited to the location of existing underground facilities have you found, which will in any manner affect the cost, progress performance or completion of the work?

_____

_____

_____

Will you subcontract out any part of this work? If so, describe which major portion(s):

_____

_____

List any/all WBE/MBEs that will be utilized in this project, including the contract amount:

_____

_____

What equipment do you own that will be used for this project?

_____

_____

_____

What equipment will you purchase/rent that will be used for this project?

_____

_____

_____

If applicable, list the Surety that will provide the bond(s) for this project:

Surety's Name: _____

Surety's Address: _____

_____

Surety's resident agent for service of process in Florida:

Name: _____

Address: _____

_____

Phone: _____

Document F
List of Proposed Subcontractors
(must be attached to your bid)

PROPOSED SUBCONTRACTORS

Subcontractor Legal Company Name	Subcontractor DBA Name	Address	Type of Trade/ Specialty	Estimated Contract Amount
				$
				$
				$
				$
				$
				$
				$
				$
				$
				$
				$
				$

Document G
MBE/WBE/Section 3 Certification

(must be attached to your bid to be eligible for up to 10% pricing consideration)

Document H
Proof of Insurance
(must be attached to your bid)

Document I
Byrd Anti-Lobbying Certificate
(must be attached to bids over $100,000K)

BYRD ANTI-LOBBYING CERTIFICATE

Certification for Contracts, Grants, Loans and Cooperative Agreements (to be submitted with each bid)

The undersigned Contractor certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension , continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to 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 in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form—LL, "Disclosure Form to Report Lobbying," in accordance with its instructions as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96).

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Pursuant to 31, U.S.C. § 1352 (c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such expenditure or failure.

The Contractor, _____ , certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801, *et seq.*, apply to this certification and disclosure.

Date: _____

Signature: _____

Company Name: _____

Title: _____

Document J
Bid Bond (5% of Total Bid)
(Must be included in bid package for any Bid over $100,000K)

Document K
Authorized Agent Form

(must be completed, notarized and brought
to the Information Conference
when Prime sends alternate
to act on his behalf)

AUTHORIZED AGENT FORM

DATE:_____

I, _____(name of Owner), authorize _____(name of agent), to be an agent for _____(company name) in all matters regarding my business. This authorization shall include but not be limited to the signing of contracts, leases, agreements, accounts and any other related documents that shall be necessary.

_____
Signature - (NAME OF OWNER)

_____
Signature - (NAME OF AGENT)

State of Florida
County of_____

The foregoing instrument was acknowledged before me this ___ day of _____, 20___ by _____, who produced identification OR is personally known to me and who did/did not take an oath.

_____
NOTARY PUBLIC

_____
My Commission Expires

Document L
E-Verify
(must attach to your bid)

Acknowledge and sign the status that best applies to your firm:

☐ My firm has 24 employees or less; or

☐ My firm has 25 or more employees, and I am required to complete the enclosed **E-Verify Registration Affidavit**.

I, _____ , affirm the truthfulness and accuracy of each statement and disclosure, if any.

Date: _____

Signature: _____

Company Name: _____

Title: _____

E-Verify Registration Affidavit
(Section 448.095, Florida Statutes)

I, _____, am the owner or authorized representative of the business entity shown below. I hereby acknowledge on behalf of my business or business entity that I am aware of the requirement in section 448.095(2)(a), Florida Statutes, that every private employer with more than 25 employees and every public employer, contractor, and subcontractor must be registered with and use the E-Verify system to verify the work authorization status of all newly hired employees.

Business or Business Entity Legal Name: _____
Business or Business Entity Legal Address: _____
Business or Business Entity Taxpayer Identification Number: _____

I hereby certify that my business or business entity:

1. Is registered the United States Department of Homeland Security's (DHS) E-Verify system (https://www.everify.gov/) to verify the employment eligibility of each new employee hired within three (3) business days after the employee begins working for pay, as required by 8 C.F.R s. 274a for contract\agreement eligibility purposes,.
2. Will certify compliance on the first unemployment tax return submitted to the Department of Economic Opportunity, as required by section 448.095(3), Florida Statues.
3. Does not hire and agrees not to hire employees who are not authorized to be employed in the United States pursuant to 8 U.S.C. s. 1324a(h)(3).
4. By signing this affidavit, I agree to maintain an active E-Verify registration and that I will notify the Contract Manager within ten (10) calendar days of any change in business entity status as an employer. I further acknowledge that the failure to comply with section 448.095, Florida Statutes, can result in fines of $1,000 per day, prohibit my business from entering into any contracts with a government entity in the State of Florida for a period of 1-year, suspension or revocation of any business or professional license issued to my business by any agency of the State of Florida and the immediate termination of my contract.

I HEREBY AFFIRM AND VERIFY THAT THE FOREGOING IS TRUE AND CORRECT.

_____
Name

_____
Signature

STATE OF FLORIDA
COUNTY OF MANATEE
Sworn to (or affirmed) and subscribed before me by means of
☐ physical presence or
☐ online notarization
this _____ day of _____, 20___, by _____[*insert name*] , who
☐ is personally known to me or
☐ has produced _____ as identification.
[CHECK APPLICABLE BOXES TO SATISFY IDENTIFICATION REQUIREMENT OF SECTION 117.05, FLORIDA STATUTES]

_____ My Commission Expires: _____
Signature of Notary Public
(Legibly print, type, or stamp commissioned name of Notary Public and affix official notary seal below.)

Document M
Addendum Acknowledgement Form
(must attach to your bid when addendums are issued)

ADDENDUM ACKNOWLEDGEMENT FORM

We, the undersigned hereby declare that we have carefully reviewed the bid documents/addendum(s), and with full knowledge and understanding of the aforementioned herewith submit this bid, meeting each and every specification, term and condition contained in this Invitation for Bids.

We understand that the bid specifications, terms and conditions in their entirety shall be made a part of any agreement or contract between the Homeowner and the successful bidder and their subcontractors. Failure to comply shall result in contract default, whereupon, the defaulting contractor shall be required to pay for any and all re-procurement costs, damages, and attorney fees as incurred by Manatee County and the Homeowner.

PROJECT ADDRESS: _____

_____

Acknowledge Addendum No. ____ Dated: _____

Acknowledge Addendum No. ____ Dated: _____

Acknowledge Addendum No. ____ Dated: _____

Acknowledge Addendum No. ____ Dated: _____

Acknowledge Addendum No. ____ Dated: _____

COMPANY NAME: _____

AUTHORIZED SIGNATURE: _____

_____
(Print Name & Title of Signer)

DATE: _____

COMPANY ADDRESS: _____

_____

PHONE: _____ FAX: _____

E-Mail Address:_____

Document N
Build America, Buy America (BABA) Certification
(must attach to your bid)

If bidder requires a Waiver from BABA Requirements, please reach out to Project Manager:

Julia H. Vieira, Community Development Project Manager
(941) 748-4501, ext. 1266
Julia.vieira@mymanatee.org

CERTIFICATION

Build America, Buy America Act:

Optional Buy America Preference (BAP) Certification

COMMUNITY PLANNING & DEVELOPMENT

Project Information

Grantee	
Grant Number	
Activity Name	
Activity Number (IDIS/DRGR)	

This "*Optional Buy America Preference Certification*" is used to certify that, as required by the Build America, Buy America (BABA) Act, all of the iron, steel, manufactured products, and construction materials incorporated into an infrastructure project are produced in the United States, unless exempted by a HUD general waiver or a project-/product-specific waiver approved by the Made in America Office (MIAO) at the Office of Management and Budget (OMB).

For covered materials not otherwise exempted from the Buy America Preference (BAP), the undersigned certifies the following:

- All iron and steel used in the project are produced in the United States. This means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States;
- All manufactured products used in the project are produced in the United States. This means the manufactured product was manufactured in the United States, and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard that meets or exceeds this standard has been established under applicable law or regulation for determining the minimum amount of domestic content of the manufactured product;
- All construction materials used in the project are manufactured in the United States. This means that all manufacturing processes for the construction material occurred in the United States.

Attach a list of all covered materials procured by the signatory and used in the project.

I hereby certify this information is complete and accurate and agree to provide documentation collected on the country of origin for all covered materials I caused to be incorporated into or affixed to an infrastructure project to the CPD grantee and HUD upon request. I understand and agree that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

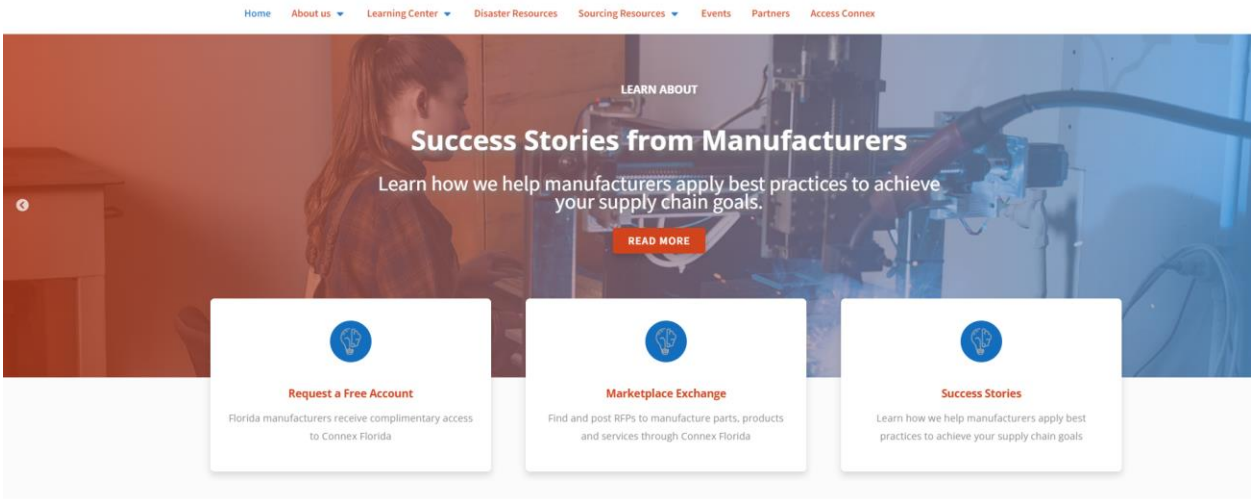
Signature	Title/Organization	Date

This material is based upon work supported, in whole or in part, by Federal award number C-21-TA-MD-0009 awarded to Enterprise Community Partners, Inc. by the US Dept of HUD. The substance and findings of the work are dedicated to the public. Neither the United States Government, nor any of its employees, makes any warranty, express or implied, or assumes any legal liability or responsibility for the accuracy, completeness, or usefulness of any information, apparatus, product, or process disclosed, or represents that its use would not infringe privately-owned rights. Reference herein to any individuals, agencies, companies, products, process, services, service by trade name, trademark, manufacturer, or otherwise does not constitute or imply an endorsement, recommendation, or favoring by the author(s), contributor(s),the U.S. Government or any agency thereof. Opinions contained herein are those of the author(s) and do not necessarily reflect the official position of, or a position that is endorsed by, HUD or any Federal agency.

Build America, Buy America Act (BABA)
Buy America Preference Requirements for HUD funded Projects (CDBG & HOME)

National Database of Construction Materials produced in the United States.

Step 1: https://www.floridamakes.com/supplychainflorida/home



Supply Chain Solutions for
Florida Manufacturers and Consumers

Thank you for visiting Supply Chain Florida brought to you by the FloridaMakes Network. Supply Chain Florida is designed to provide you with the latest news, information and tools to build a more resilient and efficient supply chain.

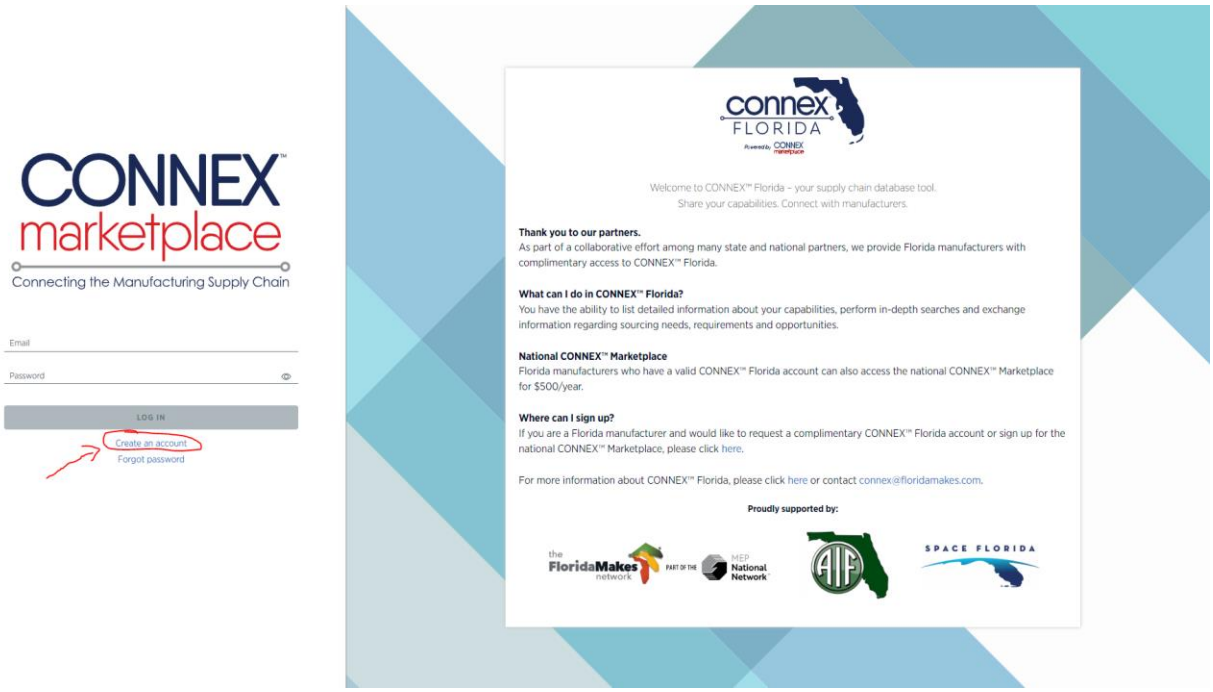
Step 2: Click on Register to obtain access to Connex Florida manufacturers database.

The Connex Florida platform contains in-depth information on a broad scale along with detailed search functions to find specific manufacturers' production capabilities, including equipment and manufacturing processes, as well as industry certifications, material types, industry sectors, NAICS and SIC codes, and more.

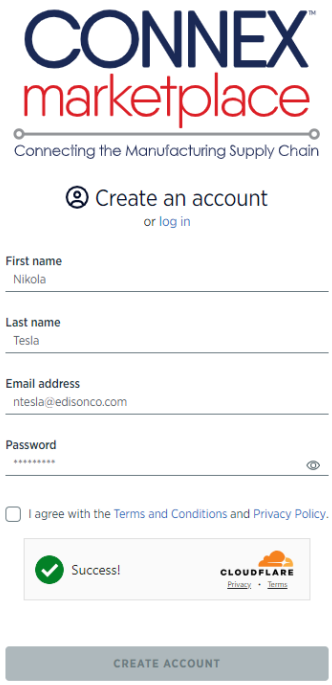
The result is an innovative platform that allows buyers and suppliers to search through thousands of local and national manufacturers to quickly find those that match their needs. In an instant, discover the services companies provide, build user relationships with one another, and decrease gaps in the supply chain.

Using the Connex Florida Exchange Center, businesses connect by posting and responding to RFQs, RFIs, and RFPs, leading to new market opportunities. By gathering industries under one platform, Connex Florida can strengthen our supply chain, and significantly improve production integrity, accuracies, and efficiencies in our manufacturing ecosystems.

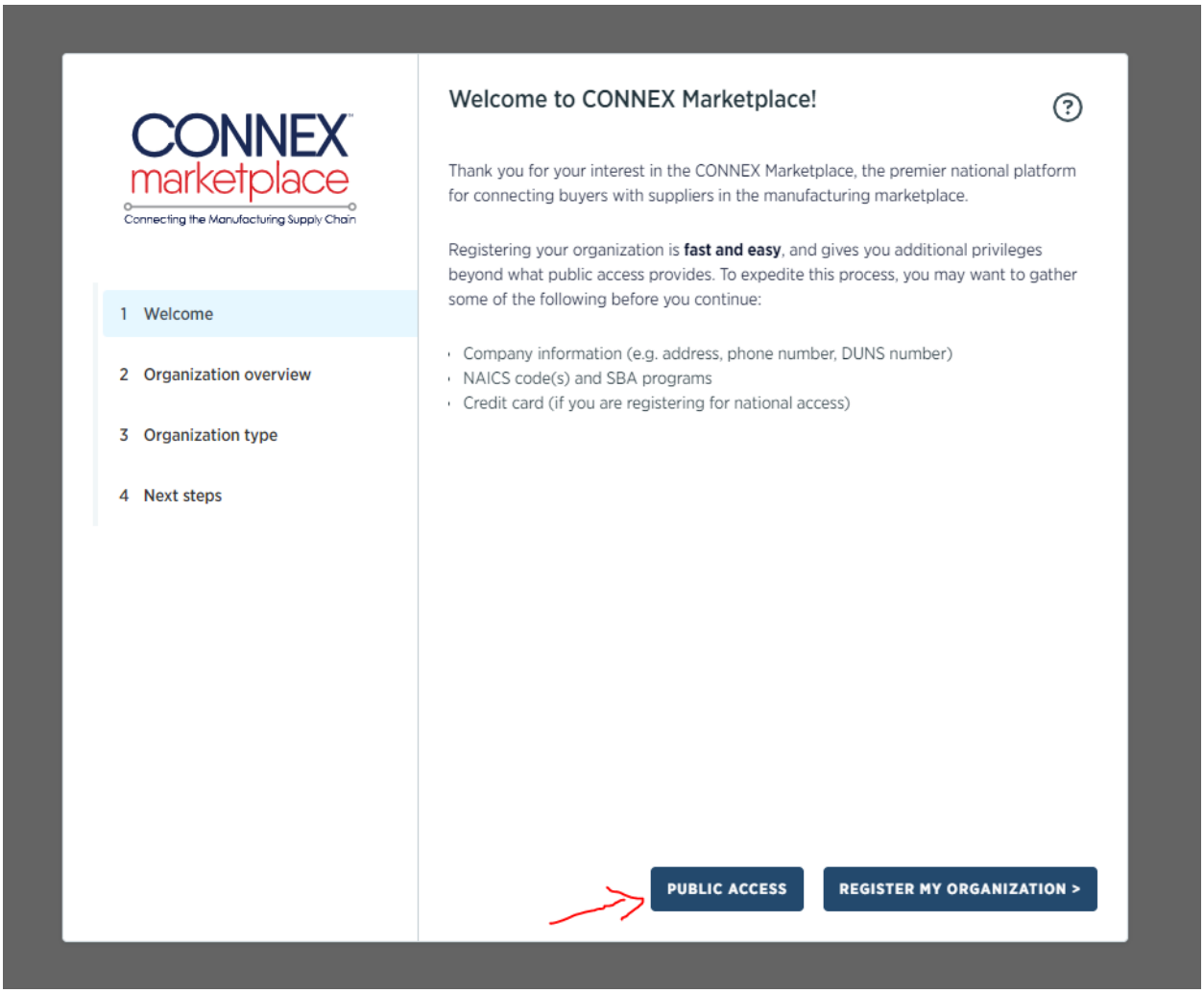
Step 3: You will be prompted to the following screen. Please create an account.



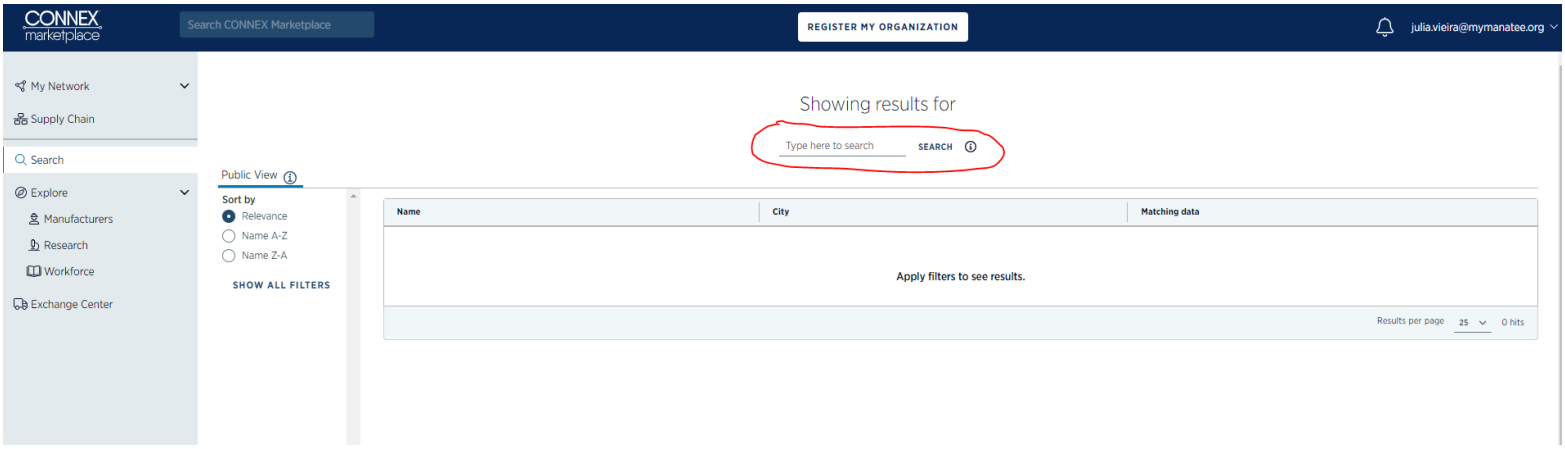
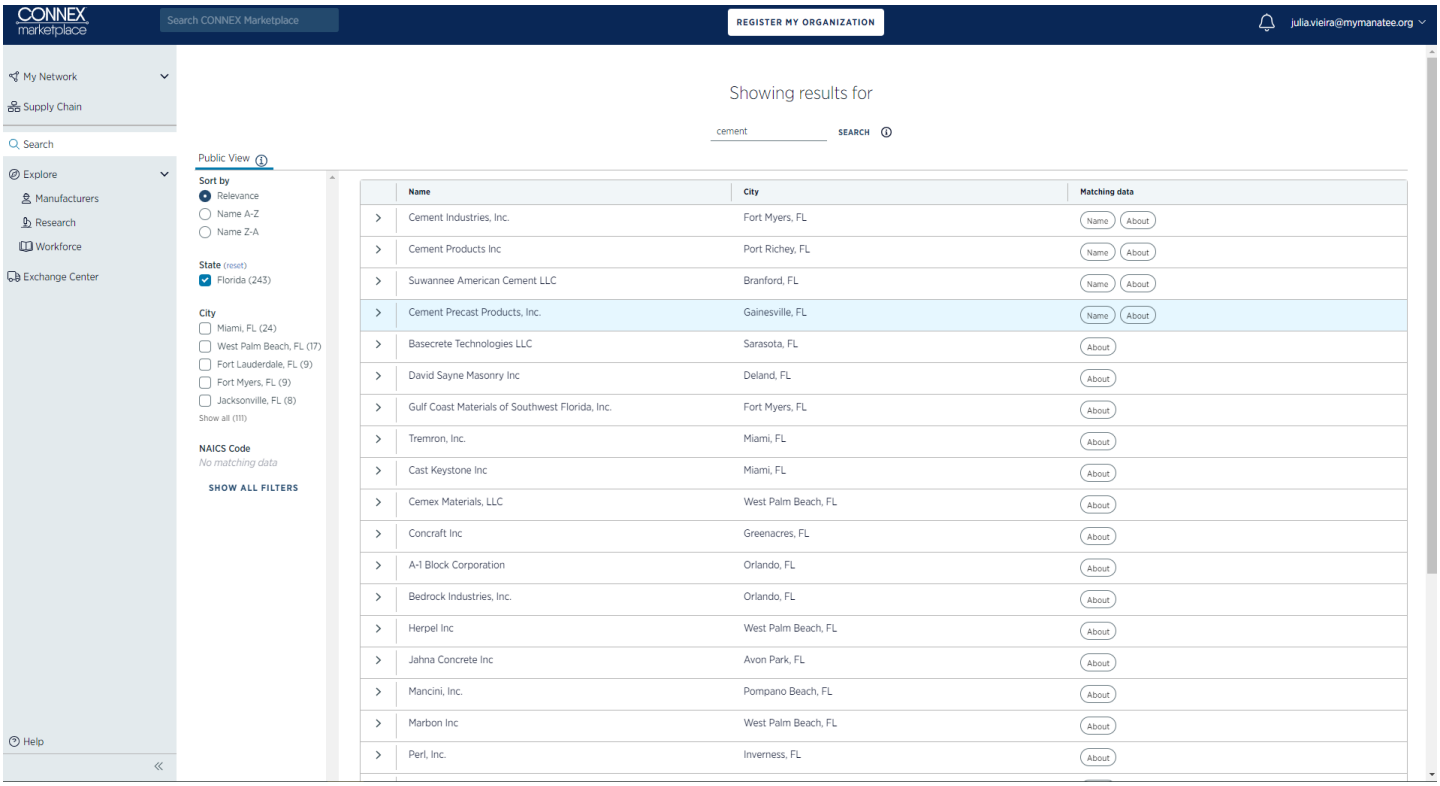
Step 4: Fill out Registration information.



Step 5: After logging in, you may choose to just select "Public Access".



Step 6: Landing page for research: type the key word for the material you are looking for.



Here is an example of search results when searching for “cement”: