

## **ATTACHMENT 1- BIDDING PROCEDURES**

- a) Contractors shall comply with all local codes and ordinances, relevant Housing and Urban Development (HUD) contract provisions, federal labor standards provisions, Davis-Bacon Wage Decision and all applicable certifications, insurance and bonding provisions.
- b) Disadvantaged Business Enterprises (DBE)/Minority Business Enterprises (MBE/Women Business Enterprises (WBE) goals have been set at 10%. Minority, female owned, and small businesses are particularly encouraged to submit bids for this project. General contractors are encouraged to solicit bids from minority and female owned subcontractors. A list of certified DBE/MBE/WBE subcontractors may be obtained from the following website: [https://vendorstrator.dms.myflorida.com/directory/find\\_vendors?constr\\_flag=1&county\\_code=36](https://vendorstrator.dms.myflorida.com/directory/find_vendors?constr_flag=1&county_code=36).
- c) Cost Plus Percentage and Percentage of Construction Cost contracts are not allowed.
- d) If the contractor subcontracts any work, they are required to verify that the subcontractor is not debarred or suspended on [www.sam.gov](http://www.sam.gov).
- e) Contractor must take affirmative steps and solicit to appropriate Section 3 and DBE/MBE/WBE vendors.
- f) The successful bidder shall deliver to Lutheran Services Florida, Inc., along with the executed agreement and within ten (10) calendar days of the notice of award, certificates of insurance that the successful bidder is required to purchase and maintain in accordance with Florida Law. If the successful bidder fails to furnish the required certificates of insurance within ten (10) calendar days of the notice of award, Lutheran Services Florida, Inc. may annul the notice of award and award the bid to the next lowest responsive and responsible bidder.
- g) All bids must include the following completed and signed HUD documents:
- Schedule D – Disadvantaged Business Enterprise Participation (page 4 of 33)
  - Contractors Certification Concerning Labor Standards and Prevailing Wage Requirements (page 6-7 of 33)
  - Equal Employment Opportunity, Civil Rights and Section 3 Certification (page 26 of 33)
  - Section 3 Business Certificate of Eligibility for Preference (page 27 of 33)
  - Section 3 Plan Statement of Commitment (page 32 of 33)