

# HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ

## DOCUMENT 00420, CONTRACTOR INFORMATION FORM

In order to undertake work for the Housing Authority of the County of Santa Cruz, you must provide this form, completed in its entirety. You may not leave any blanks.

<b>CONTRACTOR INFORMATION:</b>	
<b>Full name / Corporate Name of Company:</b>	<b>Date:</b>
<b>Is this a Section 3 business concern (see definition on attached page)?</b>	<b>YES                      NO</b>
<b>California Contractor's License #:</b>	<b>License Type:</b>
<b>Federal ID#:</b>	[ <input type="checkbox"/> ] Sole Proprietor    [ <input type="checkbox"/> ] Partnership
<b>Contact Person:</b>	[ <input type="checkbox"/> ] Non Profit 501c3   [ <input type="checkbox"/> ] Corp.
<b>Street Address:</b>	<b>Phone #:</b>
<b>Mailing Address:</b>	<b>Fax #:</b>

<b>INSURANCE / OTHER FINANCIAL COVERAGE:</b>	
<b>Worker's Compensation</b>	
Carrier:	Phone #:
Address:	
Policy Number:	

<b>General Liability Carrier</b>	
(provide copy of Insurance Certificate listing the Housing Authority as an additionally insured entity)	
Carrier:	Phone #:
Address:	
Policy Number:	Policy Limits: \$

<b>Guarantors of financial responsibility bonding and reliability of bidder (if applicable)</b>	
Name of Surety Company:	Phone#:
Address:	
Name of Bank:	Phone #:
Address:	

<b>EXPERIENCE:</b>
<p>The following statements and information regarding the Bidder are submitted with the bid, as a part thereof, and the truthfulness and accuracy of the information are guaranteed by the Bidder. Bidder is required to possess California Contractor's license classification listed in Invitation to Bid to be awarded this contract.</p>
<p><b>Your organization has been in business as a contractor under its present name for ____ years, from ____.</b></p>
<p><b>Your organization has had experience in work comparable to that under the proposed contract, as a general contract for ____ years, or as a subcontractor for ____ years.</b></p>

**Work similar in character to that required in the proposed contract, which bidder's organization has completed:**

Year	Class and location of work and for whom performed	Contract Amount
Contact name:		Title:
Address:		Phone:

Year	Class and location of work and for whom performed	Contract Amount
Contact name:		Title:
Address:		Phone:

Year	Class and location of work and for whom performed	Contract Amount
Contact name:		Title:
Address:		Phone:

**The following information is required by the Department of Housing and Urban Development**

**CLASSIFICATION OF BUSINESS:**

**This business is a small business**  yes  no

a small business concern is a business that is independently owned and operated, is not dominate in the field in which it is bidding, and qualifies as a small business under the criteria and size standards in 13 CFR 121

**This business is a woman-owned business**  yes  no

a women-owned business enterprise means a business that is at least 51% owned by a woman or women who are U.S. citizens, who also control and operate the business

**This is a minority owned business enterprise**  yes  no

a minority business enterprise means a business that is at least 51% owned or controlled by one or more minority group members, or in the case of a publicly owned business, at least 51% of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more individuals. For this definition, minority group members are:  
(check the block applicable to you, the Owner or President)

- Black American(s)       Hispanic American(s)       Native American(s)  
 Asian Pacific American(s)       Asian Indian American(s)       Hasidic Jewish American(s)

**DEMOGRAPHICS:**

**The Owner/President is:**  male  female      **Owner is sole employee:**  yes  no

**Owner/President is (check any that apply):**

a public housing resident       low income (below 80% of county median income)

a resident of Santa Cruz County

**This business employs approximately \_\_\_\_\_ people**

<u># of persons in family</u>	<u>80% of Median</u>
1	\$62,650
2	\$71,600
3	\$80,550
4	\$89,450
5	\$96,650
6	\$103,800

**This information provides the definition of a Section 3 business concern. If you are able to answer 'yes' to any one of these questions, your business may qualify as a Section 3 concern. If you contract with this Housing Authority you will be required to submit documentation supporting this status.**

**1)**

**51% of this business is owned by persons who are (check any that apply):**

a public housing resident  a resident of Santa Cruz County

low income (below 80% of county median income)

4/24/18 income limits, area median \$81,400	
# of persons in family	80% of Median
1	\$62,650
2	\$71,600
3	\$80,550
4	\$89,450
5	\$96,650
6	\$103,800

**2)**

**This business consists of permanent full time employees, 30% of whose income is at or below 80 % of median (see above)  yes  no**

**OR**

**within 3 years of the date of their first employment with your business 30% of your permanent full time employees met that income eligibility (at or below 80% of median)  yes  no**

**3)**

**Does this business subcontract work?  yes  no**

**If yes, of all the subcontracts your business awards, can you provide evidence of a commitment to assign more than 25% of the dollar amount of all subcontracts to business concerns that meet the definitions in the section of this document labeled Demographics:  yes  no**

I certify under penalty of perjury that the foregoing information is current and accurate and I authorize the Housing Authority of the County of Santa Cruz to obtain a credit report and /or verify any of the above information.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### Section 3

#### What is it?

Under the Department of Housing And Urban Development (HUD) Act of 1968, known as Section 3, all recipients of certain HUD financial assistance, to the greatest extent feasible, are required to provide job training, employment and contracting opportunities for low or very-low income residents in connection with projects and activities in their neighborhoods.

#### What does it mean to you?

All recipients of certain HUD financial assistance must, to the greatest extent feasible, provide all types of employment opportunities to low and very low-income persons, including permanent employment and long-term jobs.

Contractors are encouraged to have 'Section 3 residents' make up at least 30% of their permanent, full time staff.

In addition, the Housing Authority is encouraged to award contracts to 'Section 3 businesses concerns'.

#### What is a 'Section 3 resident'?

- Public housing residents and / or
- For the purposes of the Housing Authority of the County of Santa Cruz, persons who live in Santa Cruz County and who have household income that falls below HUD's income limits (see below)

#### What is a 'Section 3 business concern'?

- A business that is 51% or more owned by Section 3 residents;
- Employs Section 3 residents for at least 30% of its full-time permanent staff; or
- Provides evidence of a commitment to subcontract to Section 3 business concerns, 25% or more of the dollar amount of the awarded contract.

#### What are the HUD income limits in use for Section 3?

Number of people in the household	Annual Household Income
1	\$62,650
2	\$71,600
3	\$80,550
4	\$89,450
5	\$96,650
6	\$103,800

**If you are awarded this contract, and if you will be requesting a Section 3 preference, you will be required to report information to the Housing Authority regarding the Section 3 status of your business. Further information and forms will be included with the formal contract package.**

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 contract 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 HUD assistance for housing.

**B.** The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, 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 part 135 regulations.

**C.** The contractor agrees to send to 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 notice in conspicuous places at the work site where both employees and 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 include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, 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 135. 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 135.

**E.** 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 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

**F.** Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

**G.** 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).