



Dear Contractor,

Thank you for your interest in doing business with Southside Community Development & Housing Corporation, (SCDHC). In order to be considered for a project you must complete the **Contractor Pre-Qualification Statement** to be considered to receive our Bid Packages, please review and complete all documents as requested. Use a separate sheet if necessary to complete your information.

Southside Community Development and Housing Corporation (SCDHC) is a Community-based nonprofit Housing Developer located in Richmond, Virginia. All programs and services are designed to encourage self-development, promote self-confidence and homeowner independence.

Our housing development program solicits the services of State of Virginia Class A and Class B Contractors licensed to construct and rehab single-family homes; only qualified registered EarthCraft Builders need apply for our “new” construction projects.

In order to be Pre-Qualified, you must complete the requested information and setup an interview appointment with our Director of Housing Development Programs, this interview is solely for the purposes of putting a face with the documentation and does not guarantee a project award.

Most of our projects are Federally Funded construction or rehab projects; Section 3 Businesses and or Businesses that employ Section 3 residents are encouraged to respond. SCDHC reserves the right to accept or reject any or all applicants.

Please return your completed information by mail at the address below or fax to 804.233.3020. All information must be typed or hand printed, **information not clear or legible will be discarded and considered incomplete. Information not notarized will be discarded.**

Attention: Director of Housing Development Programs
SCDHC
1624 Hull Street
Richmond, Virginia 23224
jimc@scdhc.com



7. List three most recent contracts over \$10,000. List the owner name and type of work, and cost of contract.

8. List the contracts upon which you are currently working. List the owner, location, contract cost, and estimated date of completion.

9. List three material suppliers / vendors and amount of credit available.

10. Attach copy of most recent Financial Statement. **This is a Mandatory requirement.**

11. Attach copy of current Workers Compensation and Liability Insurance Certificates
If no Workers Compensation Insurance, will you obtain it in order to win a contract?

List 3 sub contractors utilized in your work activities. **Use separate sheet if necessary.**

1. Name: _____
 Address: _____
 Specialty or trade: _____
 License # _____ Years of Experience _____

2. Name: _____
 Address: _____
 Specialty or trade: _____
 License # _____ Years of Experience _____

3. Name: _____
 Address: _____
 Specialty or trade: _____
 License # _____ Years of Experience _____

Provide a general description of your company and its key personnel.
Use separate sheet.

Are you on any list of debarred contractors list maintained by the U.S. Department of Labor, U.S. Department of Housing & Urban Development, or Virginia Department of Highways? YES NO

Note: All contractors, subcontractors and their workers, including electricians, Plumbers must have attended Lead Safe Work Practices training in order to be considered for Renovation/Repair work under our repair or renovation programs.

Have all of your workers attended this training?

YES NO If yes, complete the attached Employee Training Record.

If not, they will be required to attend the training before they can work on a project site.

The undersigned hereby authorizes and requests any person, firm or Corporation to furnish any information requested by **Southside Community Development & Housing Corporation** in verification of the recitals comprising this statement of Contractor's Qualifications:

Contractor Name: _____

Title: _____

Date: _____

STATE OF _____

COUNTY OF _____

Being duly sworn deposes and says that the answers to questions/statements therein are true and correct to the best of their knowledge.

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____,
20__.

SIGNATURE: _____
Notary Public

My commission expires: ____/____/____ Registration number: _____



Dear Contractor,

All Contractors wishing to be considered for our construction and rehab projects must submit copies of the following documents along with a completed Contractor Pre-Qualification Statement.

1. Virginia State Contractor's License
2. City or County Business License
3. Proof of Commercial Liability Coverage
4. Proof of Workers Compensation Coverage
5. Other Licenses or Certifications relative to your fields of expertise

Submit all information by mail or fax 804.233.3020.

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SCDHC
1624 Hull Street
Richmond, Virginia 23224
jimc@scdhc.com



Southside Community Development & Housing Corporation (SCDHC)

CONTRACTOR SELF CERTIFICATION FORM

Required Section 3 Certification and Action Plan

Name of Business _____

Address of Business _____

Type of Business (Check One): Corporation Partnership Sole Proprietorship Other

Business Activity: _____

All firms and individuals intending to do business with Southside Community Development & Housing Corporation (SCDHC) MUST complete and submit this Action Plan and submit it with the bid, offer, or proposal. Any solicitation response that does not include this document (completed, signed, and notarized) will be considered non-responsive and not eligible for award.

I am Certifying as a Section 3 Concern and requesting Preference accordingly (Select only One Option):

1. A business claiming status as a Section 3 Resident-Owned Business Concern (ROB) entity:
Initial here to select this option _____

Provide Certification for Section 3 Residents and proof that they own a minimum 51% of the business

2. A business claiming Section 3 status, because at least 30% of the existing or newly hired workforce for this specific contract will be Section 3 residents throughout the entire contract period. If a Prime or General Contractor is electing this option, the 30% employment requirement will be for the entire project including all the sub-contractor's employees:
Initial here to select this option _____

Check all methods you will employ to secure Section 3 Residents/Persons

- Distribute Flyers door-to-door to ALL local public housing authorities
- Post notice on the Southside Community Development & Housing Corporation (SCDHC)'s web site
- Run multiple advertisements in the local paper announcing the hiring opportunities
- Post signs at the entrance to the job site that it is a Section 3 covered project
- Notify residents and local community organizations including shelters and churches
- Defer to any list of Employment Readiness trained residents provided by the Southside Community Development & Housing Corporation (SCDHC)
- Other: _____

I anticipate my total number of employees for this contract to be _____ and _____ will be qualified Section 3.

3. A business claiming Section 3 status by subcontracting 25% of the dollar award to qualified Section 3 Business:
Initial here to select this option _____

- Provide a list of intended subcontract Section 3 business(es) with subcontract amount
- Provide certification & all supporting documentation for each planned subcontract Section 3 Business

I am NOT certifying as a qualified Section 3 Business Concern but if I trigger the regulation by doing any sub- contracting or hiring I will comply by (Select from below):

4. I commit to hiring and maintaining throughout the life of any contract awarded as part of this solicitation (Including and changes or modifications) at least Tier I Section 3 Residents from the housing authorities lease holders or housing choice voucher holders administered by this county. Only if no Tier I residents can be secured, the contractor may hire other low and very low income persons within the service area. Sufficient written justification will be required as to why no Tier I Resident could be hired.

Check all methods you will employ to secure Section 3 Residents/Persons

- Distribute Flyers door-to-door to ALL local public housing authorities
- Post notice on Southside Community Development & Housing Corporation (SCDHC)'s web site
- Run multiple advertisements in the local paper announcing the hiring opportunities
- Post signs at the entrance to the job site that it is a Section 3 covered project
- Notify residents and local community organizations including shelters and churches
- Defer to any list of Employment Readiness trained residents provided by Southside Community Development & Housing Corporation (SCDHC)
- Other: _____
Initial here to select this option _____

5. I will commit to funding, from my contract, a qualified Section 3 training in place of Employment or Contracting in the amount of 3% or more of my total contract award as required by Southside Community Development & Housing Corporation (SCDHC)'s policy. That training will commence within ten (10) days of contract start. My training will be:

- Employment Readiness Training (*List Training*) _____ for up to residents
- Employment Skills Classroom (*List Training*) _____ for up to residents
- Employment Skills Job Site (*List Training*) _____ for up to residents
- Other Site (*List Training*): _____ for up to residents (*Contractor understands that if Job Site training is completed by having the trainee complete work comparable to HUD defined employment categories, the trainees must be paid Davis-Bacon wages and covered under their workers compensation insurance*) Initial here to select this option _____

6. I will do the following to meet compliance that meet the 3% for all other economic requirements.

Initial here to select this option

My selected method of compliance is # from above options #4 - 6

If Contractor does not anticipate triggering regulation, check this box and initial by the reason below.

 I do not anticipate any new hires on this contract.

 I do not anticipate any new contracting by my firm on this contract.

Commonwealth of Virginia, County/City of _____

On this, the _____ day of _____, 20 _____, before

me a Notary Public, the undersigned personally appeared _____, known to me, or satisfactorily proven to be the person whose name is subscribed to the within instrument, and acknowledged that he/she executed the same for the purposes therein contained.

Given under my hand and official seal, this the _____ day of _____, 20 _____.

Notary Public

My Commission Expires: _____

WHAT IS DAVIS BACON?

OVERVIEW

The Davis Bacon and Related Acts (DBRA) requires all contractors and subcontractors performing work on federal or District of Columbia construction contracts or federally assisted contracts in excess of \$2,000 to pay their laborers and mechanics not less than the prevailing wage rates and fringe benefits for corresponding classes of laborers and mechanics employed on similar projects in the area. The prevailing wage rates and fringe benefits are determined by the Secretary of Labor for inclusion in covered contracts.

In addition to the Davis Bacon Act itself, Congress added Davis-Bacon prevailing wage provisions to approximately 60 laws—"related Acts"—under which federal agencies assist construction projects through grants, loans, loan guarantees, and insurance. (Examples of the related Acts are the Federal-Aid Highway Acts, the Housing and Community Development Act of 1974, and the Federal Water Pollution Control Act.) Generally, the application of prevailing wage requirements to projects receiving federal assistance under any particular "related" Act depends on the provisions of that law.

The U.S. Department of Labor (DOL) has oversight responsibilities to assure coordination of administration and consistency of enforcement of the labor standards provisions of the Davis Bacon and Related Acts. Under this authority, DOL has issued regulations establishing standards and procedures for the administration and enforcement of the Davis-Bacon labor standards provisions. Federal contracting agencies have day-to-day responsibility for administration and enforcement of the Davis-Bacon labor standards provisions in covered contracts for which they are responsible or to which they provide federal assistance under laws they administer.

Within DOL, the Employment Standards Administration's Wage and Hour Division (WHD) is responsible for administration and enforcement of the DBRA.

COMPLIANCE ASSISTANCE MATERIALS

BASIC INFORMATION

- [Davis-Bacon and Related Acts \(DBRA\) Web Page](#) - Provides information on prevailing wages and benefits set by the Department of Labor.
- [Employment Law Guide - Prevailing Wages in Construction Contracts](#) - Describes the coverage and basic requirements of prevailing wages in construction contracts.
- [Compliance Assistance - Davis Bacon and Related Acts Web Page](#) - Provides information on the Acts that require prevailing wages and fringe benefits on federal construction contracts.

- [Wage Survey Form](#) - Some contractors may be asked to submit wage data as part of the Wage Determination Survey. The WD-10 Form is an optional form to ensure consistency in submission of wage data.
- [Wage Determinations On-Line](#) - This Web site provides a single location for federal contracting officers and the public to use in obtaining appropriate Service Contract Act (SCA) and Davis-Bacon Act (DBA) wage determinations (WDs) for each official contract action.

POSTERS

- [Davis-Bacon Poster](#) - Covered contractors must post this poster. [\(En Español\)](#)

RECORDKEEPING

Under the Davis-Bacon and Related Acts (DBRA), covered contractors must maintain payrolls and basic records and submit certified weekly payrolls. Although use of [Form WH-347](#) is optional, the form will satisfy the requirements of Regulations, Parts 3 and 5 (29 CFR, Subtitle A), as to payrolls submitted in connection with contracts subject to the DBRA. Records to be maintained include:

- Name, address, and social security number of each employee;
- Each employee's work classification(s);
- Hourly rate(s) of pay (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof);
- Daily and weekly numbers of hours worked;
- Deductions made; and
- Actual wages paid.

See [29 CFR 5.5\(a\)\(3\)](#) for further information.

APPLICABLE LAWS AND REGULATIONS

- [Davis-Bacon Act \(DBA\)](#) - Requires payment of prevailing wages to laborers and mechanics employed on federal and federally assisted construction projects.
- [Reorganization Plan of 1950](#)
- [29 CFR Part 1](#) - Regulations describing the procedures for predetermination of wage rates.
- [29 CFR Part 3](#) - Regulations regarding contractors and subcontractors on public building or public work financed in whole or in part by loans or grants from the United States.
- [29 CFR Part 5](#) - Regulations regarding labor standards provisions applicable to contracts covering federally financed and assisted construction.
- [29 CFR Part 6](#) - Regulations describing the Rules of Practice for administrative proceedings enforcing labor standards in federal and federally assisted construction contracts and federal service contracts.

- [29 CFR Part 7](#) - Regulations describing practice before the Administrative Review Board with regard to federal and federally assisted construction contracts.

RELATED TOPICS AND LINKS

- [DOL's Office of Federal Contract Compliance Programs \(OFCCP\)](#) - OFCCP administers the laws prohibiting discrimination in hiring or employment decisions on the basis of race, color, gender, religion, or national origin by government contractors and subcontractors and federally assisted construction contracts and subcontracts. **See also Compliance Assistance By Topic - [Equal Employment Opportunity](#).**
- [Title I - Contract Work Hours and Safety Standards Act](#) - This Act requires contractors and subcontractors with covered contracts to pay laborers and mechanics employed in the performance of the contracts one and one-half times their basic rate of pay for all hours worked over 40 in a workweek. **See also Compliance Assistance By Law - [The Contract Work Hours and Safety Standards Act \(CWHSSA\)](#).**
- [Employment Law Guide - "Kickbacks" in Federally Funded Construction \(Copeland Act\)](#) - Describes the basic provisions of the Copeland "Anti-Kickback" Act. **See also Compliance Assistance By Law - [The Copeland "Anti-Kickback" Act](#).**
- **See also Compliance Assistance By Topic - [Wages and Hours Worked - Wages under Federal Contracts](#).**

DOL CONTACTS*

- **Employment Standards Administration (ESA)**
[Wage and Hour Division](#)
200 Constitution Avenue, NW
Room S-3502
Washington, DC 20210
[Contact WHD](#)
Tel: 1-866-4USWAGE (1-866-487-9243)
TTY: 1-877-889-5627
[Local Offices](#)
- **For questions on other DOL laws,** please call DOL's Toll-Free Help Line at 1-866-4-USA-DOL. Live assistance is available in English and Spanish, Monday through Friday from 8:00 a.m. to 8:00 p.m. Eastern Time. Additional service is available in more than 140 languages through a translation service.
Tel: 1-866-4-USA-DOL
TTY: 1-877-889-5627

**Pursuant to the U.S. Department of Labor's [Confidentiality Protocol for Compliance Assistance Inquiries](#), information provided by a telephone caller will be kept confidential within the bounds of the law. Compliance assistance inquiries will not trigger an inspection, audit, investigation, etc.*