
REISSUED REQUEST FOR PROPOSALS (RFP)

Chester Housing Authority

Request for Proposals (RFP) No.: [0001]

Project Title:

Lawn Care and Grounds Maintenance Services

Issue Date:

March 23, 2026

Proposal Due Date:

April 6, 2026 at 6 PM EST

Submission Location:

Chester Housing Authority
1111 Avenue of the States
Chester, PA 19013

Contact Person:

Quineice Harris
Director of Administration
qharris@chesterha.org
610-904-1111 ext 102

NOTICE OF REISSUED SOLICITATION

The Chester Housing Authority is issuing this **Request for Proposals (RFP)** to obtain qualified firms to provide year-round lawn care and grounds maintenance services for CHA-owned residential, administrative, and support sites located throughout Chester, Pennsylvania

This RFP is a **reissued solicitation**. The Authority previously issued an RFP on January 5, 2026. After reviewing the proposals received, the Authority determined that the submissions were **inadequate to meet the Authority's needs** and therefore elected to **reissue the solicitation**.

In accordance with the Authority's Procurement Policy and applicable federal procurement standards, the Authority is **reissuing the solicitation with revised minimum**

requirements to encourage broader competition and ensure the Authority receives proposals that fully address the scope of services.

All previously submitted proposals will only be reconsidered if the minimum requirements under this reissued solicitation are submitted in accordance with the requirements outlined in this document.

PROCUREMENT AUTHORITY

This procurement is conducted in accordance with:

- The Chester Housing Authority Procurement Policy
- **2 CFR Part 200 Uniform Administrative Requirements**
- All applicable **HUD procurement regulations**
- Applicable **State of Pennsylvania procurement requirements**

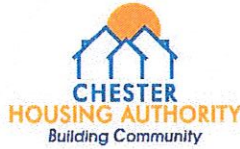
RESERVATION OF RIGHTS

The Chester Housing Authority reserves the right to:

- Reject any or all proposals
- Waive informalities or irregularities in proposals received
- Cancel this solicitation at any time
- Reissue the solicitation as deemed necessary
- Negotiate with the proposer(s) determined to be most advantageous to the Authority

Minority and Section 3 Participation

The Chester Housing Authority encourages participation by **minority-owned, women-owned, and Section 3 businesses** consistent with federal regulations.



REQUEST FOR PROPOSALS (RFP) PACKAGE

Chester Housing Authority

RFP No.: CHA-RFP-0001

Project Title: 2026 Lawn Care and Grounds Maintenance Services

Issue Date: March 23, 2026

Proposal Due Date: April 6, 2026 at 6 PM

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1. INTRODUCTION AND BACKGROUND

The **Chester Housing Authority (CHA)** is soliciting proposals from qualified firms to provide to provide year-round lawn care and grounds maintenance services for CHA-owned residential, administrative, and support sites located throughout Chester, Pennsylvania.

CHA currently owns and manages **public housing developments, voucher programs, and other housing assets** serving residents throughout the City of Chester.

The purpose of this Request for Proposals is to identify a qualified contractor to perform services that support the Authority's mission of **providing safe, affordable housing and maintaining quality living environments for residents.**

2. SCOPE OF SERVICES

The selected contractor will provide the following services:

In-Season Services (April–October): 20 cuts per site (additional as requested)

- Lawn mowing, edging, and trimming (weekly or as directed).
- Weed control in turf and landscaped beds.
- **Debris removal prior to mowing or trimming** — all trash, litter, branches, and obstructions must be removed before work begins.
- Shrub and hedge trimming/maintenance.
- Fertilization program.
- Aeration and overseeding.
- Tree, shrub, and bush trimming, removal, or replacement (as requested).
- Reseeding (per specifications).

- Seasonal cleanups (Spring/Fall), including mulching, edging beds, trimming perennials, and planting annuals/perennials.

Off-Season Services (November–March):

- Snow and ice clearing (as requested).
- Off-season hourly rate work.
- Debris and litter removal.
- Tree/shrub/bush removal or replacement.
- Special projects as directed by CHA.
- Reporting on hazardous conditions.

Locations / Properties

1. Ruth L. Bennett Homes – 261-unit family development, 1350 West 9th Street
2. William Penn Homes – 160-unit family development, 514 West Union Street
3. Chatham Estates Family – 110-unit family development, 611 Central Avenue
4. Chatham Estates Senior Village – 40-unit senior development, 600 Edwards Street
5. Wellington Ridge – 110-unit family & senior development, 3001 West 13th Street
6. Heartley Homes – 921 Avenue of the States
7. Office/Admin Building- 1111 Avenue of the States
8. Warehouse / Storage Lot -1401 W 3rd Street

Service Reporting & Completion Verification

- Contractor must provide notification of service completion for **each site serviced** within 24 hours of service.
- Notifications must include:
 - Property/location

- Date of service
- Start and end time
- Services performed
- **Photo confirmation of completed work**
- Notifications must be sent via email or text message.
- CHA reserves the right to verify services on-site.
- If recurring or bulk debris is encountered, contractor must also submit a **Debris Report Form (Appendix B)** along with photographs, within 24 hours of service.

Continuous Work Requirement

Once work begins at any CHA property, the contractor must complete all scheduled services for that location on the same visit. Contractors are not permitted to leave a property partially serviced and return another day without prior approval from CHA. Weather-related delays must be reported immediately, and rescheduling must occur within 48 hours.

Debris Removal & Disposal

- Precut Service and Litter Removal
- All grass clippings, branches, shrubs, trees, leaves, and other debris generated must be removed and **disposed of off-site** by the contractor. CHA dumpsters or grounds may not be used.
- Contractor shall ensure that **no mowing, edging, or trimming is performed until debris has been cleared** from the area.
- Contractor must complete and submit a **Debris Report Form** whenever recurring or significant debris issues are encountered, such as illegal dumping or bulk waste.

Failure to Clear or Report Debris – Penalties:

- **First occurrence:** Written warning and required re-performance at no cost to CHA.
- **Second occurrence:** 5% deduction from that month's invoice.
- **Third occurrence:** 10% deduction from that month's invoice.

- **Fourth occurrence:** 15% deduction from that month's invoice and CHA may consider the contractor in default.
- **Continued non-performance** shall constitute grounds for termination of the contract.

3. PROCUREMENT SCHEDULE

Event	Date
RFP Issued	March 23, 2026
Pre-Proposal Meeting (all bidders must attend)	March 25, 2026, at 10AM via Zoom
Questions Deadline	March 31, 2026 6 PM
Addendum Issued (if necessary)	April 2, 2026
Proposal Submission Deadline	April 6, 2026 6 PM
Proposal Evaluation	April 7-9, 2026
Contract Award	April 15, 2026

Questions may be submitted via email to Quineice Harris at qharris@chesterha.org

4. PROPOSAL SUBMISSION REQUIREMENTS

Proposals must be submitted, **sealed or electronically** by the deadline.

Required copies:

- One (1) original proposal and
- Three (3) copies

Sent to:

**Quineice Harris
 Director of Administration
 1111 Avenue of the States
 Chester, PA 19013**

Or

- One (1) electronic copy (via email) to **Quineice Harris** qharris@chesterha.org

Late proposals **will not be accepted**.

5. REQUIRED PROPOSAL FORMAT

Proposals should be organized as follows:

Cover Letter

Statement of interest signed by authorized representative.

Company Qualifications

History of company and experience providing similar services.

Technical Approach

Detailed explanation of how services will be performed.

Staffing Plan

Key personnel and organizational structure.

References

Minimum of three references for similar work. (please include email and phone number)

Cost Proposal

Detailed pricing structure.

Compliance Forms

All required certifications and HUD forms.

6. EVALUATION CRITERIA

Proposals will be evaluated based on the following:

Criteria	Points
Experience and Qualifications	30

Criteria	Points
Technical Approach	25
Past Performance / References	15
Staffing and Capacity	10
Cost Proposal	20

Total Possible Points: 100

7. PROPOSAL REVIEW PROCESS

An **Evaluation Committee** appointed by the CEO will review all proposals.

The committee may:

- Request clarification from proposers
- Conduct interviews
- Negotiate pricing
- Recommend the highest-ranked proposer for contract award

Final award will be approved by the **Chester Housing Authority Board of Commissioners** if required.

8. PROPOSAL SUBMISSION CHECKLIST

Proposals must include:

- Cover Letter
- Company Qualifications
- Technical Approach
- Staffing Plan
- References
- Cost Proposal
- HUD Form 5369-B (Instructions to Offerors)
- Non-Collusive Affidavit
- Certification Regarding Debarment
- Section 3 Compliance Statement Form
- Insurance Certificate
- W-9 Form

- Business License
- MWBE Documentation (if applicable)
- Debarment and Suspension Certification
- Equal Employment Opportunity Compliance

Incomplete proposals may be deemed **non-responsive**.

9. CONTRACT TERMS AND CONDITIONS

The resulting contract will be:

- Fixed price or negotiated service contract
- Initial term: **One (1) year**
- Renewal options: **Up to four (4) additional years**

Employee Requirements:

- All services must be performed by the contractor's direct employees. **Subcontractors are not permitted.**
 - A minimum of **two (2) employees** must be present on-site at all times during service visits.
 - Employees must wear **company-issued uniforms** with visible identification.
 - The contractor must comply with all **federal, state, and local laws**.
-

10. HUD & FEDERAL COMPLIANCE REQUIREMENTS

This procurement is conducted in accordance with:

- **2 CFR 200 Uniform Administrative Requirements**
- HUD procurement standards
- CHA Procurement Policy

Contractors must not be listed on the **federal debarment list**.

11. SECTION 3 REQUIREMENTS

This contract may be subject to **HUD Section 3 requirements**, which encourage employment and contracting opportunities for:

- Low-income residents
- Section 3 businesses

Contractors must sign a **Section 3 compliance form**.

12. MINORITY AND WOMEN OWNED BUSINESS PARTICIPATION

CHA encourages participation by:

- Minority-owned businesses
 - Women-owned businesses
 - Small businesses
-

13. INSURANCE REQUIREMENTS

Contractor must maintain:

- General Liability Insurance – \$1,000,000
 - Workers Compensation
 - Automobile Liability
 - Professional Liability (if applicable)
-

14. RESERVATION OF RIGHTS

The Chester Housing Authority reserves the right to:

- Reject any or all proposals
 - Waive informalities
 - Cancel the solicitation
 - Reissue the RFP
 - Negotiate with the highest ranked proposer
-

15. ATTACHMENTS & REQUIRED FORMS

Attachment A – Proposal Submission Form

Attachment B – Cost Proposal

Attachment C – Non-Collusion Affidavit

Attachment D – HUD Form 5369-B (Instructions to Offerors)

Attachment E – Section 3 Compliance Statement
Attachment F – Equal Employment Opportunity Statement
Attachment G – Certification Regarding Debarment
Attachment H – Debris Report Form

CHESTER HOUSING AUTHORITY
2026 LAWN CARE AND GROUNDS MAINTENANCE SERVICES
RFP
PROPOSAL SUBMISSION FORM

1. Vendor Information

Company Name: _____

Business Address: _____

City/State/Zip: _____

Contact Person: _____

Title: _____

Phone Number: _____

Email Address: _____

2. Proposal Information

RFP Title: **2026 LAWN CARE AND GROUNDS MAINTENANCE SERVICES**

RFP Number: _____

Submission Date: _____

3. Company Qualifications

Years in Business: _____

Brief Description of Experience:

4. Pricing Submission

Pricing Proposal Attached

Cost Breakdown Included

5. Required Documents Checklist

- Completed Proposal Submission Form
- Technical Proposal
- Pricing Proposal
- Certificate of Insurance
- W-9 Form
- References
- Business License
- Section 3 Statement
- MWBE Documentation (if applicable)

6. HUD & Compliance Certifications

- Non-Collusive Affidavit
- Debarment and Suspension Certification
- Equal Employment Opportunity Compliance
- Section 3 Compliance (if applicable)

7. Certifications & Acknowledgment

By signing below, the vendor certifies that all information provided is accurate and agrees to the terms of the RFP.

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

Appendix B – Pricing Sheet

Service Category| Ruth L. Bennett | William Penn | Chatham Family | Chatham Senior |
Wellington Ridge | Heartley Homes | 1111 Ave of the States | 1401 W 3rd Warehouse

Weekly Mowing & Edging

Spring Clean-Up

Fall Clean-Up

Tree/Shrub Trimming (2x annually)

Aeration

Overseeding

Fertilization

Hedge/Shrub Maintenance

Tree/Shrub/Bush Removal

Tree/Shrub/Bush Replacement

Reseeding (as specified)

Off-Season Hourly Rate



NON-COLLUSION AFFIDAVIT

PROJECT/PROPERTY LOCATION (STREET ADDRESS):	CONTRACT/PROJECT NUMBER:
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This Non-Collusion Affidavit is material to any contract/purchase order awarded pursuant to this bid. According to Section 4507 of Act 57 of May 15, 1998, 62 Pa. C.S., ss 4507, governmental agencies may require Non-Collusion Affidavits to be submitted with any bids.

By submittal of a bid for the above referenced project and execution of this affidavit, the following statements are acknowledged:

- The price(s) and amount of bid have been arrived at independently and without consultation, communication or agreement with any other Contractor, potential Contractor or bidder.
- Neither the price(s), amount of this bid nor the approximate price(s) or amount of bid, have been disclosed to any other company or person who may be a Contractor or potential Contractor, nor will they be disclosed prior to this bid opening.
- No attempt has been made, or will be made, to induce any company or person to refrain from bidding on this contract or submit a proposal higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
- This bid is made in good faith and not pursuant to any agreement or discussion with, or inducement from any company or person to submit a complementary or other noncompetitive bid.
- To my best knowledge, the Contractor, its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract.
- The Contractor is not currently under suspension or review by the commonwealth, or any other Federal, State or Local Governmental entity. If certification cannot be made, a written explanation to support the inability of providing such shall be submitted with this bid.

LEGAL NAME OF CONTRACTOR OR CONSTRUCTION COMPANY (PLEASE PRINT):

AUTHORIZED REPRESENTATIVE (PLEASE PRINT):

TITLE:

I state that I am authorized to make this affidavit on behalf of the above name Contractor or Construction Company and am the person responsible for submitting this bid and price(s) and amount included therein.

SIGNATURE (AUTHORIZED REPRESENTATIVE):

NOTARY PUBLIC:

SWORN TO AND SUBSCRIBED

BEFORE ME THIS ____ DAY

OF _____, 20____

MY COMMISSION EXPIRES:

The following information is to provide (at minimum) an overall explanation of non-collusion and the role/responsibility of entities desiring to participate in the bidding process for pending projects as advertised.

- A Non-Collusion Affidavit must be executed by the person responsible (i.e; owner, employee, officer) for making decisions on price(s) and amount(s) quoted in the bid.
- Bid rigging and other efforts to restrain competition, and making false sworn statements in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the affidavit should be aware of all bidding requirements and protocol. By signing this document, she or he must be assured that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder as to their responsibilities for the preparation, approval and/or submission of the bid.
- In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid proposal, and an affidavit be submitted separately on behalf of each party.
- The term "complementary bid" as used in the affidavit, incorporates the meaning commonly associated with its' use in the bidding process. This includes the knowing submission of bid amounts higher than the bid from another Contractor, any intentionally high or noncompetitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.
- Failure to submit an affidavit with the bid proposal in compliance with these instructions may result in disqualification of the bid.

Instructions to Offerors Non-Construction

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing



- 03291 -

1. Preparation of Offers

(a) Offerors are expected to examine the statement of work, the proposed contract terms and conditions, and all instructions. Failure to do so will be at the offeror's risk.

(b) Each offeror shall furnish the information required by the solicitation. The offeror shall sign the offer and print or type its name on the cover sheet and each continuation sheet on which it makes an entry. Erasures or other changes must be initialed by the person signing the offer. Offers signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the HA.

(c) Offers for services other than those specified will not be considered.

2. Submission of Offers

(a) Offers and modifications thereof shall be submitted in sealed envelopes or packages (1) addressed to the office specified in the solicitation, and (2) showing the time specified for receipt, the solicitation number, and the name and address of the offeror.

(b) Telegraphic offers will not be considered unless authorized by the solicitation; however, offers may be modified by written or telegraphic notice.

(c) Facsimile offers, modifications or withdrawals will not be considered unless authorized by the solicitation.

3. Amendments to Solicitations

(a) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

(b) Offerors shall acknowledge receipt of any amendments to this solicitation by

- (1) signing and returning the amendment;
- (2) identifying the amendment number and date in the space provided for this purpose on the form for submitting an offer,
- (3) letter or telegram, or
- (4) facsimile, if facsimile offers are authorized in the solicitation. The HA/HUD must receive the acknowledgment by the time specified for receipt of offers.

4. Explanation to Prospective Offerors

Any prospective offeror desiring an explanation or interpretation of the solicitation, statement of work, etc., must request it in writing soon enough to allow a reply to reach all prospective offerors before the submission of their offers. Oral explanations or instructions given before the award of the contract will not be binding. Any information given to a prospective offeror concerning a solicitation will be furnished promptly to all other prospective offerors as an amendment of the solicitation, if that information is necessary in submitting offers or if the lack of it would be prejudicial to any other prospective offerors.

5. Responsibility of Prospective Contractor

(a) The HA shall award a contract only to a responsible prospective contractor who is able to perform successfully under the terms and conditions of the proposed contract. To be determined responsible, a prospective contractor must -

- (1) Have adequate financial resources to perform the contract, or the ability to obtain them;

- (2) Have a satisfactory performance record;
- (3) Have a satisfactory record of integrity and business ethics;
- (4) Have a satisfactory record of compliance with public policy (e.g., Equal Employment Opportunity); and
- (5) Not have been suspended, debarred, or otherwise determined to be ineligible for award of contracts by the Department of Housing and Urban Development or any other agency of the U.S. Government. Current lists of ineligible contractors are available for inspection at the HA/HUD.

(b) Before an offer is considered for award, the offeror may be requested by the HA to submit a statement or other documentation regarding any of the foregoing requirements. Failure by the offeror to provide such additional information may render the offeror ineligible for award.

6. Late Submissions, Modifications, and Withdrawal of Offers

(a) Any offer received at the place designated in the solicitation after the exact time specified for receipt will not be considered unless it is received before award is made and it -

- (1) Was sent by registered or certified mail not later than the fifth calendar day before the date specified for receipt of offers (e.g., an offer submitted in response to a solicitation requiring receipt of offers by the 20th of the month must have been mailed by the 15th);
- (2) Was sent by mail, or if authorized by the solicitation, was sent by telegram or via facsimile, and it is determined by the HA/ HUD that the late receipt was due solely to mishandling by the HA/ HUD after receipt at the HA;
- (3) Was sent by U.S. Postal Service Express Mail Next Day Service - Post Office to Addressee, not later than 5:00 p.m. at the place of mailing two working days prior to the date specified for receipt of proposals. The term "working days" excludes weekends and U.S. Federal holidays; or
- (4) Is the only offer received.

(b) Any modification of an offer, except a modification resulting from the HA's request for "best and final" offer (if this solicitation is a request for proposals), is subject to the same conditions as in subparagraphs (a)(1), (2), and (3) of this provision.

(c) A modification resulting from the HA's request for "best and final" offer received after the time and date specified in the request will not be considered unless received before award and the late receipt is due solely to mishandling by the HA after receipt at the HA.

(d) The only acceptable evidence to establish the date of mailing of a late offer, modification, or withdrawal sent either by registered or certified mail is the U.S. or Canadian Postal Service postmark both on the envelope or wrapper and on the original receipt from the U.S. or Canadian Postal Service. Both postmarks must show a legible date or the offer, modification, or withdrawal shall be processed as if mailed late. "Postmark" means a printed, stamped, or otherwise placed impression (exclusive of a postage meter machine impression) that is readily identifiable without further action as having been supplied and affixed by employees of the U.S. or Canadian Postal Service on the date of mailing. Therefore, offerors should request the postal clerk to place a hand cancellation bull's-eye postmark on both the receipt and the envelope or wrapper.

(e) The only acceptable evidence to establish the time of receipt at the HA is the time/date stamp of HA on the offer wrapper or other documentary evidence of receipt maintained by the HA.

(f) The only acceptable evidence to establish the date of mailing of a late offer, modification, or withdrawal sent by Express Mail Next Day Service-Post Office to Addressee is the date entered by the post office receiving clerk on the "Express Mail Next Day Service-Post Office to Addressee" label and the postmark on both the envelope or wrapper and on the original receipt from the U.S. Postal Service. "Postmark" has the same meaning as defined in paragraph (c) of this provision, excluding postmarks of the Canadian Postal Service. Therefore, offerors should request the postal clerk to place a legible hand cancellation bull's eye postmark on both the receipt and the envelope or wrapper.

(g) Notwithstanding paragraph (a) of this provision, a late modification of an otherwise successful offer that makes its terms more favorable to the HA will be considered at any time it is received and may be accepted.

(h) If this solicitation is a request for proposals, proposals may be withdrawn by written notice, or if authorized by this solicitation, by telegram (including mailgram) or facsimile machine transmission received at any time before award. Proposals may be withdrawn in person by a offeror or its authorized representative if the identity of the person requesting withdrawal is established and the person signs a receipt for the offer before award. If this solicitation is an invitation for bids, bids may be withdrawn at any time prior to bid opening.

7. Contract Award

(a) The HA will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the HA, cost or price and other factors, specified elsewhere in this solicitation, considered.

(b) The HA may

- (1) reject any or all offers if such action is in the HA's interest,
- (2) accept other than the lowest offer,
- (3) waive informalities and minor irregularities in offers received, and (4) award more than one contract for all or part of the requirements stated.

(c) If this solicitation is a request for proposals, the HA may award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the offeror's best terms from a cost or price and technical standpoint.

(d) A written award or acceptance of offer mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer shall result in a binding contract without further action by either party. If this solicitation is a request for proposals, before the offer's specified expiration time, the HA may accept an offer, whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award. Negotiations conducted after receipt of an offer do not constitute a rejection or counteroffer by the HA.

(e) Neither financial data submitted with an offer, nor representations concerning facilities or financing, will form a part of the resulting contract.

8. Service of Protest

Any protest against the award of a contract pursuant to this solicitation shall be served on the HA by obtaining written and dated acknowledgment of receipt from the HA at the address shown on the cover of this solicitation. The determination of the HA with regard to such protest or to proceed to award notwithstanding such protest shall be final unless appealed by the protestor.

9. Offer Submission

Offers shall be submitted as follows and shall be enclosed in a sealed envelope and addressed to the office specified in the solicitation. The proposal shall show the hour and date specified in the solicitation for receipt, the solicitation number, and the name and address of the offeror, on the face of the envelope.

It is very important that the offer be properly identified on the face of the envelope as set forth above in order to insure that the date and time of receipt is stamped on the face of the offer envelope. Receiving procedures are: date and time stamp those envelopes identified as proposals and deliver them immediately to the appropriate contracting official, and only date stamp those envelopes which do not contain identification of the contents and deliver them to the appropriate procuring activity only through the routine mail delivery procedure.

[Describe bid or proposal preparation instructions here:]

CHESTER HOUSING AUTHORITY

SECTION 3 COMPLIANCE STATEMENT (24 CFR PART 75)

Purpose of Section 3

Section 3 of the Housing and Urban Development Act of 1968, as amended, and implemented under 24 CFR Part 75, requires that economic opportunities generated by HUD financial assistance be directed, to the greatest extent feasible, to low- and very low-income persons (Section 3 workers) and to businesses that provide economic opportunities to such persons (Section 3 businesses).

Section 3 applies to recipients of HUD funding, including public housing authorities, and their contractors and subcontractors performing work in connection with covered projects.

Contractor Agreement

The contractor agrees to comply with all provisions of Section 3 and 24 CFR Part 75 and will, to the greatest extent feasible:

Provide employment and training opportunities to Section 3 workers and Targeted Section 3 workers.

Award contracts and subcontracts to Section 3 businesses.

Meet HUD benchmarks: 25% of labor hours by Section 3 workers and 5% by Targeted Section 3 workers.

Maintain documentation of all compliance efforts.

Submit required reports to the Chester Housing Authority.

Ensure all subcontractors comply with Section 3 requirements.

Certification

By signing below, the contractor certifies that they have read, understand, and agree to comply with the requirements of Section 3, as set forth in 24 CFR Part 75.

Company Name: _____

Authorized Representative (Print Name): _____

Title: _____

Signature: _____

Date: _____

Equal Employment Opportunity Statement

Contractor agrees to comply with all federal, state, and local laws, and Federal Executive Orders and will provide an equal opportunity in employment for all qualified individuals. Contractor will prohibit discrimination in employment based on race, creed, color, national origin, religion, ancestry, age, marital status, sexual orientation, sex, handicap, nationality, citizenship, atypical hereditary cellular or blood trait, gender identity or service in the armed forces of the United States, or an individual's status as a Veteran, or disabled veteran.

Contractor agrees that all terms and conditions of employment, including, but not limited to, promotion, demotion, transfer, recruiting, layoff, termination, training, and rates of pay of employees will be administered without regard to any of the categories listed hereinabove, and be done in accordance with all federal, state and local laws.

Signature

Date



**Certification Regarding
Debarment, Suspension, and Other Responsibility Matters
Primary Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211). Copies of the regulations are available from local offices of the U.S. Small Business Administration.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

Business Name _____

Date _____

By _____
Name and Title of Authorized Representative

Signature of Authorized Representative



INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is submitted for assistance in obtaining a copy of those regulations (13 CFR Part 145).
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the ineligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

Appendix H – Debris Report Form

CHESTER HOUSING AUTHORITY

Debris/Obstruction Report Form

Date of Service: _____

Time of Service: _____

Property/Site: _____

Unit or Area (if applicable): _____

Description of Debris/Obstruction:

Was debris removed during this visit? Yes No

If not removed, why?

Unsafe to remove

Volume too large (requires bulk disposal)

Requires CHA maintenance staff support

Other: _____

Photographs Attached: Yes No

Additional Notes / Recommendations:

Submitted By: _____

Company: _____