

ADDENDUM NO. 1

07/12/24

Marianas High School Gym HVAC Project

NMHC IFB 2024-008

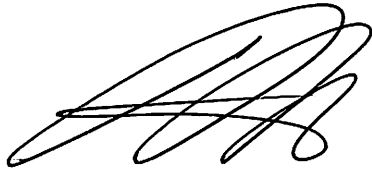
1. General: The following revisions, additions, corrections, and/or clarifications to the specifications shall apply to the work affected thereby. Careful note of the Addendum shall be taken into consideration by the bidder/contractor, and all trade affected shall be fully advised of the information contained herein. In the event of conflicts between the drawings, specifications and this Addendum, the content of this Addendum shall govern. All further conflicts in the work resulting from or caused by, the contents of this Addendum must be brought to the attention of the Contracting Officer for resolution. Failure to acknowledge this Addendum in accordance with the instructions, may subject your bid to rejection on the affected item(s)/services(s).

2. Prebid Meeting Minutes

3. Bid Bond Form; Form of Statement of Bidders Qualification; and Section 3 Plan: Bidders to replace current forms and use the forms attached in this addendum.

(Note: acknowledgement of addendums must be indicated in the bid proposal form.)

All other requirements of the Invitation For Bids (IFB) shall remain as stated



Jesse S. Palacios
Corporate Director



NORTHERN MARIANAS HOUSING CORPORATION

P.O. BOX 500514, Saipan, MP 96950-0514

Email: nmhc@nmhc.gov.mp

Website: <http://www.nmhc.gov.net>

Tels: (670) 234-6866

234-7670

Fax: (670) 234-9021

Meeting Minutes

Marianas High-School Gym HVAC Project NMHC IFB 2024-008

Mandatory Pre-Bid Conference

Agenda

July 09, 2024, 10:00 a.m.

NMHC Central Office Conference Room, Garapan, Saipan

1. Attendance & Sign-In requirements:

Chin Keong Phua, Winzy Corp; John Ericson Torres, Genesis Ent.; Jayrold Villacrusis, RNV Construction; Teody Molinyawe, Hydroaire (HMS); Joanna Pai, Chong's Corp.; Camille Samonte, Chong's Corp.; Frankie Rodriguez, MB Tech.; Eddie Lim, HBR International; Richard Leong, Multiline Supplies & Services; Renato Abarquez, GPPC Inc.

2. Introduction:

a. NMHC Key Staff:

Jonathan Arriola, CDBG-DR Project Manager; Wilfred Villagomez, CDBG-DR Project Supervisor; Christopher D. Pangelinan, CDBG-DR Engineer; Paul Demapan, CDBG-DR Construction Inspector; Derol Tudela, CDBG-DR Construction Inspector; Zenie P. Mafnas, Deputy Corporate Director; Jacob Muna, Office Manager/Procurement Officer

b. Construction Manager:

Pacific Engineering Group & Services (PEGS)

c. Implementing Partner

Public School System (PSS): Heather Stole; Eric Magofna; Preston Basa; Melanie Rdiall; Fred Salavaria; Kimberly Oxales; Roman Demapan; Rommel Mostales

3. Project Information

a. Scope of Work:

*****Selected Contractor will need to work around the MHS instructional schedule. Per MHS Principal, work schedule is flexible. Contractor will need to communicate the anticipated activities.**

4. Request for Information (RFI)

- a. ALL Request for Information (RFIs) shall be submitted in writing via email to officemanager@nmhc.gov.net on or before **July 15, 2024, no later than 4:00 p.m.** Please note: All **technical questions** will be forwarded to



Tinian Field Office
Tel: (670)433-9213
Fax: (670)433-3690

“NMHC is an equal employment and fair housing public agency”

CDBG-DR Office
Tel: (670)233-9447/9448/9449
Fax: (670) 233-9451

Rota Field Office
Tel: (670)532-9410
Fax: (670)532-9441

CDBG-DR Project Division & the Implementing Partner. Also depending on the complexity of the IFB, responses to the questions maybe three to five business days.

*****All technical questions must be submitted in writing as RFIs.**

5. Bid Specifics:

- a. Bidding Procedures shall be in compliance with Northern Marianas Housing Corporation **NMIAC 100-60 Procurement Regulations**.
- b. Contractors are required to provide **bid security of at least 15% of the bid amount**. Acceptable bid security is the following: bid bond, cash, certified check, cashier's check or other forms acceptable to NMHC. (Bid bond by a certified company recommended).

c. *****Additional Forms attached to the agenda for the bidders for bid submission. Attached forms are the following: Bid Bond Form (form was not included); Statement of Bidder's Qualification Form (page numbers were corrected); Section 3 Plan (page numbers were corrected).**

6. Time of Completion:

- a. **Project Duration: 300-calendar days**
- b. Failure to complete the work within the time specified, **liquidated damages** will be assessed in the amount of **One Thousand Dollars (\$1,000.00)** for each and every day the work is delayed beyond the established completion date.

7. Submission of bids:

- a. Sealed bids must be marked **NMHC IFB 2024-008**. For Bidders within the CNMI, an original, three (3) copies of sealed bids and one (1) USB flash drive must be submitted to the NMHC Central Office, Garapan, Saipan MP 96950, **no later than 2:00 p.m. August 08, 2024**. Bids received after the date and time will not be accepted
- b. Bidders located outside the CNMI may obtain an additional seven (7) working days for receipt of their bids by submitting a **Notice of Intent to Bid**. Notice of Intent Bid must be received by the Procurement Officer no later than **2:00 p.m. local time, August 08, 2024** and must be transmitted via facsimile to (670) 234-9021, or via email to officemanager@nmhcgov.net.
- c. For bidders outside the CNMI, one (1) original, three (3) copies and one (1) USB Flash Drive sealed bids must be postmarked by the U.S. Postal Services or the official government postal service of a foreign country no later than **August 08, 2024**, and must be received at NMHC no later than **August 19, 2024**. Note that failure to submit the required number of copies & flash drive may be cause for rejection of a bid.

8. Bid Documents:

- a. All forms in the packet must be filled-out and submitted in the order shown on the instruction to bidders.

9. Unique Entity Identifier (UEI): The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov



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- On **April 4, 2022**, the unique entity identifier used across the federal government changed from the DUNS Number to the Unique Entity ID (generated by SAM.gov).
- The General Services Administration (GSA), a federal agency, is required by the Federal Acquisition Regulation (FAR) to compile and maintain a list of parties debarred, suspended, or disqualified by federal agencies.
 - a. As part of this transition, the DUNS Number has been removed from SAM.gov.
 - b. Entity registration, searching, and data entry in SAM.gov now require use of the new Unique Entity ID.
 - c. Contractors, as well as recipients of federal financial assistance, are required to register in the System for **Award Management** (SAM). This applies to the Community Development Block Grant Disaster Recovery (CDBG-DR) program, which requires that grantees, sub-recipients, subgrantees, contractors, and units of local governments register in SAM.

10. Contractors shall abide by the Davis Bacon Act.

- a. Davis-Bacon and HUD-determined maintenance and nonroutine maintenance prevailing wage rate determinations which apply to ALL MANPOWER employed by Contractor and Subcontractor working on CDBG projects as administered by NMHC. These labor standards provisions provide payroll, record keeping, and prevailing wage rate requirements which are monitored throughout the duration of the project.
- b. Employees shall be paid ON A WEEKLY BASIS

11. Section 3 requirements:

- a. Section 3 contributes to the establishment of stronger, more sustainable communities by ensuring that employment and other economic opportunities generated by Federal financial assistance for housing and community development programs are, to the greatest extent feasible and consistent with existing Federal, state, and local laws and regulations, directed toward low- and very low-income persons. Section 3 applies to training or employment arising in connection with HUD-funded housing rehabilitation, housing construction, or other public construction projects, and any contracting opportunities arising in connection with both public housing and other Section 3 projects. These opportunities are, to the greatest extent feasible, required to be given to low- and very low-income persons and business concerns that provide economic opportunities to low- or very low-income persons, particularly those who are recipients of government assistance for housing or residents of the community in which the Federal assistance is spent.
- b. **For any new jobs, the contractor is advised to hire people whom are Low-moderate income and/or receiving public assistance such as Food Stamp or Public Housing Assistance.**

12. Federal Labor Standard Act

- a. Labor Standard Provision for Wage Rate Determination as noted in the Department of Labor General Decision. Bidders are advised that all wage rate for employees performing work, labor and services on this project shall be paid no less that the minimum wage rate of \$7.25 per hour which took effect on September 30, 2018, as established by Federal Law, or the U.S. Department of Labor General Decision No. CM20240002, whichever is greater.

13. Minority and or Women’s Business Enterprises (MBE?WBE)

The successful bidder will also be required to affirmatively ensure that, in any contract entered into pursuant to CDBG-DR projects, Minority and /or Women’s Business enterprises.



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14. Liability to third persons; Indemnification; Insurances

- a. The Contractor shall be liable for the torts and wrongful acts of its employees and staff members, and shall carry insurance necessary for the protection of its employees and staff members during the life of the Contract, and shall indemnify and hold harmless the NMHC from any and all claims, demands, suits, and causes of action whatsoever involving third parties arising out of or connected with the negligent performance of the Contract.
- b. The Contractor and his subcontractors shall procure and thereafter maintain **workmen's compensation, general liability, builder's risk, and comprehensive automobile liability (bodily damage) insurance**, with respect to performance under the Contract; provided, that the Contractor may, with approval of the Corporate Director, maintain a self-insurance program. All insurance required pursuant to the provisions of this paragraph shall be in such form, in such amounts, and for such periods of time, as the Corporate Director may, from time to time, require or approve, and with insurers approved by the Corporate Director.
- c. **Workmen's Compensation Insurance:** The Contractor's employees engaged in any work under the Contract shall be afforded the same coverage as that which is extended to the employees of the NMHC.
- d. **Comprehensive General Liability Insurance:** Coverage shall have the following minimum amounts: Personal injury, \$100,000.00 each person, and \$300,000.00 each occurrence; Property damage, \$50,000.00 each occurrence, and \$100,000.00 aggregate.
- e. **Builder's Risk (fire and extended coverage):** The Contractor shall carry Builder's Risk (fire and extended coverage) Insurance on all work in place and materials stored at the work site, including foundations and building equipment. The Builder's Risk Insurance shall be for the benefit of the Contractor and the NMHC as their interests may appear and each shall be named in the policy or policies as an assured. Builder's Risk insurance need not be carried on excavations, piers, footings, or foundations until such time as work on the super structure is started and it need not be carried on landscape work. Policies shall be in effect at all times for the full cash value of all completed construction work, as well as materials in place and stored at the site, whether or not partial payment has been made by the NMHC. The Contractor may terminate this insurance on building(s) taken over for occupancy by the Commonwealth of the Northern Mariana Islands as of the date said building(s) is accepted.
- f. **Comprehensive Automobile Liability Insurance:** Coverage of this insurance for all owned, non-owned and hired vehicles shall have the following minimum amounts: Personal injury, \$100,000.00 each person, and \$300,000.00 each occurrence; Property damage, \$50,000.00.
- g. **The comprehensive general and automobile liability policies shall contain a provision worded as follows:**
 - "The insurance company **waives any right of subrogation** against the NMHC which may arise by reason of any payment under this policy".
- h. **Prior to commencement of work under the Contract, the Contractor shall furnish to the Corporate Director a certificate or written statement of the above required insurance.** The policies evidencing required insurance shall contain an endorsement to the effect that cancellation or any material change in the policies adversely affecting the interests of the NMHC in such insurance shall not be effective until 30 days after the Corporate Director has received written notice from the insurer, as evidenced by return receipt of registered or certified letter.

15. Performance of Work by Contractor

- a. The Contractor shall perform on the site and with his own organization, work equivalent to at least fifty-one percent (51%) of the total amount of work to be performed under the contract. If, during the progress of the work hereunder, the Contractor requests a reduction in such percentage and the Corporate Director determines that it



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would be to the advantage of the NMHC, the percentage of the work required to be performed by the Contractor may be reduced with the written approval of the Corporate Director.

16. Subcontract

- a. Nothing contained in this contract shall be construed as creating any contractual relationship between any subcontractor and the NMHC. The divisions or sections of the specifications
- b. are not intended to direct the Contractor in dividing the work among subcontractors, or to limit the work performed by any trade.
- c. Within ten (10) days after award of any subcontract by either the Contractor or any of his subcontractors, the Contractor shall deliver to the Corporate Director a statement setting forth the name and address of the subcontractor and a summary description of the work subcontracted.
- d. The Contractor shall be responsible to the NMHC for acts and omissions of his own employees and of subcontractors and their employees. He shall also be responsible for the coordination of the work of the trades, subcontractors, and suppliers.
- e. The NMHC will not undertake to settle any differences between or among the contractor, subcontractors, and suppliers.
- f. Should the contractor need subcontractor during the life of the project they must submit notify the Corporate Director – Use the Notification of New-Sub-contractor (Required)

17. Breach of Ethical Standard

- a. NMIAC § 100-60-725 (a) Gratuities and Kickbacks
 - **Gratuities.** It shall be a breach of ethical standards for any person to offer, give or agree to give any employee or former employee or for any employee or former employee to solicit, demand accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or any other advisory capacity in any proceeding or application, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract or to any solicitation or proposal therefor.
 - **Kickbacks.** It shall be a breach of ethical standards for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith as an inducement for the award of a subcontractor or order.
- b. NMIAC 100-60-730 Prohibition Against Contingent Fees
 - **Contingent Fees.** It shall be a breach of ethical standards for a person to be retained, or to retain a person, to solicit or secure NMHC contracts upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business
 - NMHC hereby notifies all bidders that it will affirmatively ensure that, in any contracts entered into pursuant to this advertisement, small, minority businesses and women's business enterprises will be afforded equal



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opportunity to submit bids and will not be discriminated against on grounds of race, color, religion, sex, disabilities or national origin.

- This project is also subject to Section of the Housing and Community Development Act of 1968 which requires the successful bidder to the “maximum extent feasible”, take affirmative steps to provide training, contracting and employment opportunities and help ensure that the economic opportunities generated by these HUD funds are provided to local low-income residents in Saipan.
- NMHC reserves the right to reject any and all proposals for any reason and to waive any defects in the bids if determined to be in its best interest. All bids received shall become the Property of the Commonwealth Government.

18. Permits

- a. Prime Contractor shall be responsible for obtaining ALL permits for this project.

19. Performance Bond & Payment Bond

- a. IF awarded the contractor is required to obtain 100% Performance Bond & 100% Payment Bond prior to issuance of a Notice to Proceed by NMHC.

20. Warranty

- a. Contractor shall provide warranty pursuant to the specifications on the bid packet.

21. Additional forms during the life of the project

- a. Certified Payroll Form: Wage & Hour Division -WH347 (Required)
- b. Section 3 Monthly Compliance Report (Required)

22. Build America Buy America (BABA)


- a. NMHC was given a waiver

23. Mandatory On-Site-Inspection

- a. Mandatory On-Insite Inspection Sign-In Sheet

24. Adjournment

- a. Time adjourned: 10:25 a.m.

Jacobs Muna, Office Manager / Procurement Officer




Northern Marianas Housing Corporation

PREBID

07/09/2024

NMHC IFB 2024-004

Marianas High-School Gym HVAC Project

Name:	Company:	Contact No.:	Email Address (pls. print clearly):
Eric Magallon	PSS		eric.magon@cm.pss.org
Jovallan Agun	PSS- MMS	670373202	
Roberta Basu	"	"	
Melanie Kdiall	"	"	
Fred Salavonia	PSS	11	
KIMBERLY OXALES	PSS- FDM	670 322-3716	kimberly.oxales@cm.pss.org
Roman Danapan	PSS	989 7566	rsdanapan79@gmail.com
CHIN KEONG PHUA	WINDY CORP.	670 234 3870	windy corporation@gmail.com
JOHN ERICSON TORRES	GENESIS ENT		
JAYROD VILVERUSIS	RNV CONST.	285-9618	jayrold@rnmconstruction.com
TEDDY MACINYANE	HYDROAIRE (HMS)	789-7662	hydroaire@yahoo.com

Northern Marianas Housing Corporation

PREBID
07/09/2024
NMHC IFB 2024-004
Marianas High-School Gym HVAC Project

Name:	Company:	Contact No.:	Email Address (pls. print clearly):
Chris D. Pangelinan	CDBG - DR	233-9447	cdpangelinan@nmhc.gov.net
H. Stole	PSS	322-3716	heather.stole@cnmipss.org
Wilfred Villagomez	CDBG-DR	233-9447	projectsupervisor@nmhc.gov.net
Joanna Pai	Chong's Comp.	234-6566	*joannap@chongsaipan.com
Camille Samonte	Chong's Comp.	234-3365	camilleb@chongsaipan.com / ^{chongs@} pticon.com
FRANKIE RODRIGUEZ	MB TECH	781-2377	frankierod@yahoo.com
EDDIE LIM	HBDR INT'L INC.	670-235 3637	hbdr-saipan@yahoo.com
ROMMEL MOSTALES	PSS FDM	670-285 1835	rommel.mostales@cnmipss.org
Lolly Macatangay	PEGS, LLC	670-783-0377	lmacatangay@pegssmp.com
FERNANDO FORTADES	PEGS LLC	670 285 7140	ffortades@pegssmp.com
Melanie Padiel	PSS-MHS	670-285 0809	melanie melanie.saldon@cnmipss.org

Northern Marianas Housing Corporation

SITE VISIT

07/09/2024

NMHC IFB 2024-004

Marianas High-School Gym HVAC Project

Name:	Company:	Contact No.:	Email Address (pls. print clearly):
RICHARD LEONG	MULTI-ME Supplies & Services	670-285-2752	RLEONG1969@GMAIL.COM
RENATO ABARQUEZ	GPPC, Inc	670-989-3397	renatoa@gppcinc.com
Roman Demapan	PEGS	989 9566	rsdemapan59@gmail.com
CHIN KEONG PHUA	WINZY CORP	670 234 3870	winzycorporation@gmail.com
JOHN TORRES	GENESIS	670 286 0511	jetorres.genesis@gmail.com
FRANKIE RODRIGUEZ	MB TECH	981-2377	Franksirod@yahoo.com
JAYROLD VILLACRUSIS	RNV CONST.	285-9619	jayrold@rnvconstruction.com
TEODY MOLINYAUTE	HYDROAIRE (HMS)	789-7662	hydroaire@yahoo.com
Wilfred U.	CDBG-DR	273-9447	
FERNANDO FORTADOS	PECC LLC	245 7740	
Joanna Pai	Chong's Corp.	234-6560	joannap@chongsaipan.com
EDDIE LIM	HBR INTL INC	235-3637	hbrsqipan@yahoo.com
Jessa Rautc	JWS A/C & Ref	235 5756	JWS@jwsa/cpsn.com
		788-0801/235-5872	

Northern Marianas Housing Corporation

SITE VISIT

07/09/2024

NMHC IFB 2024-004

Marianas High-School Gym HVAC Project

Name:	Company:	Contact No.:	Email Address (pls. print clearly):
Camille Somante	Chong's Corp.	234-3365	chongs@pticom.com Camilleb@chongsaijan.com
Harold Dator	Chong's Corp.	234-6560	chongs@pticom.com

BID BOND

KNOW ALL MEN BY THESE PRESENTS, that we _____ as PRINCIPAL, and _____ AS SURETY are held and firmly bound unto the Commonwealth of the Northern Mariana Islands, hereinafter called the "Government", in the penal sum of _____ Dollars (US\$ _____) for the payment of which sum will and truly to be made, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITIONS OF THIS OBLIGATIONS ARE SUCH, that whereas the PRINCIPAL has submitted the accompanying bid dated _____, 20____, for _____.

NOW, THEREFORE, if the principal shall not withdraw said bid within the period specified therein after the opening of the same, or if no period be specified therefore, within ten (10) days after the prescribed forms are presented to him for signature, enter into a written contract with the Northern Marianas Housing Corporation (NMHC), in accordance with the bid as accepted, and give bond with good and sufficient surety or sureties, as may be required, for the faithful performance and proper fulfillment of such contract, or in the event of the withdrawal of said bid within the period specified, or the failure to enter into such contract and give bond within the time specified, if the Principal shall pay the NMHC the differences between the amount specified in said bid and the amount for which the NMHC may procure the required work and/or supplies, if the latter amount be in excess of the former, then the above obligation shall be void and of no effect, otherwise to remain in full force and virtue.

IN WITNESS WHEREOF, the above-bounded parties have executed this instrument under their several seals, this _____ day of _____, 20____, the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

The rate of premium on this bond is _____ per thousand.

The amount of premium charged, \$ _____ .

(The above must be filled in by Corporate Surety).

IN PRESENCE OF:

(Individual Principal) SEAL

(Business Address)

(Individual Principal) SEAL

(Business Address)

Attest: _____
(Corporate Principal) SEAL

(Business Address)

AFFIX CORPORATE SEAL

BY:

Attest: _____
(Corporate Surety) SEAL

(Business Address)

(Business Address)

Certificate as to Corporate Principal

I, _____, certify that I am the Secretary of the Corporation named as Principal in the within bond; that _____, who signed the said bond on behalf of the Principal was then _____ of said corporation; that I know his/her signature, and his/her signature is genuine; and that said bond was duly signed, sealed and attested for and on behalf of said Corporation by authority of its governing body.

(Corporate Seal)

Northern Marianas Housing Corporation (NMHC)

NOTICE: Must be completed and submitted WITH the bid or proposal

FORM OF STATEMENT OF BIDDER'S QUALIFICATIONS

GENERAL

The following information and completed forms are required by the Northern Marianas Housing Corporation (NMHC) and failure to provide the data in this section, will subject bidder/proposer to disqualification.

DESCRIPTION

- A. Information submitted will be used by the NMHC to determine the competency and ability of the Contractor to perform the scheduled work in a manner deemed satisfactory to the Owner. The NMHC decision shall be final.
- B. The Contractor shall certify, by attaching his signature, that all information contained herein is complete and all statements and answers are accurate and true. Providing misinformation, incomplete information, inaccurate information, or failure to certify the information, will subject bidder to disqualification.

All questions must be answered. The data given must be clear and comprehensive.

- 1. Name of Bidder : _____
- 2. Business Physical Address : _____
- 3. Business Mailing Address : _____
- 4. Business Phone & Fax No. : _____
- 5. Primary Contact Name : _____
- 6. Secondary Contact Name : _____
- 7. Primary Contact Email : _____
- 8. Secondary Contact Email : _____
- 9. When Organized : _____
- 10. Bidder is a (an) : _____
(Sole Proprietor - Partnership - Corporation - LLC)

❖ *Note: Business Contact Person to respond authoritatively to any questions about this statement:*

The full name and addresses of all persons interested in this proposal as partners and/or principal(s) are: If business is carried out in any other name(s) than that of the principal(s) or partner(s), also state such name(s) and address(es).

Northern Marianas Housing Corporation (NMHC)

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SOLE PROPRIETOR

Social Security No., if Sole Proprietor: _____

Tax I.D. No.: _____

- Have you (as a Sole Proprietor), your business or anyone on the proposed team proposing on this project, ever been debarred or suspended? Yes No
- Are You (as a Sole Proprietor) your business or anyone on the proposed team proposing involved in any litigation with any agency/firm or NMHC? Yes No

[On a separate sheet or, please provide an explanation for any "Yes" responses].

CORPORATION

Corporation is incorporated in the State of : _____

President is : _____

Treasurer is : _____

Place of Business : _____

Tax I.D. No. : _____

DUN's No. & CAGE No. (provide documentation) : _____

[On a separate sheet or letter, please provide an explanation for any "Yes" response]

11. How many years have you been engaged in the contracting business under your present firm or trading name? _____
12. Have you ever refused to sign a contract at your original bid? **Yes** **No**
13. Have you ever defaulted on a contract? **Yes** **No**
14. 8. Is the company currently involved in bankruptcy or similar proceedings? **Yes** **No**
(If yes, explain on a separate paper).

Northern Marianas Housing Corporation (NMHC)

NOTICE: Must be completed and submitted WITH the bid or proposal

- 15 Has any director, officer, owner or managerial employee been convicted or the subject of a criminal indictment during the past five (5) years? **Yes** **No** If yes, if yes, summarize the matter and its disposition.
16. During the past five (5) years, has the company been the subject of an investigation or proceedings before the city, state or federal Departments of Labor for any alleged violation of any wage or labor law? **Yes** **No** **If yes**, if yes, summarize each such instance and its disposition.
17. Provide a brief summary of the company profile & names of its Officer/members with the title attached. (If incorporated)
18. Provide a list of current & past projects with client name, start date and, completion date.
19. Provide a list of total number of employees and a total number of licensed professionals with company's organizational chart. (Use current employee listing form)
20. Provide a clear copy the Business license

The undersigned hereby CERTIFY that the information stated above is true and correct. And authorizes any requests to furnish any information requested by **Northern Marianas Housing Corporation (NMHC) Corporate Director or his designee**, in verification of the recitals comprising this Statement of Bidder's Qualifications.

Type - Name-Authorized Official or Owner

Title

Signature of Authorized Official or Owner

Date

Email Address

Contact No.

Name of authorized Contact Representative

Contact No.

Failure to fully disclose this information automatically deem the Bidder/Offeror/Respondent non-responsive. All "Yes" responses are subject to further review by the NMHC and may result in your bids/response being deemed non-responsive or bidder/Offeror deemed non-responsible.

Section 3 Plan

Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u and 24 CFR Part 75) requires that employment and economic opportunities generated by certain HUD financial assistance shall be directed to low- and very low-income persons, particularly those who receive government assistance for housing and those residing in the community in which the federal assistance is spent.

This project will be funded using HUD Housing and Community Development Financial Assistance and is therefore subject to Section 3. The selected bidder, respondent or funding applicant will be responsible for ensuring compliance with all applicable Section 3 requirements.

Instructions: For sealed bids, the lowest bidder must complete and submit this form with your post-bid document submission. IFB, RFP/RFQ respondents must submit this form as part of your proposal or qualifications submission. All subrecipients, contractors and subcontractors on Section 3 projects must submit this form. The entity receiving a contract from the NMHC must submit all required documentation, including subcontractors' Section 3 Plans, prior to contract award. General questions about Section 3 requirements and forms can be directed to compliance@nmhcgov.net.

Project: _____ **Bid #:** _____

Business Name:	Address:
Authorized Representative:	Title:
Phone #:	Email:
Trade/Services Provided:	

Section 3 Requirements

Employment and Training

To the greatest extent feasible, employment and training opportunities arising in connection with Section 3 projects shall be provided to Section 3 workers within the Northern Mariana Islands. Where feasible, priority for employment and training will be given to:

1. Section 3 workers residing within the service area or neighborhood of the project, and
2. Participants in YouthBuild programs.

Contracting

To the greatest extent feasible, contracts for work awarded in connection with Section 3 projects shall be provided to business concerns that provide economic opportunities to Section 3 workers residing within the Northern Mariana Islands. Where feasible, priority for contracting opportunities will 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.

Compliance Benchmarks

To demonstrate compliance with Section 3, contractors are required to follow the prioritization of effort outlined above and meet or exceed the following benchmarks:

1. **25 percent** or more of the total number of labor hours worked by all workers on the project shall be performed by **Section 3 workers**, and
2. **5 percent** or more of the total number of labor hours worked by all workers on the project shall be performed by **Targeted Section 3 workers**.

Definitions

- **Section 3 worker:** Any worker who currently fits or when hired within the past five years fit at least one of the following categories, as documented:
 - (1) The worker's income for the previous or annualized calendar year is below the income limit established by HUD (*see Income Limits table below*).
 - (2) The worker is employed by a Section 3 business concern.
 - (3) The worker is a YouthBuild participant.

- **Targeted Section 3 worker:** A Section 3 worker who is:
 - (1) A worker employed by a Section 3 business concern; or
 - (2) A worker who currently fits or when hired within the past five years fit at least one of the following categories, as documented:
 - (i) Living within the service area or the neighborhood of the project; or
 - (ii) A YouthBuild participant.

- **Service area or the neighborhood of the project:** An area within one mile of the Section 3 project or, if fewer than 5,000 people live within one mile of a Section 3 project, within a circle centered on the Section 3 project that is sufficient to encompass a population of 5,000 people according to the most recent U.S. Census.

HUD Income Limits

The table below shows the income limits set by HUD that determine eligibility for certain programs, including Section 3. HUD develops income limits based on Area Median Income (AMI) estimates and Fair Market Rent (FMR) area definitions. For more information, please see the HUD Income Limits Documentation System online at www.huduser.gov/portal/datasets/il.html.

Northern Mariana Islands, MP

Fiscal Year	2023	2022	2021	2020	2019	2018
Low-income (80% AMI)	\$27,650	\$26,150	\$25,650	\$26,690	\$28,350	\$29,850

1. Does your business qualify as a Section 3 business concern? YES NO

If you answered YES, complete the Section 3 Business Certification form on p. 6 and submit with this Plan. If you answered NO, you do not need to complete the Section 3 Business Certification.

A **Section 3 business concern** is a business that satisfies **at least one** of the following criteria, as documented within the last six-month period:

- a. The business is at least 51% owned and controlled by low- or very low-income persons;
- b. The business is at least 51% owned and controlled by residents who currently live in public housing or Section 8-assisted housing; or
- c. Over 75% of the labor hours performed for the business over the prior three-month period were performed by Section 3 workers – *i.e.*, workers who currently are, or when hired within the past five years were: i) low-income persons or ii) YouthBuild participants.

2. How many workers are needed to complete the project?

Please list the job classifications and number of workers your company will need to complete the contract work. Attach additional sheets if necessary.

Job classification (Office/Clerical, Manager, Engineer, Technician, Supervisor/Foreman, Electrician, Plumber, Laborer, Trainee, Security, etc.)	Total estimated number of workers needed	Number of workers in current workforce	Estimated number of additional workers needed

3. Will you be using subcontractors on this project? YES NO

If you answered YES, please list below. Attach additional sheets if necessary.

Business name	Scope of work (trade or service description)	Is this a Section 3 business? Yes / No	Estimated contract value
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$

4. Do you commit to engage in good faith efforts to meet or exceed the Section 3 Benchmarks?

YES NO

Such qualitative efforts may include, but are not limited to:

- Applicant Outreach –
 - Engage in outreach efforts to generate job applicants who are Targeted Section 3 workers, including posting job openings at the job site, HUD Opportunity Portal, social media pages, and other platforms.
 - Clearly indicate Section 3 eligibility on all job postings, notifications, and advertisements with the following statement: *“This is a Section 3 eligible job opportunity. We encourage applications from individuals that are low-income, live in public housing, and/or receive a Section 8 voucher.”*
 - Include the Section 3 Worker Self-Certification form in all job postings.
- One-Stop / YouthBuild Outreach – Engage in outreach or referrals with local YouthBuild programs, or other community organizations to assist with training and recruiting Section 3 and Targeted Section 3 workers.
- Training and Apprenticeship – Provide training or apprenticeship opportunities.
- Job Fairs – Hold one or more job fairs, or sponsor a job informational meeting in the project area.
- Business Concern Outreach –
 - Engage in outreach efforts to identify and secure bids from Section 3 businesses by advertising notices of contracting opportunities and related information on the HUD Opportunity Portal and local community papers.
 - Provide written notice to all known Section 3 business concerns, with sufficient time for interested businesses to respond to bid invitations.
 - Send notice of contracting opportunities to local community development organizations, business development organizations, or minority contracting associations.
 - State clearly in all notices that the contracting opportunity is Section 3 eligible, and include a copy of the Section 3 Business Concern Certification form.
- Competition Assistance – Provide technical assistance to help Section 3 business concerns understand and bid on contracts.
- Contract Sizing – Size, split, or divide contracts into smaller jobs to facilitate participation by Section 3 business concerns, particularly where economies of scale or efficiency of delivery are not factors. [2 CFR 200.321(b)(3)]
- Bidder Viability Support – Provide bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.
- Business Registries – Promote use of the HUD Opportunity Portal or other business registries designed to create opportunities for disadvantaged and small businesses.
 - Visit <https://hudapps.hud.gov/OpportunityPortal/> to post jobs and contracting opportunities.

Additional activities and efforts aimed at increasing economic opportunities for Section 3 workers and businesses may include, but are not limited to:

- Employment Assistance – Provide technical assistance to help Section 3 workers compete for jobs, or connect them with assistance in seeking employment, including resume assistance, interview preparation, coaching, or job placement services.
- Work Readiness and Retention – Provide or refer Section 3 workers to services supporting work readiness and retention, such as interview clothing, licensing or testing fees, transportation, or childcare.
- Financial Literacy – Help Section 3 workers obtain financial literacy training or coaching.
- Education Assistance – Provide assistance to Section 3 workers to apply for or attend community college, four-year educational institution, or vocational/technical training.

5. Do you commit to prioritize your efforts in hiring, training, and contracting as required by the Section 3 regulations and outlined on page 1 of this Plan?

YES NO

Certification

The business entity identified above commits to comply with Section 3 of the Housing and Urban Development Act of 1968 (24 CFR Part 75). If awarded a contract subject to Section 3, the business agrees to adhere to all such requirements, including meeting the benchmarks set forth by the regulations, maintaining records of Section 3 activity, providing evidence of qualitative efforts, and submitting compliance reports to the NMHC periodically or upon request. The business will submit any additional documentation as necessary, including updates or revisions to this Section 3 Plan, documentation of labor hours, and certification forms for Section 3 workers and business concerns.

Authorized Representative Signature

Date

Section 3 Business Certification

Section 3 requires that, to the greatest extent feasible, contracts for work awarded in connection with Section 3 projects shall be provided to Section 3 business concerns, as defined in 24 CFR 75.5.

Business Name:	Address:
Authorized Representative:	Title:
Phone #:	Email:
Trade/Services Provided:	

Section 3 Eligibility:

Does your business qualify as a Section 3 business concern per 24 CFR 75.5? YES NO

Your business qualifies as a **Section 3 business concern** if it satisfies *at least one* of the following criteria, as documented within the last six-month period (*check all that apply*):

- The business is at least 51% owned and controlled by low- or very low-income persons (see qualifying income limits below, or refer to www.huduser.gov/portal/datasets/il.html).
- The business is at least 51% owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.
- Over 75% of the labor hours performed for the business over the prior three-month period were performed by Section 3 workers – *i.e.*, workers who currently are, or when hired within the past five years were: i) low-income persons or ii) YouthBuild participants.

The NMHC Community Development Block Grant - Disaster Recovery reserves the right to request additional documentation at any time to verify the information provided on this form.

HUD Income Limits

Below are the current and historical income limits for the **Northern Mariana Islands, MP**.

Fiscal Year	2023	2022	2021	2020	2019	2018
Low-income (80% AMI)	\$27,650	\$26,150	\$25,650	\$26,690	\$28,350	\$29,850

Certification:

By submitting this form, I hereby certify under penalty of perjury that the information provided above is true and correct. I understand that providing false information is grounds for termination of Section 3 certification. I further understand that qualifying as a Section 3 business concern is not an entitlement or guarantee of contract award. I agree to allow this information to be shared with local and federal entities in an effort to increase my business’s contracting potential.

_____ **Authorized Representative Signature**

_____ **Date**