



George L. Byers  
 Executive Director  
 150 Highland Avenue  
 Bridgeport, CT 06604  
 T#. (203) 337-8900  
 TDD#. 1-800-545-1833 Ext. 226  
 www.parkcitycommunities.org

*The Housing Authority of the  
 City of Bridgeport has changed  
 its name!*

**SCHEDULE A**  
**SECTION 3/MBE/WBE CONTRACT**  
**UTILIZATION/SECTION 3/MINORITY AND WOMEN**  
**HIRING PLAN**

**(TO BE COMPLETED BY PRIME CONTRACTOR)**

**BID DOCUMENT OR RFP OR PURCHASE ORDER NO:** \_\_\_\_\_

**BID DOCUMENT OR RFP TITLE:** \_\_\_\_\_

**FEDERAL TAX IDENTIFICATION OR SOCIAL SECURITY NO:** \_\_\_\_\_

**PRIME CONTRACTOR NAME(S):** \_\_\_\_\_

ADDRESS CITY STATE ZIP

TELEPHONE NUMBER CELLULAR NUMBER

E- MAIL ADDRESS

ETHNICITY: \_\_\_\_\_ GENDER: \_\_\_\_\_

SECTION3/MBE/WBE LIAISON: \_\_\_\_\_

CONTRACT AMOUNT \$ \_\_\_\_\_

SECTION 3 TOTAL \$ \_\_\_\_\_

MBE TOTAL \$ \_\_\_\_\_

WBE TOTAL \$ \_\_\_\_\_



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### **SCHEDULE A – SECTION 3/WBE/MBE SUBCONTRACT AND WORKFORCE/NEW HIRE UTILIZATION PLAN**

PCC contracts require compliance with Equal Opportunity MBE/WBE and Section 3 Goals. Contracts at all dollar values are subject to MBE/WBE requirements. Section 3 requirements apply to all contractors and subcontractors awards. MBE/WBE and Section 3 requirements apply to both providing subcontracting opportunities and employment (hiring) opportunities.

#### **Subcontracting Opportunities:**

- A.** All contractors must seek to satisfy the numerical goal that at least 10%, of the total dollar value amount of all contract awards for building trades, maintenance, repair, modernization, or development work, or for building trades work arising in connection with housing rehabilitation, housing construction, and other public construction, are awarded to Section 3 Business Concerns.
- B.** Contractors must seek to satisfy the numerical goal that at least 30% of the total dollar amount of all subcontracts for building trades, maintenance, repair, modernization or development work, or for building trades work arising in connection with housing rehabilitation, housing construction and other public construction, are awarded to MBE Business Concerns.

The Contractor shall in determining the manner of Section 3/MBE/WBE participation, first consider involvement with Section 3/MBE/WBE companies as subcontractors, suppliers of goods and services, or as joint venture partners, directly related to the performance of this contract. Section 3/MBE/WBE utilized for direct or indirect participation must be currently certified by one of the following agencies: **Greater New England Minority Supplier Development Council, State of Connecticut Department of Administrative Services, State of Connecticut Department of Public Works, State of Connecticut Department of Transportation, or the Small Business Administration (SBA) (8a)**. A copy of the certification letter is required. Firms seeking MBE/WBE subcontracting credit via direct participation must include one (1) current letter of certification from a PCC approved certifying agency. List the names, addresses, telephone number, contact person and other required information below:



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**SECTION 3/MBE/WBE UTILIZATION PLAN**

**Direct Participation:**

- A. COMPANY NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CONTACT PERSON: \_\_\_\_\_  
 TELEPHONE NUMBER: \_\_\_\_\_  
 SECTION 3 DOLLARS: \_\_\_\_\_  
 MBE DOLLARS: \_\_\_\_\_  
 WBE DOLLARS: \_\_\_\_\_  
 WORK TO BE PERFORMED/MATERIALS SUPPLIED: \_\_\_\_\_  
 Anticipated Timeframe for performance: \_\_\_\_\_  
 (At what percentage of project is work to be performed by this subcontractor?)
  
- B. COMPANY NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CONTACT PERSON: \_\_\_\_\_  
 TELEPHONE NUMBER: \_\_\_\_\_  
 SECTION 3 DOLLARS: \_\_\_\_\_  
 MBE DOLLARS: \_\_\_\_\_  
 WBE DOLLARS: \_\_\_\_\_  
 WORK TO BE PERFORMED/MATERIALS SUPPLIED: \_\_\_\_\_  
 Anticipated Timeframe for performance: \_\_\_\_\_  
 (At what percentage of project is work to be performed by this subcontractor?)
  
- C. COMPANY NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CONTACT PERSON: \_\_\_\_\_  
 TELEPHONE NUMBER: \_\_\_\_\_  
 SECTION 3 DOLLARS: \_\_\_\_\_  
 MBE DOLLARS: \_\_\_\_\_  
 WBE DOLLARS: \_\_\_\_\_  
 WORK TO BE PERFORMED/MATERIALS SUPPLIED: \_\_\_\_\_  
 Anticipated Timeframe for performance: \_\_\_\_\_  
 (At what percentage of project is work to be performed by this subcontractor?)

**\*Note: The aforementioned list of Subcontractors can only be changed with the written consent of the Housing Authority's Executive Director/Contact Officer.**



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**SCHEDULE A – SECTION 3/WBE/MBE SUBCONTRACT AND WORKFORCE/NEW HIRE UTILIZATION PLAN**

**Hiring/Workforce Requirements:**

- A. Contractors will seek to satisfy the numerical goal that 30 % of the aggregate numbers of new hires are Section 3 Residents.
- B. Contractors will seek to satisfy the numerical goal that 30 % in the aggregate (goal of 15% for MBE and 15% for WBE) of the overall workforce for the project shall be minority.

**SECTION 3 WORKFORCE AND NEW HIRES**

**Trainees and Apprentices**

CLASSIFICATION	CURRENT TRAINEES & APPRENTICES			MAXIMUM PROJECTED TRAINEES & APPRENTICES (New Hires)		
	TOTAL #	Categories 1 and 2 #	Categories 3 and 4 #	TOTAL #	Categories 1 and 2 #	Categories 3 and 4 #

**Skilled Workers**

CLASSIFICATION	CURRENT SKILLED WORKERS			MAXIMUM PROJECTED SKILLED WORKERS (New Hires)		
	TOTAL #	Categories 1 and 2 #	Categories 3 and 4 #	TOTAL #	Categories 1 and 2 #	Categories 3 and 4 #

**Unskilled Labor**

CLASSIFICATION	CURRENT UNSKILLED LABOR			MAXIMUM PROJECTED UNSKILLED LABOR (New Hires)		
	TOTAL #	Categories 1 and 2 #	Categories 3 and 4 #	TOTAL #	Categories 1 and 2 #	Categories 3 and 4 #
Unskilled Labor						
Security						

*(Attach additional sheets, if necessary)*



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We will utilize the following sources for recruitment for trainees, apprentices, skilled workers, and unskilled labor.

- Tenant Associations/Organizations:  
 Specify \_\_\_\_\_.
- Local Newspapers: Specify \_\_\_\_\_.
- Posters: Identify location \_\_\_\_\_.
- Labor Unions and apprentice programs \_\_\_\_\_.
- PCC's Department of Resident Services, to develop lists of interested Category 1 and Category 2 Residents.
- PCC's existing employment readiness program and job placement assistance program.
- Other: Specify \_\_\_\_\_.

**MINORITY AND WOMEN WORKFORCE AND NEW HIRES**

**Trainees and Apprentices**

CLASSIFICATION	CURRENT TRAINEES & APPRENTICES			MAXIMUM PROJECTED TRAINEES & APPRENTICES (New Hires)		
	TOTAL #	Minorities #	Women #	TOTAL #	Minorities #	Women #

**Skilled Workers**

CLASSIFICATION	CURRENT SKILLED WORKERS			MAXIMUM PROJECTED SKILLED WORKERS (New Hires)		
	TOTAL #	Minorities #	Women #	TOTAL #	Minorities #	Women #

**Unskilled Labor**

CLASSIFICATION	CURRENT UNSKILLED LABOR			MAXIMUM PROJECTED UNSKILLED LABOR (New Hires)		
	TOTAL #	Minorities #	Women #	TOTAL #	Minorities #	Women #
Unskilled Labor						
Security						

*(Attach additional sheets, if necessary)*



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We will utilize the following sources for recruitment for trainees, apprentices, skilled workers, and unskilled labor.

- Tenant Associations/Organizations:  
*Specify*\_\_\_\_\_.
- Local Newspapers: *Specify*\_\_\_\_\_.
- Posters: Identify location\_\_\_\_\_.
- Labor Unions and apprentice programs \_\_\_\_\_.
- PCC's Department of Resident Services to develop lists of interested minorities and women.
- PCC's existing employment readiness program and job placement assistance program.
- Other: *Specify*\_\_\_\_\_.



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### **SECTION 3 COMPLIANCE REQUIREMENTS**

- A.** Our Company will seek to direct a good faith effort to provide, to the greatest extent feasible, training and employment opportunities generated from the expenditure of assistance provided under this contract to Section 3 Residents in the following order of priority.
1. Category 1 Residents: Residents of the housing development for which the Section 3 covered assistance will be expended;
  2. Category 2 Residents: Residents of other housing developments owned or managed by PCC;
  3. Category 3 Residents: Participants in HUD Youthbuild programs carried out in the Bridgeport Metropolitan area;
  4. Category 4 Residents: Other low-income families or persons who reside in the Bridgeport metropolitan area and whose income does not exceed 80% of the median income for the area, as determined by the Secretary of HUD, with adjustments for smaller or larger families. The Secretary of HUD may establish income ceilings higher or lower than 80% of the median for the area on the basis of their findings that such variations are necessary because of prevailing levels of construction costs or unusually high or low-income families.
- B.** Our Company will seek to direct its efforts to award subcontracts, to the greatest extent feasible, to Section 3 Business concerns, in the following order of priority.
1. Category 1 Businesses: Business concerns that are 51% or more owned by Category 1 Residents who resides in a PCC Public Housing unit.
  2. Category 2 Businesses: Business concerns whose full-time, permanent workforce includes 30% of Section 3 income eligible persons as employees;
  3. Category 3 Businesses: Business concerns who are actively participating in a HUD federally sponsored Youthbuild programs being carried out in the Bridgeport metropolitan area;
  4. Category 4 Businesses: Business Concerns that are 51% or more owned by Category 4 Residents; or whose permanent, full-time workforce includes no less than 30% Section 3 Residents, or that subcontract in excess of 25% of the total amount of subcontracts to Category 1 and Category 2 Businesses.
- C.** We will seek to satisfy the numerical goal that 30% of the aggregate numbers of new hires are Section 3 Residents.
- D.** We will seek to satisfy the numerical goal that at least 10% of the total dollar value amount of all contract awards for building trades, maintenance, repair, modernization, or development work, or for building trades work arising in connection with housing rehabilitation, housing construction, and other public construction, are awarded to Section 3 Business Concerns.



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### **EQUAL OPPORTUNITY AND MBE/WBE PLAN APPLICABLE ON ALL PCC CONTRACTS**

- A. Our Company will seek to direct its efforts to provide, to the greatest extent feasible, training and employment and subcontracting opportunities generated from the expenditure of assistance provided under this contract to minorities and women and MBE/WBE firms as required under the PCC's Bid Condition for Equal Opportunity. MBE/WBE shall have the same meaning as set forth under Clause 7 of the HUD Representation, Certification and Other Statement of Bidders-HUD Form 5369-A - for construction contracts or Clause 2 of the Certification and Representation for Offerors for non-construction contracts. – HUD Form -5369-C.
- B. Our Company will seek to direct its efforts to award subcontracts, to the greatest extent feasible, to MBE/WBE Business concerns, as follows:
- C. We will seek to satisfy the numerical goal that 30% in the aggregate (goal of 15% for MBE and 15% for WBE) of the overall workforce for the project shall be minorities.
- D. We will seek to satisfy the numerical goal that 6% of the overall workforce for the project shall be women.
- E. We will seek to satisfy the numerical goal that at least 30% of the total dollar amount of all subcontracts for building trades, maintenance, repair, modernization or development work, or for building trades work arising in connection with housing rehabilitation, housing construction and other public construction, are awarded to MBE/WBE Business Concerns.

To the greatest extent feasible, we will meet numerical goals for providing training and employment opportunities to minorities and women. We anticipate the following workforce needs set forth above.





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**AFFIDAVIT OF PRIME CONTRACTOR**

***To the best of my knowledge, information, and belief, the facts and representations contained in this Schedule A are true and no material facts have been omitted.***

The undersigned will enter into agreements with the above listed companies for work as indicated on this Schedule A within five (5) days after receipt of a signed contract executed by the Housing Authority of the City of Bridgeport d/b/a Park City Communities. Copies of agreements including but not limited to joint ventures, subcontracts supplier agreements, purchase orders referencing the Bid Documents Specification, RFP, or Purchase Order Number shall be forwarded to Housing Authority of the City of Bridgeport d/b/a Park City Communities, 150 Highland Avenue, Bridgeport, Connecticut 06604, Attn: Procurement Department

I do solemnly declare and affirm under the penalty of perjury that the contents of the forgoing document are true and correct, and that I am authorized on behalf of the Prime Contractor to make this affidavit.

NAME OF PRIME CONTRACTOR: \_\_\_\_\_  
**(PRINT OR TYPE)**

SIGNATURE OF AUTHORIZED OFFICER: \_\_\_\_\_

DATE: \_\_\_\_\_

NAME OF AFFIANT: \_\_\_\_\_

**NOTARY STATEMENT**

State of Connecticut  
 County of \_\_\_\_\_ ss. City: \_\_\_\_\_

On this the \_\_\_ day of \_\_\_\_\_ in the year 20\_\_\_\_\_

The above signed Officer \_\_\_\_\_ **(NAME OF AFFIANT)**

Personally known, who, being duly sworn, did execute the foregoing affidavit and did so as her or his free act and deed.

In Witness whereof, I hereunto set my hand and official seal:

\_\_\_\_\_ **(NOTARY SEAL)**  
**(NOTARY PUBLIC SIGNATURE)**

My Commission Expires: \_\_\_\_\_



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**SCHEDULE B**  
**Letter of Intent from SECTION 3/MBE/WBE Subcontractors, Suppliers, Consultants**

TO: HOUSING AUTHORITY OF THE CITY OF BRIDGEPORT D/B/A PARK CITY  
 COMMUNITIES (PCC) LEGAL SERVICES DEPARTMENT - CONTRACTS

FROM: \_\_\_\_\_ SEC.3 MBE WBE  
 (NAME OF SUBCONTRACTOR -MBE/WBE COMPANY) (Circle status)

FEIN: \_\_\_\_\_ ETHNICITY: \_\_\_\_\_ GENDER: M  F

PRIME CONTRACTOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

BID DOCUMENT, RFP OR PURCHASE ORDER NO.: \_\_\_\_\_

BID DOCUMENT, RFP OR PURCHASE ORDER TITLE: \_\_\_\_\_

The Section 3 status of a contractor must be certified by the Housing Authority of the City of Bridgeport D/B/A Park City Communities. The MBE/WBE status of the undersigned is confirmed by the attached Letter of Certification from at least one of the following agencies: **Greater New England Minority Supplier Development Council, State of Connecticut Department of Administrative Services, State of Connecticut Department of Public Works, State of Connecticut Department of Transportation or the Small Business Administration (SBA) (8a) Program.** A copy of the certification letter is required. Firms seeking MBE/WBE subcontracting credit via direct participation must include one (1) current letter of certification from a PCC approved certifying agency. List the names, addresses, telephone number, contact person and other required information below:



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**LETTER OF INTENT**

The aforementioned SECTION 3/MBE/WBE Subcontractor acknowledges that if a contract is awarded to the Prime contractor mentioned in the attached Schedule A Utilization Plan that his company will execute a contract to perform the work identified in the Utilization Plan.

Will any of the work to be performed on this contract be subcontracted to another firm? Yes  No .  
 If yes, list any Section 3/MBE/WBE firm below for each company they are subcontracting to, percentage of work to be performed, dollar amount, and type of work being performed.

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The Section 3/MBE/WBE Subcontractor has agreed in principal to provide either commodities or services as listed below contract:

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Indicate the total dollar value and the terms of the contract agreement:

Terms of Contract: \_\_\_\_\_

At what percentage of the project is your task? \_\_\_\_\_





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**SCHEDULE C**  
**BIDDERS/PROPOSERS SECTION 3/MBE/WBE Compliance**  
**Affidavit for Schedule A**

**I, \_\_\_\_\_ as a respondent to PCC's Bid Document  
 Specification Number**

\_\_\_\_\_ do hereby affirm that I understand and fully support the policy and regulations set forth in the attached **SECTION 3/MBE/WBE Utilization Plan**, (hereafter referred to *as the policy*).

Given that a contract awarded for work under this bid document specification will be issued subject to an amount not currently available, I understand that my **SECTION 3/MBE/WBE Utilization Plan**, including the attached Schedule A and B(s) is subject to amendment to reflect actual subcontract amounts to the listed subcontractors.

Based upon the total dollar amount of the contract, I agree to fully comply with the minimum participation goals as outlined in PCC's Equal Opportunity Policy for **SECTION 3/MBE/WBE Utilization** and to the following reporting requirements:

1. To submit **within Five (5) days** of issuance of contract, copies of all resulting subcontract agreements with the certified **SECTION 3/MBE, WBE AND** firms whom were listed on the original Schedule A and Bs, and
2. To submit on a monthly basis an updated **Schedule D - Status Report of SECTION 3/MBE/WBE Subcontractor/Supplier Payments** attaching appropriate documentation (waivers of lien and copies of canceled checks) to evidence payments to the subcontractors as agreed to on the approved **SECTION 3 /MBE/WBE Utilization Plan** covering this work project.

I further understand that any change made to the approved **SECTION 3/MBE/WBE Utilization Plan** does require the approval of the **Contract Officer**. Additional firms will be allowed consistent with standards outlined in the Policy. Substitution of firms will only be considered consistent with provisions as stated in PCC'S **SECTION 3 /MBE/WBE Utilization Policy**.

**ACKNOWLEDGEMENT:**

\_\_\_\_\_  
 Authorized Principal or Agent Signature

\_\_\_\_\_  
 George Lee Byers  
 Contracting Officer PCC

\_\_\_\_\_  
 Date Approved