

Invitation For Bids (IFB)
B19002 Nora Building Tenant Improvements and Renovation
Section 3 Business Preference Submittal Form
(IFB Attachment D)

1. **Introduction.** This form must be fully completed, accompanied by all required attachments, for any proposer claiming a Section 3 Business Preference (hereinafter, "Preference").
 - 1.1. This fully completed form and any attachments thereto, will become a part of any ensuing contract.
 - 1.2. Each proposer shall mark an "X" where provided following for all that apply to his/her claim of a Preference.
 - 1.3. The proposer shall provide as an attachment to this completed form a detailed work plan clearly explaining how each following "preference claim" will be accomplished. Failure on the part of the proposer to include any such required attachment fully explaining the claim of the proposer shall result in the Agency not considering the claim for a Preference (though the Agency may, if awarded, later require the proposer to submit the information to satisfy the Section 3 requirements of the ensuing contract).
2. **Current Section 3 Status.** The undersigned proposer hereby claims that it is a Section 3 business concern and claims such preference in that he/she can provide evidence that (the proposer has attached justifying documentation for each item following marked with an "X"):

2.1. ___ It is 51% or more owned by a Section 3 resident(s):

Table 1

(1) Section	(2) Mark "X"* if Included	(3) Description
2.1.1		Agency resident lease
2.1.2		Evidence of participation in a public assistance program
2.1.3		Articles of Incorporation
2.1.4		Fictitious or Assumed Business Name Certificate
2.1.5		List of owners/stockholders and % of each
2.1.6		Latest Board minutes appointing officers
2.1.7		Organization chart with names and titles and brief functional statement
2.1.8		Partnership Agreement
2.1.9		Corporation Annual Report

2.2. ___ At least 30% of its full-time employees include persons that are currently Section 3 residents, or within 3 years of the date of first employment with the business concern were Section 3 residents:

2.2.1. To justify this claim, please see the immediate following:

Table 2

(1) Classification	(2) Total Number of Current Permanent Employees	(3) Total Number of Section 3 Resident Employees
Trainees		
Apprentices		
Journeypersons		

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Laborers		
Supervisory		
Superintendent		
Professional		
Clerical		
Other:		

2.2.2. Attach a listing of all employees listed within column (3) above, including name and total annual income. Also attach proof of the income, such as a copy of the last tax return (please be sure to “black-out” all but the last 4 digits of the person(s) social security number), or any documentation showing proof of the receipt of public assistance.

2.3. ___He/she has a commitment to subcontract in excess of 25% of the dollar award of all subcontracts to be awarded to a Section 3 business concern.

2.3.1. To justify this claim, please see the immediate following:

Table 3

(1)	(2)	(3)
Name of Section 3 Firm Receiving the Subcontract	Total Amount of Subcontract(s)	Percentage the Subcontract(s) is/are of the Total Proposed Contract Amount
	\$	%
	\$	%

2.3.2. Attach for each firm listed immediately above:

2.3.2.1. A detailed description of the subcontracted activity; and

2.3.2.2. A fully completed Profile of Firm form.

2.3.2.3. Proof of the income of the ownership of the Section 3 firm receiving the subcontract, such as a copy of the last tax return for the owner(s) (please be sure to “black-out” all but the last 4 digits of the person(s) social security number) or any other documentation showing proof of receipt of public assistance.

