



REQUEST FOR QUOTATIONS

Procurement per 15 AAC 150.300-490

Project Title: Mechanical Room Inspections and Services in Bethel

RFQ Number: 27-RFQ-006

Project Site: Bethel, AK

Project Description: The Alaska Housing Finance Corporation is soliciting bids from qualified contractors to inspect, test, and tune the fuel and air systems in 117 boiler rooms located in Bethel, Alaska.

Procurement Officer: Angel Valdez

Contact Info: Phone: (907) 330-8142 **Fax:** (907) 330-8217

Email: submittals@ahfc.us

Anticipated Period of Performance or Completion Date: Contract starts upon issuance of Notice to Proceed and must be completed on or before June 30, 2027.

Funding Source: ☐ Corporate

☒ Federal

Type of Work: ☐ Services

☒ Maintenance

☐ Construction

Estimated Amount of Proposed Contract:

☐ Less than \$5,000

☐ \$5,000 to \$25,000

☒ \$25,000 to \$100,000

☐ \$100,000 to \$200,000

☐ \$200,000 to \$500,000

☐ \$500,000 or greater

Question location and deadline:

DATE: 10/27/2026

PREVAILING TIME: 4:00 PM

EMAIL: submittals@ahfc.us

Quotation location and deadline:

(Offerors are responsible to assure delivery prior to deadline. Only proposals received prior to the following date and time will be opened.)

DATE: 11/3/2026

PREVAILING TIME: 4:00 PM

DELIVER PROPOSALS VIA ONE OF THE FOLLOWING METHODS (and person, if named):

HAND DELIVER OR MAIL

EMAIL:

Alaska Housing Finance Corporation

submittals@ahfc.us

4300 Boniface Parkway

Anchorage, Alaska 99504

Attention: Andrew Morton, Administrative Manager, Procurement

Minority and women-owned businesses are encouraged to submit proposals.

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Section 3. Attachments *(If Box is checked below, attachments are included in this RFQ)*

- ☒ Summary of Work
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- ☒ HUD Form 5370-C – General Conditions for Non-Construction Contracts
- ☒ Mandatory Clauses for Small Purchases Other Than Construction
- ☒ AHFC Supplement to General Conditions for Small Non-Construction
- ☒ HUD Maintenance Wage Rate Determination
- ☒ Photos



Section 1

Notices

1. The Alaska Housing Finance Corporation is an equal opportunity employer.
2. For informal procurements under 15AAC 150.341(b) estimated to cost more than \$2,000 but not more than \$5,000, an interested party shall attempt to informally resolve a dispute with the Contract Compliance Officer.
3. For procurements under 15AAC 150.341(c) estimated to cost more than \$5,000 but not more than \$25,000, an interested party shall attempt to informally resolve a dispute with the Contract Compliance Officer. If the attempt is unsuccessful, the interested party may protest the solicitation or the award by filing a written protest with the Administrative Manager. The protest must be filed before the date and time the quotations or informal proposals are due to AHFC. The procedures and requirements set out in 15 AAC 150.220(b)-(h) apply to a protest under this subsection.
4. For procurements under 15 AAC 150.341(d) estimated to cost more than \$25,000 an interested party may protest the award by filing a written protest with the Contract Compliance Officer. The procedure and requires set out in 15 AAC 150.220(b)-(h) apply to a protest under this subsection.
5. Offerors are specifically advised that a contract shall not be in effect until a written agreement is executed by an authorized agent of the Corporation. The Corporation shall not be liable for any cost incurred by an Offeror in response to this solicitation, including any work done, even in good faith, prior to execution of a contract and issuance of a Notice to Proceed.
6. The Corporation expressly reserves the right to accept or reject any or all quotes, waive minor informalities, negotiate changes and to not award the proposed contract, if in its best interest. "Minor Informalities" means matters of form rather than substance which are evident from the submittal, or are insignificant matters that have a negligible effect on price, quantity, quality, delivery, or contractual conditions and can be waived or corrected without prejudice to other Offerors.
7. AHFC will not be subject to payment for costs incurred for proposal preparation or Contract preparation as a result of valid and legal termination of this RFQ or termination of any contract resulting from the award of the RFQ.
8. All proposals shall be open for public inspection after a Notice of Intent to Award is issued. Offerors should not include proprietary information in proposals if such information should not be disclosed to the public. Any language within a submittal purporting to render all or portions of a proposal confidential will be disregarded. Proprietary information which may be provided after selection for contract negotiations will be confidential if expressly agreed to by the Corporation.
9. Substitution for any personnel named in a proposal may result in termination of negotiations.
10. If it is discovered that a selected Offeror is in arrears on taxes due the State of Alaska, a contract may not be awarded until the Alaska Department of Revenue approves the payment provisions for the contract.
11. Offerors and proposed subcontractors shall be in compliance with the statutory requirements for Alaska business licensing and professional registrations.
12. **Price Competition:** If the services performed do not require an Architect, Engineer or Land Surveyor, then all Offerors including any A/E or LS must provide Price Proposals in accordance with 15 AAC 150.330(f)(2). Notwithstanding (f) (2) of this section, for architectural, engineering, or land surveying

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services, the corporation may negotiate a contract with the most qualified and suitable firm or person of demonstrated competence. 15 AAC 150.330(m).

13. Standard insurance provisions for Worker's Compensation, General and Automobile Liability, and Professional Liability are contained in the Standard Terms and Conditions, Indemnification and Insurance. Coverages may be modified under very limited circumstances. Offeror should not assume any modification of coverages.

14. **Professional Liability Insurance for the proposed contract:** ☐ is required

15. **Pre-proposal Conference:** ☒ None ☐ As follows:

16. **Special Notices:**

16.1 An Alaska Business License is required of Contractors who do business in Alaska at time of award. Information regarding applying for an Alaska Business License can be found on-line at <http://commerce.alaska.gov/dnn/cbpl/Home.aspx> or by calling 1-907-465-2550. The business license must be in the name of the company under which the proposal is submitted.

16.2 Work must conform to all applicable federal, state and local laws, ordinances and codes. The Contractor must ensure that qualified employees and applicants for employment are not discriminated against because of their race, color, religion, sex, disability, or national origin.

16.3 This work is funded by the U.S. Department of Housing and Urban Development (HUD).

- 17 **Contractual Agreements:** Unless stated otherwise herein, the basic and governing language of the contractual agreement resulting from this solicitation shall be comprised of this RFQ, including all documents, any attachments and amendments, and the successful Firm's signed proposal. In the event of a conflict between the documents, the Contract shall govern.

- 18 **Build America Buy America Act (BABA):** This procurement and its Contractors shall comply with the Federal Governments Build America Buy America (BABA) act. Information pertaining to BABA and compliance can be found at <https://www.commerce.gov/oam/build-america-buy-america> .

- 19 **Jurisdiction:** This Contract is governed by the laws of the State of Alaska and Federal and Local Laws and Ordinances applicable to the work performed. The Contractor shall be cognizant and shall at all times observe and comply with such laws which in any manner affect those engaged or employed in the performance, or which in any way affects the manner of performance, or this Agreement. Any actions brought as a result of this Agreement shall be brought in the courts for the State of Alaska in the Third Judicial District in Anchorage, Alaska.

PROPOSAL FORM / SPECIFICATIONS

27-RFQ-006

Receipt of Addenda numbered _____ is hereby acknowledged.

OFFERORS TO NOTE THE FOLLOWING:

1. Contract award to the lowest responsive and responsible Offeror will be made in the amount of the **TOTAL QUOTE AMOUNT**.
2. The total quote amount should include travel, lodging and incidental costs.
3. A current insurance certificate covering the insurance requirements listed in the Supplement to General Contract Conditions must be submitted before the Corporate will issue a Notice to Proceed.

Item No.	Article or Service	Total Quote Amount
1	Mechanical Room Inspections x 117	\$ _____

For Information purposes:

Item No.	Article or Service	Quote Amount
2	Per Hour Service Rate	\$ _____ / hour

The undersigned submits, as true and correct, the following information:

1. ☐ Offeror is in Compliance with Executive Order, 11246 of September 24, 1965, entitled "Equal Employment Opportunity", as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60).
2. ☐ Offeror is in Compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR part 5).
3. ☐ Offeror does not have any organizational conflict of interest which is defined as a situation in which the nature of work to be performed or services to be supplied under the proposed AHFC Contract, and the Offeror's organizational, financial, contractual, or other interests may:
 - a. Result in an unfair competitive advantage to the Offeror; or
 - b. Impair the Offeror's objectivity in performing the Contract work or providing the Contract services.

If the Offeror cannot respond affirmatively to 3a and 3b above, the Offeror shall include a full and written disclosure attached to this affidavit and addressed to the AHFC Chief Procurement Officer.

4. ☐ Offeror has paid all fees, taxes and other money due to the State of Alaska.



5. ☐ Offeror holds the following license(s) or permit(s) as required by federal, state and/or local law, regulation or ordinance and has **attached a copy of each** of the current licenses:

- a. Alaska Business License Number _____
- b. Alaska General Contractors License Number _____
- c. Date _____
- d. Other _____ Number _____ Date _____

(Example, Electrical, Plumbing and Heating, Pest Control, Specialty, Subcontractor, etc.)

OFFEROR'S SIGNATURE:

By signature on this document, the Offeror certifies that all terms and conditions, including fee or price quotes submitted as a part of the Offeror's response to this solicitation shall remain effective for a period of not less than ninety (90) days from the date AHFC designates as the deadline for submitting quotes; plus any addenda or extensions to the RFQ, and for an additional contractual term, if the Offeror should enter into a contract with AHFC to perform work or provide services as described in this solicitation. The Offeror further acknowledges and agrees that its proposal and all other material submitted will become the property of AHFC.

NOTE: FAILURE BY OFFEROR TO SIGN AND DATE THIS RFQ FORM WILL RESULT IN AHFC REJECTING THE OFFEROR'S QUOTATION AS NON-RESPONSIVE.

SUBMITTED BY:

Printed Name of Offeror

Company Name

Signature of Offeror

Street Address

Title

City/State/Zip Code

Telephone

Fax

Email

Date

ACCEPTANCE BY AHFC

On this day, _____ AHFC hereby accepts the Contractor's Quote set forth in this RFQ package and as outlined in the Contract documents.

ALASKA HOUSING FINANCE CORPORATION

Gregory Rochon
Chief Procurement Officer

**ALASKA HOUSING FINANCE CORPORATION
FURNACE, WATER HEATER INSPECTIONS AND
SERVICE
BETHEL HOUSING PROJECT
BETHEL, ALASKA**

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**SECTION 01010
SUMMARY OF WORK**

PART 1 GENERAL

1.1 GENERAL DESCRIPTION

A. Contractor to provide a one-time inspection and service to 117 mechanical room. The intent of this contract is to partner with a mechanical service provider to inspect, test, and tune the fuel and air systems for the mechanical systems located in each unit, as detailed below. Award is not a guarantee of work. Bids will be provided on the basis of a complete service for a single mechanical room. AHFC contract administrator or designee will contact the successful bidder to schedule individual room inspections. Based on funding availability, the intent is to inspect each boiler room, test and tune the equipment, and provide a bid for additional work identified during the inspection. Additional work will be added to the contract through the Request for Proposal / Bid / Change order process.

Each mechanical room consists:

1 Furnace each room

- (9) Williamson-Thermoflo THB-105-DDS2 oil fired furnace.
- (1) Williamson CHD-105-00 oil fired furnace
- (105) Thermopride OH6FA072DV4N oil fired furnace.
- (2) Armstrong LUFC80C84/95D oil fired furnace

1 Water Heater each room

- (117) Bock 40-gallon oil fired water heater.

2 Burner each room

Furnaces and water heaters are equipped with either Beckett or Carin ignition controls and burners.

1 Power venter each room (single power vent, common vent WH and FAU)

- Tjernlund HS1 Power Venters.
- Tjernlund UC1 and MAC1 expandable control modules.

B. Contractor to perform inspection and service of each component listed above to include:

Combustion chamber cleaning of both appliances.

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Start and stop firing of water heater and furnace
Monitor fuel oil pressure before and after burner pump.
Examine proper wiring for exhaust fan operation sequence using UC1 and MAC1 dip-switch control.
Smoke test preformed at each furnace and water heater with air band adjustments as needed for proper firing rate
Replacement of furnace filters with proper cleaning of plenum
Record any corrosion or leaking equipment, including plumbing and piping.
Inspect exhaust ducting and determine if cleaning is required.
Inspect all HVAC and DHW related equipment to determine if additional repairs are required.
Provide test out report of actions performed, adjustments made, and notes for additional work.
Drain system water to determine if full drain down (purge) and refill is necessary (to be included in base service if necessary).
Inspect tiger loops and fuel tanks for indications of water or other fouling.

- C. Contractor is to compile a comprehensive record of findings at each inspection address.
Contractor is to provide a detailed price quote for any necessary repairs at each address.
Contractor shall have access, ability, and willingness to provide temporary heating for projects that require system shut down in excess of 4 hours, or where interior temps fall below 65°.

1.2 QUALITY ASSURANCE

- A. All work to be done in a workmanlike manner resulting in a complete, finished service and inspection.
- B. Contractor must have an exemplary working knowledge of all equipment listed in this summery. Failure to provide sufficient evidence of knowledge at any time during inspections or repairs can and will result in termination of this contract.

1.3 SCHEDULING AND SEQUENCING

- A. Unit Entry: If required, arranged by AHFC in continuous and contiguous manner to accommodate inspections and service. Contractor shall notify

SUMMARY OF WORK

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AHFC, in writing, 48 hours in advance of entering the site. No work shall be performed prior to tenant notification. Contractor shall provide a schedule of entry, updated weekly. The entry schedule shall include length of time Contractor shall be in each unit.

- B. Work in or near Units: Perform work during normal working hours (8:00 a.m. - 5:00 p.m., M - F, unless specifically approved otherwise by the Contract Administrator) until completed at least inconvenience to residents.
 - 1. Complete each inspection and service and as quickly as possible and follow approved sequence and schedule. System outages will be scheduled and approved by AHFC staff; any necessary shutdown will require minimum 48 hour notice of tenant; AFHC staff will assist with notifications.
 - 2. Work in Occupied Units: Complete work on same day in which it is commenced if possible.
- C. At this time, based on funding availability, AHFC intends to assign 5-10 (or more) mechanical rooms at a time; however, based on individual needs, the successful contractor may be assigned only 1 room from time-to-time to support the current need. The successful bidder, by submitting a bid, is committing to availability under the contract until such time that services are no longer needed, or all mechanical rooms have received inspection.

PART 2 PRODUCTS - Not Used.

PART 3 EXECUTION

3.1 EXAMINATION OF SITE

- A. Failure to Visit Site: Will not relieve Contractor from necessity of furnishing materials or performing work that may be required to complete work in accordance with Drawings and Equipment Specifications without additional cost to AHFC.

3.2 CONTRACTOR USE OF PREMISES

- A. Operations of Contractor: Limited to areas where work is indicated.

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- B. Access: Restrict access to extent required allowing for ongoing activities at buildings and site.
- C. AHFC Occupancy: AHFC tenants will occupy portions of premises during entire inspection and service period for conduct of their normal operations.
 - 1. Cooperate with AHFC in scheduling inspections and service operations to minimize conflict and to facilitate AHFC tenant usage.
 - 2. Resident safety is of primary importance. Contractor to use barricades, temporary fencing, walks, shelters, enclosures, etc. as required to protect residents and their property.
- D. Emergency Exits: Maintain all required fire exits from existing buildings at all times; existing buildings are occupied during inspection process.
 - 1. Exit Doors, Stairways, and Discharge Areas: Acceptable to local code authority.
- E. Inspection Operations: Limited to areas where work is indicated.
 - 1. Take precautions to allow for continued operations including tenant and public access and other outside activities.
 - 2. Disruptive Operations: Noisy and disruptive operations (such as use of noisy equipment) shall be minimized in close proximity to existing apartments and buildings.
 - a. Schedule and coordinate such operations with AHFC.
 - b. Upon notification from AHFC, cease operations that are, in opinion of AHFC, disruptive to normal operations. Schedule such operations as described above.
 - 3. Power/Utility Outages: Coordinate and schedule any required electrical or other utility outages with AHFC. Outages shall be allowed only at previously agreed times. Schedule work to minimize the time for outages. Permanent power and utilities are to be restored at the end of each workday in occupied units. With prior Owner approval, the Contractor may provide temporary power and utilities

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until permanent services can be restored.

F. Contractor's Performance of Work:

1. Conduct work efficiently at least inconvenience to residents in occupied dwelling units. Take precautions to protect residents and public from injury from inspection operations.
2. Keep premises free of debris and repair materials resulting from installation work on a daily basis. Minimize the production of dust. Dispose of debris in an off-site approved site.
3. Contractor: Exclusively responsible for damage to grounds, plantings, buildings, and any other facilities or property. Pay for repair or replacement in full.

G. Moving of Furniture and other Miscellaneous Work (not anticipated):

1. AHFC will request that tenants do following:
 - a. Remove drapes, curtains, and any other encumbrances within work area; remove rugs from floors; and remove furniture away from work areas.
 - b. Pack items, i.e., books, toys, object art, fish bowls, etc.
2. Contractor: Move furniture and appliances in occupied dwelling units at least inconvenience to residents and without damage to furniture or finished floor. Replace all items when work is complete. Be responsible for unauthorized removal of or damaged furniture and appliances in units.

H. Storage Space may be assigned to Contractor as a convenience.

1. Contractor: Use such spaces at own risk.
2. AHFC: Not responsible for adequacy of space or spaces assigned, or safekeeping of material stored.

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SUMMARY OF WORK**

END OF SECTION

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ALASKA HOUSING FINANCE CORPORATION

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PART 1 GENERAL

1.1 QUALITY ASSURANCE

- A. Regulatory Requirements: Comply with current applicable laws, ordinances, codes, and regulations.
 - 1. Accessibility: Comply with following:
 - a. Architectural Barriers Act of 1968 as amended (42 USC 4152-4157), HUD implementing regulations (24 CFR Part 40), and Uniform Federal Accessibility Standards (UFAS).
 - b. Section 504 of the Rehabilitation Act of 1973 as amended (29 USC 794) and HUD implementing regulations 24 CFR Part 8.
 - c. Fair Housing Accessibility Guidelines (24 CFR Chapter 1).
 - d. Americans with Disabilities Act of 1990 (ADA) (28 CFR Part 35).
 - 2. Recoverable Materials: Comply with Resource Conservation and Recovery Act (RCRA), Section 6002 and EPA Guidelines.
- B. Reference Standards: For products or workmanship specified by reference to association, trade, or Federal Standards, comply with requirements of standard, except when more rigid requirements are specified or are required by applicable codes.
 - 1. No provision of any referenced standard specification, manual or code (whether or not specifically incorporated by reference in the Contract Documents) shall be effective to change duties and responsibilities of PHA/IHA or Contractor or any of their consultants, agents or employees from those set forth in Contract Documents, nor shall it be effective to assign to Contracting Officer any duty or authority to supervise or direct furnishing or performance of Work or any duty or authority to undertake responsibilities contrary to provisions of General Conditions.
 - a. Where wording of referenced standard is permissive, or where requirements of more than one reference standard apply, provide under more restrictive requirement.

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- b. Comply with recommendations of referenced standards even though they are not mandatory in standard.
- 2. Detailed Requirements: Be familiar with and verify detailed requirements of referenced standards to verify that items and their installation provided under Work of this Contract meet or exceed standard's requirements.
 - a. Notify Contracting Officer of any conflicts between referenced standards and requirements specified in Specifications or indicated on Drawings before proceeding with work.
 - 1) Tolerances: Tolerances may vary from standards of different sections. Make adjustments necessary to assure proper fitting of different elements. Tolerances may be plus or minus as indicated but in sum shall be compensating, not cumulative.
- 3. Effective Date: Date of referenced standard is that in effect as of documents date except when specific date is specified or when standard is part of applicable code which includes edition date.
- 4. Copies: When required by individual sections, obtain copy of referenced standard. Maintain copy at job site during work.
- C. Certificates: When required by Contract Documents, or when requested in writing by Contracting Officer, submit Certificate of Compliance or Manufacturer's Certificate that materials or workmanship, or both comply with requirements of referenced standard.
- D. Labels: Where labels indicating certification are specified, deliver and install products with labels intact. Do not remove labels.

PART 2 PRODUCTS - Not Used.

PART 3 EXECUTION

3.1 REFERENCE STANDARD SOURCES

- A. Reference Standards: For copies of specifications and standards referenced in specifications, contact respective organization listed below:

REFERENCE STANDARDS

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AAMA

American Architectural Manufacturers Association
1540 E. Dundee Road, Suite 310
Palatine, IL 60067
708/202 13-50 Fax 708/202-1480

AHAM (on NIBS CCB)*

Association of Home Appliance Manufacturers
20 North Wacker Drive
Chicago, IL 60606
312/984-5800

ANSI

American National Standards Institute Inc.
11 West 42nd Street
New York, NY 10036
212/642-4900 Fax 212/302-1286

APA (on NIBS CCB)*

American Plywood Association
PO Box 11700
Tacoma, WA 98411-0700
206/565-6600 Fax 206/565-7265

ARMA (on NIBS CCB)*

Asphalt Roofing Manufacturers Association
6288 Montrose Road
Rockville, MD, 20852
301/231-9050 Fax 301/881-6572

ASHRAE

American Society of Heating, Refrigerating and Air-Conditioning
Engineers
1791 Tullie Circle, NE
Atlanta, GA 30329
404/636-8400 Fax 404/321-5478

ASME

American Society of Mechanical Engineers
345 East 47th Street

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New York, NY 10017
212/705-7722 Fax 212/705-7674

ASSE
American Society of Sanitary Engineering
PO Box 40362
Bay Village, OH 44140
216/835-3040

ASTM
American Society for Testing and Materials
1916 Race Street
Philadelphia, PA 19103-1187
215/299-5585 Fax 215/977-9679

AWS (on NIBS CCB)*
American Welding Society
PO Box 351040
Miami, FL 33135
800/334-9353 Fax 305/443-7559

AWI
Architectural Woodwork Institute
1952 Isaac Newton Square W
Reston, VA 20190 703/733-0600

BEES
Alaska Housing Finance Corporation
Research Information Center
4300 Boniface Parkway
Anchorage, AK 99504
907/338-6100

BHMA
Builder's Hardware Manufacturer's Association
355 Lexington Avenue, 17th Floor
New York, NY 10017
212/661-4261

CPSC
Consumer Products Safety Commission

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5401 Westbard Avenue
Bethesda, MD 20816
800/638-2772

CS
Commercial Standards
U.S. Department of Commerce
Government Printing Office
Washington, DC 20402
202/377-2000

GA (on NIBS CCB)*
Gypsum Association
810 First Street, NE, Suite 510
Washington, DC 20002
202/289-5440 Fax 202/289-3707

FS (on NIBS CCB)*
General Services Administration Federal Specifications
Specifications Unit (WFSIS)
7th and D Streets, SW
Washington, DC 20407
202/708-9205 Fax 202/205-3720

HUD
Material Releases are part of HUD Technical
Suitability of Building Products Program.
Contact: Department of Housing and urban Development
Manufactured Housing and Construction Standards
451 7th Street, SW
Washington, DC 20410-8000 202/708-1929

HUD USER
PO Box 6091
Rockville, MD 20850
1/800/245-2691 or 301/251-5254

ISDSI (on NIBS CCB)*
Insulated Steel Door Systems Institute
30200 Detroit Avenue
Cleveland, OH 44145-1967

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216/899-0010 Fax 216/892-1404

NEMA
National Electrical Manufacturers Association
2101 L Street, NW
Washington, DC, 20037
202/457-8400

NFPA (on NIBS CCB)*
National Fire Protection Association
Batterymarch Park
Quincy, MA 02169-9101
800/344-3555 Fax 617/984-7057

NFPA
National Forest Products Association
1240 Connecticut Avenue, NW, Suite 200
Washington, DC 20036

NFRC
National Fenestration Rating Council Incorporated
1300 spring Street, Suite 120
Silver Spring, Maryland 20910
301/589-6372 Fax 301/588-0854

NORTHERN COMFORT
Alaska Housing Finance Corporation
Research Information Center
4300 Boniface Parkway
Anchorage, AK 99504
907/338-6100

NRCA
National Roofing Contractors Association
6250 River Road
Rosemont, IL, 60018
708/299-1183 Fax 708/299-1183

PDCA
Painting and Decorating Contractors of America
27606 Pacific Highway South

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Kent, WA 98032
206/941-8823

PEI
Porcelain Enamel Institute
1101 Connecticut Avenue, NW, Suite 700
Washington, DC 20036
202/857-1134

PS
Product Standards
U.S. Department of Commerce
Government Printing Office
Washington, DC 20402
202/783-3238

RFCI
Resilient Floor Covering Institute
966 Hungerford Drive, Suite 12-B
Rockville, MD 20850
301/340-8580 Fax 301/340-7283

SDI (on NIBS CCB)*
Steel Door Institute
30200 Detroit Avenue
Cleveland, OH 44145-1967
216/899-0010 Fax 216/892-1404

SIGMA
Sealed Insulating Glass Manufacturers Association
401 North Michigan
Chicago, IL 60611-4206
312/664-6610

SMA (on NIBS CCB)*
Screen Manufacturers Association
655 Irving Park, Suite 201
Chicago, IL 60613-3198 312/525-2644 Fax 312/248-9659

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FURNACE, WATER HEATER INSPECTIONS
AND SERVICE
BETHEL HOUSING PROJECT
BETHEL, ALASKA**

DIVISION 1

ALASKA HOUSING FINANCE CORPORATION

**SECTION 01090
REFERENCE STANDARDS AND DEFINITIONS**

SMACNA (on NIBS CCB)*
Sheet Metal and Air Conditioning Contractors National Association
PO Box 221230
Chantilly, VA, 22022-1230
703/803-2989 Fax 703/803-3732

TCA (on NIBS CCB)*
Tile Council of America Inc.
PO Box 326
Princeton, NJ 08542-0326
609/921-7050 Fax 609/452-7255

UL
Underwriters Laboratories, Inc.
333 Pfingsten Road
Northbrook, IL 60062
312/272-8800

VWD
Vinyl Window and Door Institute
355 Lexington Avenue
New York, NY 10017
212/351-5400

3.1 DEFINITIONS

A. Basic Contract definitions are included in the General Conditions.

1. 'Indicated' refers to graphic representations, notes, or schedules on Drawings; Paragraphs or Schedules in Specifications; and similar requirements in Contract Documents. Where terms such as "shown," "noted," "scheduled," and "specified" are used, it is to help locate the reference.
2. 'Directed': Terms such as "directed," "requested," "authorized," "selected," "approved," "required," and "permitted" mean "directed by the Architect," "directed by the Contract Administrator," "requested by the Owner," "requested by the Architect," and similar phrases.
3. 'Approve', used in conjunction with action on submittals, applications, and requests, is limited to the Contract Administrator's or Architect's

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duties and responsibilities stated in General and Supplementary Conditions.

4. 'Regulation' includes laws, ordinances, statutes, and lawful orders issued by authorities having jurisdiction, and rules, conventions, and agreements within the construction industry that control performance of the Work.



5. 'Furnish' means "supply and deliver, ready for unloading, unpacking, assembly, installation, and similar operations."

6. 'Install' describes operations at the site including "unloading, unpacking, assembly, erection, anchoring, applying, working to dimension, protecting, cleaning, and similar operations."

7. 'Provide' means "furnish and install, complete and ready for use."

8. 'Installer': Installer is the Contractor or an entity engaged by the Contractor as employee, subcontractor, or sub-subcontractor for performance of a particular construction activity, including installation, erection, application, and similar operations. Installers are required to be experienced in the operations they are engaged to perform.



- a. The term "experienced" when used with "Installer" means having a minimum of 5 previous Projects similar in size to this Project and being familiar with the precautions required and with requirements of the authority having jurisdiction.



9. 'Project Site' is the space available for construction activities, either exclusively or with others performing other construction on the Project. The extent of the Project Site is shown on the Drawings and may or may not be identical with the description of the land upon which the Project is to be built.

10. 'Testing Laboratories': A "testing laboratory" is an independent entity engaged to perform specific inspections or tests, at the Project Site or elsewhere, and to report on and, if required, to interpret results of those inspections or tests.

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Sections based on the Construction Specifications Institute's 16-Division format and MASTERFORMAT numbering system.



- C. Language used in the Specifications is the abbreviated type. Implied words and meanings will be appropriately interpreted. Singular words will be interpreted as plural and plural words interpreted as singular where applicable and where the context so indicates.

1. Imperative language is used generally. Requirements expressed in the imperative mood are to be performed by the Contractor. At certain locations in the text subjective language is used to describe responsibilities that must be fulfilled indirectly by the Contractor or by others when so noted.

- D. Abbreviations and Names: Where acronyms or abbreviations are used in the Specifications or other Contract Documents, they mean the recognized name of the trade association, standards-generating organization, authority having jurisdiction, or other entity applicable. Refer to the "Encyclopedia of Associations," published by Gale Research Co., available in most libraries.



- E. Permits, Licenses, and Certificates: For the Owner's records, submit copies of permits, licenses, certifications, inspection reports, releases, jurisdictional settlements, notices, receipts for fee payments, judgments, and similar documents; correspondence and records established in conjunction with compliance with standards; and regulations bearing upon performance of the Work.

END OF SECTION

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**SECTION 01120
ADMINISTRATIVE ALTERATIONS**

PART 1 GENERAL

1.1 REQUIREMENTS INCLUDED

- A. Procedural requirements
- B. Rehabilitation and renovation of existing spaces and materials

1.2 RELATED REQUIREMENTS

- A. General Conditions and Special Conditions
- B. Section 01010 - Summary of Work
- C. Section 01500 - Construction Facilities and Temporary Controls

PART 2 PRODUCTS

2.1 PRODUCTS FOR PATCHING AND EXTENDING WORK

- A. New materials: As specified in individual specification sections.
- B. Match existing products and work for patching and extending work.
- C. Determine type and quality of existing products by inspection and any necessary testing and workmanship by use of existing as a standard. Presence of a product, finish or type of work requires that patching, extending or matching shall be performed as necessary to make work complete and consistent with existing quality and contract documents.

PART 3 EXECUTION

3.1 GENERAL

- A. Remove existing materials and items as indicated, as required by job site conditions, as scheduled, and as specified herein, to accomplish new work and alteration in the existing building.
- B. Remove existing materials carefully and only to the extent required for the final work. Minimize damage to adjacent materials.
- C. Conduct all operations with a minimum of noise and dust.

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- D. Take reasonable and adequate precautions to protect the Owner's property from damage during demolition work, moving of debris and damage by the elements. Restore any damage to Owner property due to the aforesaid work or replace in a manner satisfactory to the Contract Administrator.
- E. Provide and maintain suitable barricades, shelter, and lights, and danger signals during the progress of the work. They shall meet the requirements of the applicable building codes. Assume the responsibility of barriers to completion of contract and remove same.
- F. Contractor to assume responsibility for utility locates and coordinating with utility agencies.
- G. Submit daily logs to project administrator along with photos of progress weekly.

3.2 INSPECTION

- A. Verify that demolition is complete and areas are ready for installation of new work.
- B. Beginning of restoration work means acceptance of existing conditions.

3.3 PREPARATION

- A. Plan work in advance, informing Contract Administrator of procedure and schedule.
- B. Verify existing conditions affecting work including existing sizes and materials indicated prior to beginning work or ordering materials that are affected by existing conditions. Notify Contract Administrator of conflicts in writing.
- C. Where openings are to be cut in existing structures cut such openings with care. Where materials, equipment, frames, etc. are to be removed, remove such items with care to minimize damage to adjacent surfaces and materials.
- D. Cut, move, or remove items as necessary for access to alterations and renovations work; replace and restore at completion.

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- E. Cut pockets, openings, chases, depressions, etc., to install or allow for installation of materials or equipment.
- F. Remove from site unsuitable material not marked for salvage, such as rotted wood and rusted metals; replace materials as specified for finished Work.
- G. Remove from site, including concealed spaces, debris and abandoned items resulting from demolition operations from the site, daily. No accumulation of debris will be permitted.
- H. Prepare surfaces and remove surface finishes to provide for proper installation of new Work.
- I. Close openings in exterior surfaces to protect existing and salvage items from weather and extremes of temperature and humidity. Insulate and seal ductwork and piping to prevent condensation in exposed areas.

3.4 REPLACEMENT OF ROTTED MATERIALS

- A. If rotted material is encountered that has not been described within the original scope of work, notify the AHFC Contract Administrator prior to removing or encapsulating the affected material. Upon direction by the Contract Administrator, rotted material shall be completely removed and replaced with same dimension and quality material or better. If dampness is present, all areas shall be completely dried (including adjacent areas) by the Contractor prior to enclosure.

3.5 INSTALLATION

- A. Coordinate work of alterations and renovations to expedite completion and to accommodate Owner occupancy.
- B. Remove, cut, and patch work in a manner to minimize damage and to provide means of restoring products and finishes to original condition.
- C. Patched work shall match existing adjacent work in texture and appearance.
- D. Install products as specified in individual specification sections.

3.6 TRANSITIONS

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- A. Where new work abuts or aligns with existing, make a smooth and even transition. Patched work shall match existing adjacent work in texture and appearance.
- B. When finished surfaces are cut so that a smooth transition with new work is not possible terminate existing surface along a straight line at a natural line of division and make recommendation to Contract Administrator.
- C. Where removal of materials results in adjacent spaces becoming one, rework to a smooth plane without breaks. Where a change of plane occurs, submit recommendation for providing a smooth transition for review.

3.7 REPAIR OF DAMAGED SURFACES

- A. Patch or replace portions of existing surfaces which are disturbed, damaged or otherwise made defective in appearance or function by the execution of work under this contract.
- B. Repair substrate prior to patching finish.

3.8 FINISHES

- A. Finish surfaces as specified in individual sections.
- B. Finish patches to produce uniform finish and texture over entire area. When finish cannot be matched, refinish entire surface to nearest intersections.

3.9 CLEANING

- A. After the demolition work in any area is completed, clean the area before any new construction is started.

END OF SECTION

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**SECTION 01400
QUALITY CONTROL**

PART 1 GENERAL

1.1 REQUIREMENTS INCLUDED

- A. General Quality Control
- B. Workmanship
- C. Manufacturer's Instructions
- D. Owner Inspection Services
- E. Manufacturers' Field Services
- F. Testing Laboratory Services

1.2 RELATED REQUIREMENTS

- A. Section 01010 - Summary of Work

1.3 QUALITY CONTROL, GENERAL

- A. Maintain quality control over suppliers, manufacturers, products, services, site conditions and workmanship to produce Work of specified quality.

1.4 WORKMANSHIP

- A. Comply with industry standards except when more restrictive tolerances or specified requirements indicate more rigid standards or more precise workmanship.
- B. Perform Work by persons qualified to produce workmanship of specified quality.
- C. Secure products in place with positive anchorage devices designed and sized to withstand stresses, vibration and racking.

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**SECTION 01400
QUALITY CONTROL**

1.5 MANUFACTURERS' INSTRUCTIONS

- A. Comply with instructions in full detail, including each step in sequence. Should instructions conflict with Contract Documents, request clarification from Contract Administrator before proceeding.

1.6 OWNER INSPECTION SERVICES

- A. Submit written requests for inspection of work by Owner personnel. As a minimum the following will be inspected with written notice required.
 - 1. After installation of all below grade work, while work is under test and before backfill.
 - 2. After installation of all structural framing and above grade electrical and mechanical rough in and before insulation, gypsum board or roofing has been installed.
 - 3. After installation of all insulation and before vapor retarder has been installed.
 - 4. After installation of all above grade structural framing and sheathing and before roofing is installed.
 - 5. After all gypsum board has been installed and taped and prior to painting.
 - 6. Final inspection.
- B. Notice of inspections shall be received by the Owner seven (7) days prior to the requested time of inspection.
- C. Request shall identify the Project, Project No., its location, the Contractor and a contact person and describe the nature of the desired inspection.
- D. If the request is for a re-inspection of work previously inspected include the Owner's prior listing of deficiencies accompanied by the remedies provided since the prior inspection.

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**SECTION 01400
QUALITY CONTROL**

1.7 MANUFACTURERS' FIELD SERVICES

- A. When specified in respective Specification Sections, require manufacturer to provide qualified personnel to observe field conditions, conditions of surfaces and installation, quality of workmanship, start-up of equipment, test, adjust and balance of equipment as applicable and to make appropriate recommendations.
- B. Manufacturer's Representative shall submit written report through the Contractor to the Contract Administrator listing observations, recommendations and acceptability of the work.

1.8 TESTING LABORATORY SERVICES

- A. Contractor shall employ and pay for services of an Independent Testing Laboratory to perform inspections, tests and other services required by individual Specification Sections.
- B. Contractor shall use the services of a recognized independent test lab. Submit name and three (3) recent client references a minimum of 21 days before services are performed.
- C. Services will be performed in accordance with requirements of governing authorities and with specified standards.
- D. Reports will be submitted to Contract Administrator in duplicate giving observations and results of tests, indicating compliance or non-compliance with specified standards and with Contract Documents.
- E. Contractor shall cooperate with Testing Laboratory personnel; furnish tools, samples of materials, design mix, equipment, storage and assistance as requested.
 - 1. Notify Contract Administrator and Testing Laboratory 24 hours prior to expected time for operations requiring testing services.
 - 2. Make arrangements with Testing Laboratory and pay for additional samples and tests for Contractor's convenience.

END OF SECTION

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**SECTION 01500
CONSTRUCTION FACILITIES
AND TEMPORARY CONTROLS**

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PART 1 - GENERAL

1.1 SECTION INCLUDES

- A. Electricity
- B. Heat, Ventilation
- C. Telephone Service
- D. Sanitary Facilities
- E. Temporary Facilities
- F. Barriers
- G. Protection of Installed Work
- H. Security
- I. Cleaning During Construction
- J. Snow/Ice Removal

1.2 RELATED SECTIONS

- A. Section 01010 - Summary of Work.
- B. Section 01700 - Contract Closeout.

1.3 ELECTRICITY, LIGHTING

- A. Contractor is responsible for providing and paying for construction phase power. Permanent power may be utilized during construction, coordinate with Contract Administrator. Provide service required for construction operations, with branch wiring and distribution boxes located to allow service and lighting by means of construction-type power cords. AHFC is not responsible for the adequacy of on-site power made available.
- B. Provide lighting for special construction operations.

CONSTRUCTION FACILITIES

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- C. Contractor is responsible for providing and paying for construction phase lighting. Permanent lighting may be used during construction upon approval of the Contract Administrator. Maintain lighting and make routine repairs. Rebulb all fixtures prior to final inspection. AHFC is not responsible for adequacy of provided lighting.

1.4 HEAT, VENTILATION

- A. Provide as required to maintain specified conditions for construction operations, to protect materials and finishes from damage due to temperature or humidity.
- B. Prior to operation of permanent facilities for temporary purposes, verify that installation is approved for operation, and that filters are in place. Provide and pay for operation, maintenance, and utilities.
- C. Provide ventilation of enclosed areas to cure materials, to disperse humidity, and to prevent accumulations of dust, fumes, vapors, or gases.

1.5 TELEPHONE SERVICE

- A. Telephone service will not be provided. Contractor shall make arrangements as is required to satisfy their needs.

1.6 SANITARY FACILITIES

- A. Contractor to provide sanitary facilities for workers. Contractor may use public facilities where available upon approval by the Contract Administrator. Toilet facilities must be kept in a clean and sanitary condition. AHFC is not responsible for adequacy of on-site or public facilities.

1.7 TEMPORARY FACILITIES FOR CONTRACTOR'S STORAGE AND OFFICE

- A. Contractor is responsible for storage and office area. Coordinate with Contract Administrator where on-site storage or office space may be available. AHFC is not responsible for the adequacy of on-site space.

1.8 TEMPORARY FACILITIES FOR ON-SITE INSPECTOR

- A. The contractor is to provide office space onsite with adequate heat, lights,

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and electric outlets for use by the AHFC on-site inspector. The space shall be a minimum of 10' x 10', have a suitable desk, office chair, plans table, shelves, and dedicated phone service for at least one phone and one fax machine. The space shall have a separate and secure access door for the on-site inspector's sole use. The space shall comply with all codes for office space.

1.9 BARRIERS

- A. Provide as required to prevent public injury and entry to construction areas and to protect existing facilities and adjacent properties from damage from construction operations.

1.10 PROTECTION OF INSTALLED WORK

- A. Provide temporary protection for installed products. Control traffic in immediate area to minimize damage.
- B. Provide protective coverings at walls, projections, jambs, sills, soffits, and openings. Protect finished floors and stairs from traffic, movement of heavy objects, and storage.

1.11 SECURITY

- A. Cooperate with Housing Operations in maintaining the existing security to protect Work and building from unauthorized entry, vandalism, and theft. In existing structures with security systems, exterior doors are to remain locked at all times.

1.12 CLEANING DURING CONSTRUCTION

- A. Control, contain, and dispose of accumulation of waste materials and rubbish daily.
- B. Clean interior areas daily prior to start of finish work. Maintain areas free of dust and other contaminants during finishing operations.

1.13 SNOW AND ICE REMOVAL

- A. Contractor is responsible for snow and ice removal during construction phase for all areas impacted by construction activities.

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CONSTRUCTION FACILITIES
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PART 2 PRODUCTS NOT USED

PART 3 EXECUTION NOT USED

END OF SECTION

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**SECTION 01700
PROJECT CLOSEOUT**

PART 1 GENERAL

1.1 REQUIREMENTS INCLUDED

- A. Closeout Procedures
- B. Final Cleaning
- C. Project Record Documents
- D. As-Built Drawings
- E. Warranties

1.2 RELATED REQUIREMENTS

- A. Section 01010 - Summary of Work

1.3 CLOSEOUT PROCEDURES

- A. Contractor shall comply with contract closeout provisions as specified in the Contract.
- B. In addition to submittals required by the conditions of the Contract, the Contractor shall provide all submittals required by governing authorities and submit a final statement of accounting giving total adjusted Contract Price, previous payments made, and any sum remaining due.
- C. AHFC will issue a final Change Order reflecting approved adjustments to the Contract Price if not previously made. No final payment will become due, nor will any payment request be accepted for processing, until all documents and materials required to be delivered by the Contractor to AHFC have been delivered.
- D. Contractor shall submit the Certificate and Release with his request for final payment.

1.4 FINAL CLEANING

- A. The Contractor shall execute final cleaning prior to final completion. The Contractor shall clean site; rake clean.

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PROJECT CLOSEOUT**

1.5 PROJECT RECORD DOCUMENTS

- A. The Contractor shall maintain one record copy of:
 - 1. Contract Drawings
 - 2. Specifications
 - 3. Addenda
 - 4. Change Orders and other modifications to the Contract
 - 5. Approved submittals, i.e., shop drawings, product data, survey and field records, field test records, samples, etc.
 - 6. Inspection certificates
 - 7. Red-line drawings
- B. The Contractor shall during construction, store all required Contract Documents and samples in clean, dry and legible condition in Field Office apart from documents used for construction.
- C. The Contractor shall keep all required documents and samples available for inspection by AHFC through completion of the warranty period.

1.6 AS-BUILT RED LINE DRAWINGS

- A. The Contractor shall record actual construction information on a set of contract drawings and shop drawings, and shall:
 - 1. Use marking pens, maintaining separate colors for each major system, for recording information, and;
 - 2. Not conceal any work until required information is recorded, and;
 - 3. Record information concurrently with construction progress by legibly marking contract drawings and shop drawings to record actual construction, including measured:
 - a. Depths of elements of foundation in relation to finish first floor

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- datum, and;
- b. Horizontal and vertical locations of underground utilities and appurtenances referenced to permanent surface improvements, and;
- c. Locations of internal utilities and appurtenances concealed in construction, referenced to visible and accessible features of construction.
- 4. Include and annotate changes made by Addenda, and;
- 5. Include and annotate all field changes of dimensions and details made by Design Clarification/Verification Request (DCVR), and;
- 6. Include and annotate changes made by Change Orders, and;
- 7. Include and annotate references to related shop drawings, and;
- 8. Include and annotate all other details not on original Contract Drawings and not mentioned above.
- B. The Contractor shall submit final marked-up as-built red-line drawings (approved by the A/E) to AHFC, using a letter of transmittal, within five days of the Contractor's notice of final completion inspection.

1.7 OPERATION AND MAINTENANCE (O&M) MANUAL

- A. The Contractor shall provide two duplicate, bound copies for all equipment and products used in the project in Construction Specifications Institute format (e.g. division 1-16). Provide table of contents and assemble in binder with durable plastic cover.
- B. Format: 8½" x 11" white paper with manufacturer's data or typewritten.
- C. O&M Manual Drawings: The Contractor shall provide reinforced punched binder tab, bind in with text. Fold larger drawings to the size of the text page. Provide flyleaf for each separate product, or each piece of operating equipment. Provide typed description of product, and component parts of equipment. Provide text tabs. Supplement product drawings as necessary to clearly illustrate the relations of component parts of equipment and systems and control flow diagrams. Coordinate

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- drawings with information in Project Record Documents to assure correct illustration of completed installation. Do not use Project Record Documents as maintenance manual drawings.
- D. Cover: The Contractor shall identify each volume with a typed or printed title: "O&M Manual" and list, the title of the project and the general subject matter covered in the manual.
- E. Binders: Commercial quality three-ring binders with durable and cleanable plastic covers shall be used. Minimum ring size to be 2". When multiple binders are used the Contractor shall, correlate the data into related consistent groupings.
- F. Content: The Contractor shall prepare a neatly typewritten table of contents for each volume, arranged in a systematic order, including warranty procedures and content outline. The Contractor shall list, with each product, the name, address, and telephone number of the Subcontractor or installer and area of responsibility, Maintenance Contractor and area of responsibility, and local source of supply for parts and replacement. Identify each product by product name and other identifying symbols as set forth in the Contract Documents.
- G. Product Data: The Contractor shall include only those sheets which are pertinent to the specific product. Annotate each sheet to clearly identify the specific product or part installed, and the data applicable to the installation. Delete references to inapplicable information.
- H. The Contractor shall submit O&M Manuals to AHFC, using a letter of transmittal, as follows:
1. For equipment put into use with AHFC's permission during construction, submit all required documentation within 10 days after first operation.
 2. Draft O&M Manuals are due a minimum of 30 days prior to project final completion inspection.
 3. Final O&M Manuals (approved by the A/E) must be delivered before the project will be determined finally complete, and prior to application for final payment.

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1.9 WARRANTY MANUAL

- A. The Contractor shall provide all required warranty documents in duplicate, in a Warranty Manual. All warranties shall be properly executed by the contractor, subcontractors, and suppliers as applicable. Provide table of contents and assemble in binder with durable plastic cover as described above for the O&M Manuals.
- B. The Contractor shall submit the Warranty Manual (approved by the A/E) to AHFC, using a letter of transmittal, 30 days prior to project final completion inspection, and/or application for final payment.

1.9 SPARE PARTS AND MAINTENANCE MATERIALS

- A. The Contractor shall provide products and spare parts in quantities specified in each specification section, in addition to that used for the construction.
- B. Coordinate turnover of these materials with the Contract Administrator, and deliver to the project site or local AHFC maintenance warehouse. Obtain a receipt for materials turned over to AHFC, and submit a copy of that receipt to AHFC, using a letter of transmittal.
- C. The Contractor shall turn over spare parts and maintenance materials 30 days prior to project final completion, and/or application for final payment.

END OF SECTION

General Conditions for Non-Construction Contracts

Section I — (With or without Maintenance Work)

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

Office of Labor Relations

OMB Approval No. 2577-0157 (exp. 1/31/2027)

Public Reporting Burden for this collection of information is estimated to average one hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB number. This form includes those clauses required by OMB's common rule on grantee procurement, implemented at HUD in 2 CFR 200, and those requirements set forth in Section 3 of the Housing and Urban Development Act of 1968 and its amendment by the Housing and Community Development Act of 1992, implemented by HUD at 24 CFR Part 75. The form is required for non-construction contracts awarded by Public Housing Agencies (PHAs). The form is used by PHAs in solicitations to provide necessary contract clauses and allows PHAs to enforce their contracts. Comments regarding the accuracy of this burden estimate and any suggestions for reducing this burden can be sent to the Reports Management Officer, Office of Policy Development and Research, REE, Department of Housing and Urban Development, 451 7th St SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2577-0157. Do not send this completed form to either of these addressees. The information collected will not be held confidential.

Applicability. This form HUD-5370-C has 2 Sections. These Sections must be inserted into non-construction contracts as described below:

- 1) **Non-construction contracts** (*without* maintenance) **greater than \$250,000 - use Section I;**
- 2) **Maintenance contracts** (including nonroutine maintenance as defined at 24 CFR 905.100) **greater than \$2,000 but not more than \$250,000 - use Section II;** and
- 3) **Maintenance contracts** (including nonroutine maintenance), **greater than \$250,000 — use Sections I and II.**

Section I - Clauses for All Non-Construction Contracts greater than \$250,000

1. Definitions

The following definitions are applicable to this contract:

- (a) "Authority or Housing Authority (HA)" means the Housing Authority.
- (b) "Contract" means the contract entered into between the Authority and the Contractor. It includes the contract form, the Certifications and Representations, these contract clauses, and the scope of work. It includes all formal changes to any of those documents by addendum, Change Order, or other modification.
- (c) "Contractor" means the person or other entity entering into the contract with the Authority to perform all of the work required under the contract.
- (d) "Day" means calendar days, unless otherwise stated.
- (e) "HUD" means the Secretary of Housing and Urban development, his delegates, successors, and assigns, and the officers and employees of the United States Department of Housing and Urban Development acting for and on behalf of the Secretary.

2. Changes

- (a) The HA may at any time, by written order, and without notice to the sureties, if any, make changes within the general scope of this contract in the services to be performed or supplies to be delivered.
- (b) If any such change causes an increase or decrease in the hourly rate, the not-to-exceed amount of the contract, or the time required for performance of any part of the work under this contract, whether or not changed by the order, or otherwise affects the conditions of this contract, the HA shall make an equitable adjustment in the not-to-exceed amount, the hourly rate, the delivery schedule, or other affected terms, and shall modify the contract accordingly.
- (c) The Contractor must assert its right to an equitable adjustment under this clause within 30 days from the date of receipt of the written order. However, if the HA decides that the facts justify it, the HA may receive and act upon a

proposal submitted before final payment of the contract.

- (d) Failure to agree to any adjustment shall be a dispute under clause Disputes, herein. However, nothing in this clause shall excuse the Contractor from proceeding with the contract as changed.
- (e) No services for which an additional cost or fee will be charged by the Contractor shall be furnished without the prior written consent of the HA.

3. Termination for Convenience and Default

- (a) The HA may terminate this contract in whole, or from time to time in part, for the HA's convenience or the failure of the Contractor to fulfill the contract obligations (default). The HA shall terminate by delivering to the Contractor a written Notice of Termination specifying the nature, extent, and effective date of the termination. Upon receipt of the notice, the Contractor shall: (i) immediately discontinue all services affected (unless the notice directs otherwise); and (ii) deliver to the HA all information, reports, papers, and other materials accumulated or generated in performing this contract, whether completed or in process.
- (b) If the termination is for the convenience of the HA, the HA shall be liable only for payment for services rendered before the effective date of the termination.
- (c) If the termination is due to the failure of the Contractor to fulfill its obligations under the contract (default), the HA may (i) require the Contractor to deliver to it, in the manner and to the extent directed by the HA, any work as described in subparagraph (a)(ii) above, and compensation be determined in accordance with the Changes clause, paragraph 2, above; (ii) take over the work and prosecute the same to completion by contract or otherwise, and the Contractor shall be liable for any additional cost incurred by the HA; (iii) withhold any payments to the Contractor, for the purpose of off-set or partial payment, as the case may be, of amounts owed to the HA by the Contractor.
- (d) If, after termination for failure to fulfill contract obligations (default), it is determined that the Contractor had not failed, the termination shall be deemed to have been effected for the convenience of the HA, and the Contractor shall be entitled to payment as described in paragraph (b) above.
- (e) Any disputes with regard to this clause are expressly made subject to the terms of clause titled Disputes herein.

4. Examination and Retention of Contractor's Records

- (a) The HA, HUD, or Comptroller General of the United States, or any of their duly authorized representatives shall, until 3 years after final payment under this contract, have access to and the right to examine any of the Contractor's directly pertinent books, documents, papers, or other records involving transactions related to this contract for the purpose of making audit, examination, excerpts, and transcriptions.

- (b) The Contractor agrees to include in first-tier subcontracts under this contract a clause substantially the same as paragraph (a) above. "Subcontract," as used in this clause, excludes purchase orders not exceeding \$10,000.
- (c) The periods of access and examination in paragraphs (a) and (b) above for records relating to:
 - (i) appeals under the clause titled Disputes;
 - (ii) litigation or settlement of claims arising from the performance of this contract; or,
 - (iii) costs and expenses of this contract to which the HA, HUD, or Comptroller General or any of their duly authorized representatives has taken exception shall continue until disposition of such appeals, litigation, claims, or exceptions.

5. Rights in Data (Ownership and Proprietary Interest)

The HA shall have exclusive ownership of, all proprietary interest in, and the right to full and exclusive possession of all information, materials and documents discovered or produced by Contractor pursuant to the terms of this Contract, including but not limited to reports, memoranda or letters concerning the research and reporting tasks of this Contract.

6. Energy Efficiency

The contractor shall comply with all mandatory standards and policies relating to energy efficiency which are contained in the energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub.L. 94-163) for the State in which the work under this contract is performed.

7. Disputes

- (a) All disputes arising under or relating to this contract, except for disputes arising under clauses contained in Section 111, Labor Standards Provisions, including any claims for damages for the alleged breach thereof of which are not disposed of by agreement, shall be resolved under this clause.
- (b) All claims by the Contractor shall be made in writing and submitted to the HA. A claim by the HA against the Contractor shall be subject to a written decision by the HA.
- (c) The HA shall, with reasonable promptness, but in no event in no more than 60 days, render a decision concerning any claim hereunder. Unless the Contractor, within 30 days after receipt of the HA's decision, shall notify the HA in writing that it takes exception to such decision, the decision shall be final and conclusive.
- (d) Provided the Contractor has (i) given the notice within the time stated in paragraph (c) above, and (ii) excepted its claim relating to such decision from the final release, and (iii) brought suit against the HA not later than one year after receipt of final payment, or if final payment has not been made, not later than one year after the Contractor has had a reasonable time to respond to a written request by the HA that it submit a final voucher and release, whichever is earlier, then the HA's decision shall not be final or conclusive, but the dispute shall be determined on the merits by a court of competent jurisdiction.
- (e) The Contractor shall proceed diligently with performance of this contract, pending final resolution of any request for relief, claim, appeal, or action arising under the contract, and comply with any decision of the HA.

8. Contract Termination; Debarment

A breach of these Contract clauses may be grounds for termination of the Contract and for debarment or denial of participation in HUD programs as a Contractor and a subcontractor as provided in 24 CFR Part 24.

9. Assignment of Contract

The Contractor shall not assign or transfer any interest in this contract; except that claims for monies due or to become due from the HA under the contract may be assigned to a bank, trust company, or other financial institution. If the Contractor is a partnership, this contract shall inure to the benefit of the surviving or remaining member(s) of such partnership approved by the HA.

10. Certificate and Release

Prior to final payment under this contract, or prior to settlement upon termination of this contract, and as a condition precedent thereto, the Contractor shall execute and deliver to the HA a certificate and release, in a form acceptable to the HA, of all claims against the HA by the Contractor under and by virtue of this contract, other than such claims, if any, as may be specifically excepted by the Contractor in stated amounts set forth therein.

11. Organizational Conflicts of Interest

- (a) The Contractor warrants that to the best of its knowledge and belief and except as otherwise disclosed, it does not have any organizational conflict of interest which is defined as a situation in which the nature of work under this contract and a contractor's organizational, financial, contractual or other interests are such that:
 - (i) Award of the contract may result in an unfair competitive advantage; or
 - () The Contractor's objectivity in performing the contract work may be impaired.
- (b) The Contractor agrees that if after award it discovers an organizational conflict of interest with respect to this contract or any task/delivery order under the contract, he or she shall make an immediate and full disclosure in writing to the Contracting Officer which shall include a description of the action which the Contractor has taken or intends to take to eliminate or neutralize the conflict. The HA may, however, terminate the contract or task/delivery order for the convenience of the HA if it would be in the best interest of the HA.
- (c) In the event the Contractor was aware of an organizational conflict of interest before the award of this contract and intentionally did not disclose the conflict to the Contracting Officer, the HA may terminate the contract for default.
- (d) The terms of this clause shall be included in all subcontracts and consulting agreements wherein the work to be performed is similar to the service provided by the prime Contractor. The Contractor shall include in such subcontracts and consulting agreements any necessary provisions to eliminate or neutralize conflicts of interest.

12. Inspection and Acceptance

- (a) The HA has the right to review, require correction, if necessary, and accept the work products produced by the Contractor. Such review(s) shall be carried out within 30 days so as to not impede the work of the Contractor. Any

product of work shall be deemed accepted as submitted if the HA does not issue written comments and/or required corrections within 30 days from the date of receipt of such product from the Contractor.

- (b) The Contractor shall make any required corrections promptly at no additional charge and return a revised copy of the product to the HA within 7 days of notification or a later date if extended by the HA.
- (c) Failure by the Contractor to proceed with reasonable promptness to make necessary corrections shall be a default. If the Contractor's submission of corrected work remains unacceptable, the HA may terminate this contract (or the task order involved) or reduce the contract price or cost to reflect the reduced value of services received.

13. Interest of Members of Congress

No member of or delegate to the Congress of the United States of America or Resident Commissioner shall be admitted to any share or part of this contract or to any benefit to arise there from, but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit.

14. Interest of Members, Officers, or Employees and Former Members, Officers, or Employees

No member, officer, or employee of the HA, no member of the governing body of the locality in which the project is situated, no member of the governing body in which the HA was activated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the project, shall, during his or her tenure, or for one year thereafter, have any interest, direct or indirect, in this contract or the proceeds thereof.

15. Limitation on Payments to Influence Certain Federal Transactions

(a) Definitions. As used in this clause:

"Agency", as defined in 5 U.S.C. 552(f), includes Federal executive departments and agencies as well as independent regulatory commissions and Government corporations, as defined in 31 U.S.C. 9101(1).

"Covered Federal Action" means any of the following Federal actions:

- (i) The awarding of any Federal contract;
- (ii) The making of any Federal grant;
- (iii) The making of any Federal loan;
- (iv) The entering into of any cooperative agreement; and,
- (v) The extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

Covered Federal action does not include receiving from an agency a commitment providing for the United States to insure or guarantee a loan.

"Indian tribe" and "tribal organization" have the meaning provided in section 4 of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450B). Alaskan Natives are included under the definitions of Indian tribes in that Act.

"Influencing or attempting to influence" means making, with the intent to influence, any communication to or appearance before an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any covered Federal action.

"Local government" means a unit of government in a State and, if chartered, established, or otherwise recognized by a State for the performance of a governmental duty, including a local public authority, a special district, an intrastate district, a council of governments, a sponsor group representative organization, and any other instrumentality of a local government

"Officer or employee of an agency" includes the following individuals who are employed by an agency:

- (i) An individual who is appointed to a position in the Government under title 5, U.S.C., including a position under a temporary appointment;
- (ii) A member of the uniformed services as defined in section 202, title 18, U.S.C.;
- (iii) A special Government employee as defined in section 202, title 18, U.S.C.; and,
- (iv) An individual who is a member of a Federal advisory committee, as defined by the Federal Advisory Committee Act, title 5, appendix 2.

"Person" means an individual, corporation, company, association, authority, firm, partnership, society, State, and local government, regardless of whether such entity is operated for profit or not for profit. This term excludes an Indian tribe, tribal organization, or other Indian organization with respect to expenditures specifically permitted by other Federal law.

"Recipient" includes all contractors, subcontractors at any tier, and subgrantees at any tier of the recipient of funds received in connection with a Federal contract, grant, loan, or cooperative agreement. The term excludes an Indian tribe, tribal organization, or any other Indian organization with respect to expenditures specifically permitted by other Federal law.

"Regularly employed means, with respect to an officer or employee of a person requesting or receiving a Federal contract, grant, loan, or cooperative agreement, an officer or employee who is employed by such person for at least 130 working days within one year immediately preceding the date of the submission that initiates agency consideration of such person for receipt of such contract, grant, loan, or cooperative agreement. An officer or employee who is employed by such person for less than 130 working days within one year immediately preceding the date of submission that initiates agency consideration of such person shall be considered to be regularly employed as soon as he or she is employed by such person for 130 working days.

"State" means a State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, a territory or possession of the United States, an agency or instrumentality of a State, and a multi-State, regional, or interstate entity having governmental duties and powers.

(b) Prohibition.

- (i) Section 1352 of title 31, U.S.C. provides in part that no appropriated funds may be expended by the recipient of a Federal contract, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any of the following covered Federal actions: the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(v) The prohibition does not apply as follows:

(1) Agency and legislative liaison by Own Employees.

(a) The prohibition on the use of appropriated funds, in paragraph (i) of this section, does not apply in the case of a payment of reasonable compensation made to an officer or employee of a person requesting or receiving a Federal contract, grant, loan, or cooperative agreement, if the payment is for agency and legislative activities not directly related to a covered Federal action.

(b) For purposes of paragraph (b)(i)(1)(a) of this clause, providing any information specifically requested by an agency or Congress is permitted at any time.

(c) The following agency and legislative liaison activities are permitted at any time only where they are not related to a specific solicitation for any covered Federal action:

(1) Discussing with an agency (including individual demonstrations) the qualities and characteristics of the person's products or services, conditions or terms of sale, and service capabilities; and,

(2) Technical discussions and other activities regarding the application or adaptation of the person's products or services for an agency's use.

(d) The following agency and legislative liaison activities are permitted where they are prior to formal solicitation of any covered Federal action:

(1) Providing any information not specifically requested but necessary for an agency to make an informed decision about initiation of a covered Federal action;

(2) Technical discussions regarding the preparation of an unsolicited proposal prior to its official submission; and

(3) Capability presentations by persons seeking awards from an agency pursuant to the provisions of the Small Business Act, as amended by Public Law 95-507 and other subsequent amendments.

(e) Only those activities expressly authorized by subdivision (b)(ii)(1)(a) of this clause are permitted under this clause.

(2) Professional and technical services.

(a) The prohibition on the use of appropriated funds, in subparagraph (b)(i) of this clause, does not apply in the case of-

(i) A payment of reasonable compensation made to an officer or employee of a person requesting or receiving a covered Federal action or an extension, continuation, renewal, amendment, or modification of a covered Federal action, if payment is for professional or technical services rendered directly in the preparation, submission, or negotiation of any bid, proposal, or application for that Federal action or for meeting requirements imposed by or pursuant to law as a condition for receiving that Federal action.

(i) Any reasonable payment to a person, other than an officer or employee of a

person requesting or receiving a covered Federal action or an extension, continuation, renewal, amendment, or modification of a covered Federal action if the payment is for professional or technical services rendered directly in the preparation, submission, or negotiation of any bid, proposal, or application for that Federal action or for meeting requirements imposed by or pursuant to law as a condition for receiving that Federal action. Persons other than officers or employees of a person requesting or receiving a covered Federal action include consultants and trade associations.

(b) For purposes of subdivision (b)(ii)(2)(a) of clause, "professional and technical services" shall be limited to advice and analysis directly applying any professional or technical discipline.

(c) Requirements imposed by or pursuant to law as a condition for receiving a covered Federal award include those required by law or regulation, or reasonably expected to be required by law or regulation, and any other requirements in the actual award documents.

(d) Only those services expressly authorized by subdivisions (b)(ii)(2)(a)(i) and (ii) of this section are permitted under this clause.

(iii) Selling activities by independent sales representatives.

(c) The prohibition on the use of appropriated funds, in subparagraph (b)(i) of this clause, does not apply to the following selling activities before an agency by independent sales representatives, provided such activities are prior to formal solicitation by an agency and are specifically limited to the merits of the matter:

(i) Discussing with an agency (including individual demonstration) the qualities and characteristics of the person's products or services, conditions or terms of sale, and service capabilities; and

(ii) Technical discussions and other activities regarding the application or adaptation of the person's products or services for an agency's use.

(d) Agreement. In accepting any contract, grant, cooperative agreement, or loan resulting from this solicitation, the person submitting the offer agrees not to make any payment prohibited by this clause.

(e) Penalties. Any person who makes an expenditure prohibited under paragraph (b) of this clause shall be subject to civil penalties as provided for by 31 U.S.C. 1352. An imposition of a civil penalty does not prevent the Government from seeking any other remedy that may be applicable.

(f) Cost Allowability. Nothing in this clause is to be interpreted to make allowable or reasonable any costs which would be unallowable or unreasonable in accordance with Part 31 of the Federal Acquisition Regulation (FAR), or OMB Circulars dealing with cost allowability for recipients of assistance agreements. Conversely, costs made specifically unallowable by the requirements in this clause will not be made allowable under any of the provisions of FAR Part 31 or the relevant OMB Circulars.

16. Equal Employment Opportunity

During the performance of this contract, the

Contractor/Seller agrees as follows:

(a) The [contractor/seller] will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, disability, or national origin. The

[contractor/seller] will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, disability, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The [contractor/seller] agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

(b) The [contractor/seller] will, in all solicitations or advertisements for employees placed by or on behalf of the [contractor/seller], state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, disability, or national origin.

(c) The [contractor/seller] will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the [contractor/seller]'s legal duty to furnish information.

(d) The [contractor/seller] will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the [contractor/seller]'s commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(e) The [contractor/seller] will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(f) The [contractor/seller] will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(g) In the event of the [contractor/seller]'s non-compliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the [contractor/seller] may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(g) In the event of the [contractor/seller]'s non-compliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the [contractor/seller] may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(h) The [contractor/seller] will include the provisions of paragraphs (a) through (h) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each sub[contractor/seller] or vendor. The [contractor/seller] will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the [contractor/seller] becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the [contractor/seller] may request the United States to enter into such litigation to protect the interests of the United States.

17. Equal Opportunity for Workers with Disabilities

1. The [contractor/seller] will not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The [contractor/seller] agrees to take affirmative action to employ and advance in employment individuals with disabilities, and to treat qualified individuals without discrimination on the basis of their physical or mental disability in all employment practices, including the following:

- i. Recruitment, advertising, and job application procedures;
- ii. Hiring, upgrading, promotion, award of tenure, demotion, transfer, layoff, termination, right of return from layoff and rehiring;
- iii. Rates of pay or any other form of compensation and changes in compensation;
- iv. Job assignments, job classifications, organizational structures, position descriptions, lines of progression, and seniority lists;
- v. Leaves of absence, sick leave, or any other leave;
- vi. Fringe benefits available by virtue of employment, whether or not administered by the [contractor/seller];
- vii. Selection and financial support for training, including apprenticeship, professional meetings, conferences, and other related activities, and selection for leaves of absence to pursue training;
- viii. Activities sponsored by the [contractor/seller] including social or recreational programs; and
- ix. Any other term, condition, or privilege of employment.

2. The [contractor/seller] agrees to comply with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the act.

3. In the event of the [contractor/seller] noncompliance with the requirements of this clause, actions for noncompliance may be taken in accordance with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the act.

4. The [contractor/seller] agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the Director, Office of Federal Contract Compliance Programs, provided by or through the contracting officer. Such notices shall state the rights of applicants and employees as well as the [contractor/seller]'s obligation under the law to take affirmative action to employ and advance in employment qualified employees and applicants with disabilities.

The [contractor/seller] must ensure that applicants or employees with disabilities are provided the notice in a form that is accessible and understandable to the individual applicant or employee (e.g., providing Brail or large print versions of the notice, or posting a copy of the notice at a lower height for easy viewing by a person using a wheelchair). With respect to employees who do not work at a physical location of the [contractor/seller], a [contractor/seller] will satisfy its posting obligations by posting such notices in an electronic format, provided that the [contractor/seller] provides computers, or access to computers, that can access the electronic posting to such employees, or the [contractor/seller] has actual knowledge that such employees otherwise are able to access the electronically posted notices. Electronic notices for employees must be posted in a conspicuous location and format on the company's intranet or sent by electronic mail to employees. An electronic posting must be used by the [contractor/seller] to notify job applicants of their rights if the [contractor/seller] utilizes an electronic application process. Such electronic applicant notice must be conspicuously stored with, or as part of, the electronic application.

5. The [contractor/seller] will notify each labor organization or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the [contractor/seller] is bound by the terms of section 503 of the Rehabilitation Act of 1973, as amended, and is committed to take affirmative action to employ and advance in employment, and shall not discriminate against, individuals with physical or mental disabilities.

6. The [contractor/seller] will include the provisions of this clause in every subcontract or purchase order in excess of \$ 10,000, unless exempted by the rules, regulations, or orders of the Secretary issued pursuant to section 503 of the act, as amended, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the Director, Office of Federal Contract Compliance Programs may direct to enforce such provisions, including action for noncompliance.

7. The [contractor/seller] must, in all solicitations or advertisements for employees placed by or on behalf of the [contractor/seller], state that all qualified applicants will receive consideration for employment and will not be discriminated against on the basis of disability.

18. Dissemination or Disclosure of Information

No information or material shall be disseminated or disclosed to the general public, the news media, or any person or organization without prior express written approval by the HA.

19. Contractor's Status

It is understood that the Contractor is an independent contractor and is not to be considered an employee of the HA, or assume any right, privilege or duties of an employee, and shall save harmless the HA and its employees from claims suits, actions and costs of every description resulting from the Contractor's activities on behalf of the HA in connection with this Agreement.

20. Other Contractors

HA may undertake or award other contracts for additional work at or near the site(s) of the work under this contract. The contractor shall fully cooperate with the other contractors and with HA and HUD employees and shall carefully adapt scheduling and performing the work under this contract to accommodate the additional work, heeding any direction that may be provided by the Contracting Officer. The contractor shall not commit or permit any act that will interfere with the performance of work by any other contractor or HA employee.

21. Liens

The Contractor is prohibited from placing a lien on HA's property. This prohibition shall apply to all subcontractors.

22. Training and Employment Opportunities for Residents in the Project Area (Section 3, HUD Act of 1968; 24 CFR 135)

- (a) The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- (b) The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 75, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 75 regulations.
- (c) The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 prioritization requirements, and shall state the minimum percentages of labor hour requirements established in the Benchmark Notice (FR-6085-N-04)..
- (d) The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 75, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 75. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 75.
- (e) Noncompliance with HUD's regulations in 24 CFR Part 75 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts
- (f) Contracts, subcontracts, grants, or subgrants subject to Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 5307(b)) or subject to tribal preference requirements as authorized under 101(k) of the Native American Housing Assistance and Self-Determination Act (25 U.S.C. 4111(k)) must provide preferences in employment, training, and business opportunities to Indians and Indian organizations, and are therefore not subject to the requirements of 24 CFR Part 75.

23. Procurement of Recovered Materials

- (a) In accordance with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, the Contractor shall procure items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered

materials practicable consistent with maintaining a satisfactory level of competition. The Contractor shall procure items designated in the EPA guidelines that contain the highest percentage of recovered materials practicable unless the Contractor determines that such items: (1) are not reasonably available in a reasonable period of time; (2) fail to meet reasonable performance standards, which shall be determined on the basis of the guidelines of the National Institute of Standards and Technology, if applicable to the item; or (3) are only available at an unreasonable price.

- (b) Paragraph (a) of this clause shall apply to items purchased under this contract where: (1) the Contractor purchases in excess of \$10,000 of the item under this contract; or (2) during the preceding Federal fiscal year, the Contractor: (i) purchased any amount of the items for use under a contract that was funded with Federal appropriations and was with a Federal agency or a State agency or agency of a political subdivision of a State; and (ii) purchased a total of in excess of \$10,000 of the item both under and outside that contract

General Conditions for Non-Construction Contracts

Section II – (With Maintenance Work)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Office of Labor Relations
OMB Approval No. 2577-0157 (exp. 1/31/2027)

Public Reporting Burden for this collection of information is estimated to average one hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB number. This form includes those clauses required by OMB's common rule on grantee procurement, implemented at HUD in 2 CFR 200, and those requirements set forth in Section 3 of the Housing and Urban Development Act of 1968 and its amendment by the Housing and Community Development Act of 1992, implemented by HUD at 24 CFR Part 75. The form is required for maintenance contracts awarded by Public Housing Agencies (PHAs). The form is used by PHAs in solicitations to provide necessary contract clauses and allows PHAs to enforce their contracts. Comments regarding the accuracy of this burden estimate and any suggestions for reducing this burden can be sent to the Reports Management Officer, Office of Policy Development and Research, REE, Department of Housing and Urban Development, 451 7th St SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2577-0157. Do not send this completed form to either of these addressees. The information collected will not be held confidential.

Applicability. This form HUD-5370C has 2 Sections. These Sections must be inserted into non-construction contracts as described below:

- 1) Non-construction contracts (*without* maintenance) greater than \$250,000 - use Section I;
- 2) Maintenance contracts (including nonroutine maintenance as defined at 24 CFR 905.200) greater than \$2,000 but not more than \$250,000 - use Section II; and
- 3) Maintenance contracts (including nonroutine maintenance), greater than \$250,000 – use Sections I and II.

Section II – Labor Standard Provisions for all Maintenance Contracts greater than \$2,000

1. Minimum Wages

- (a) All maintenance laborers and mechanics employed under this Contract in the operation of the project(s) shall be paid unconditionally and not less often than semi-monthly, and without subsequent deduction (except as otherwise provided by law or regulations), the full amount of wages due at time of payment computed at rates not less than those contained in the wage determination of the Secretary of Housing and Urban Development which is attached hereto and made a part hereof. Such laborers and mechanics shall be paid the appropriate wage rate on the wage determination for the classification of work actually performed, without regard to skill. Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein; provided, that the employer's payroll records accurately set forth the time spent in each classification in which work is performed. The wage determination, including any additional classifications and wage rates approved by HUD under subparagraph 1(b), shall be posted at all times by the Contractor and its subcontractors at the site of the work in a prominent and accessible place where it can be easily seen by the workers.
- (b) (i) Any class of laborers or mechanics which is not listed in the wage determination and which is to be employed under the Contract shall be classified in conformance with the wage determination. HUD shall approve an additional classification and wage rate only when the following criteria have been met:
 - (1) The work to be performed by the classification required is not performed by a classification in the wage determination;
 - (2) The classification is utilized in the area by the industry; and
 - (3) The proposed wage rate bears a reasonable relationship to the wage rates contained in the wage determination.
- (ii) The wage rate determined pursuant to this paragraph shall be paid to all workers performing work

in the classification under this Contract from the first day on which work is performed in the classification.

2. Withholding of funds

The Contracting Officer, upon his/her own action or upon request of HUD, shall withhold or cause to be withheld from the Contractor under this Contract or any other contract subject to HUD-determined wage rates, with the same prime Contractor, so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics employed by the Contractor or any subcontractor the full amount of wages required by this clause. In the event of failure to pay any laborer or mechanic employed under this Contract all or part of the wages required under this Contract, the Contracting Officer or HUD may, after written notice to the Contractor, take such action as may be necessary to cause the suspension of any further payment or advance until such violations have ceased. The Public Housing Agency or HUD may, after written notice to the Contractor, disburse such amounts withheld for and on account of the Contractor or subcontractor to the respective employees to whom they are due.

3. Records

- (a) The Contractor and each subcontractor shall make and maintain for three (3) years from the completion of the work records containing the following for each laborer and mechanic:
 - (i) Name, address and Social Security Number;
 - (ii) Correct work classification or classifications;
 - (iii) Hourly rate or rates of monetary wages paid;
 - (iv) Rate or rates of any fringe benefits provided;
 - (v) Number of daily and weekly hours worked;
 - (vi) Gross wages earned;
 - (vii) Any deductions made; and
 - (viii) Actual wages paid.
- (b) The Contractor and each subcontractor shall make the records required under paragraph 3(a) available for inspection, copying, or transcription by authorized representatives of HUD or the HA and shall permit such representatives to interview employees during working hours on the job. If the Contractor or any subcontractor fails to make the required records available, HUD or its designee may, after written notice to the Contractor, take such action as may be necessary to cause the suspension of any further payment, advance or guarantee of funds.

4. Apprentices and Trainees

- (a) Apprentices and trainees will be permitted to work at less than the predetermined rate for the work they perform when they are employed pursuant to and individually registered in:
 - (i) A bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration (ETA), Office of

- Apprenticeship Training, Employer and Labor Services (OATELS), or with a state apprenticeship agency recognized by OATELS, or if a person is employed in his/her first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually registered in the program, but who has been certified by OATELS or a state apprenticeship agency (where appropriate) to be eligible for probationary employment as an apprentice; A
- (ii) trainee program which has received prior approval, evidenced by formal certification by the U.S. Department of Labor, ETA; or
 - (iii) A training/trainee program that has received prior approval by HUD.
- (b) Each apprentice or trainee must be paid at not less than the rate specified in the registered or approved program for the apprentice's/trainee's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination. Apprentices and trainees shall be paid fringe benefits in accordance with the provisions of the registered or approved program. If the program does not specify fringe benefits, apprentices/trainees must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification.
- (c) The allowable ratio of apprentices or trainees to journeyman on the job site in any craft classification shall not be greater than the ratio permitted to the employer as to the entire work force under the approved program.
- (d) Any worker employed at an apprentice or trainee wage rate who is not registered in an approved program, and any apprentice or trainee performing work on the job site in excess of the ratio permitted under the approved program, shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed.
- (e) In the event OATELS, a state apprenticeship agency recognized by OATELS or ETA, or HUD, withdraws approval of an apprenticeship or trainee program, the employer will no longer be permitted to utilize apprentices/trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

5. Disputes concerning labor standards

- (a) Disputes arising out of the labor standards provisions contained in Section II of this form HUD-5370-C, other than those in Paragraph 6, shall be subject to the following procedures. Disputes within the meaning of this paragraph include disputes between the Contractor (or any of its subcontractors) and the HA, or HUD, or the employees or their representatives, concerning payment of prevailing wage rates or proper classification. The procedures in this section may be initiated upon HUD's own motion, upon referral of the HA, or upon request of the Contractor or subcontractor(s).
- (i) A Contractor and/or subcontractor or other interested party desiring reconsideration of findings of violation by the HA or HUD relating to the payment of straight-time prevailing wages or classification of work shall request such reconsideration by letter postmarked within 30 calendar days of the date of notice of findings issued by the HA or HUD. The request shall set

forth those findings that are in dispute and the reasons, including any affirmative defenses, with respect to the violations. The request shall be directed to the appropriate HA or HUD official in accordance with instructions contained in the notice of findings or, if the notice does not specify to whom a request should be made, to the Regional Labor Relations Officer (HUD). The HA or HUD official shall, within 60 days (unless otherwise indicated in the notice of findings) after receipt of a timely request for reconsideration, issue a written decision on the findings of violation. The written decision on reconsideration shall contain instructions that any appeal of the decision shall be addressed to the Regional Labor Relations Officer by letter postmarked within 30 calendar days after the date of the decision. In the event that the Regional Labor Relations Officer was the deciding official on reconsideration, the appeal shall be directed to the Director, Office of Labor Relations (HUD). Any appeal must set forth the aspects of the decision that are in dispute and the reasons, including any affirmative defenses, with respect to the violations. The Regional Labor Relations Officer shall, within 60 days (unless otherwise indicated in the decision on reconsideration) after receipt of a timely appeal, issue a written decision on the findings. A decision of the Regional Labor Relations Officer may be appealed to the Director, Office of Labor Relations, by letter postmarked within 30 days of the Regional Labor Relations Officer's decision. Any appeal to the Director must set forth the aspects of the prior decision(s) that are in dispute and the reasons. The decision of the Director, Office of Labor Relations, shall be final.

- (b) Disputes arising out of the labor standards provisions of paragraph 6 shall not be subject to paragraph 5(a) of this form HUD-5370C. Such disputes shall be resolved in accordance with the procedures of the U.S. Department of Labor set forth in 29 CFR Parts 5, 6 and 7. Disputes within the meaning of this paragraph 5(b) include disputes between the Contractor (or any of its subcontractors) and the HA, HUD, the U.S. Department of Labor, or the employees or their representatives.

6. Contract Work Hours and Safety Standards Act

The provisions of this paragraph 6 are applicable only where the amount of the prime contract exceeds \$100,000. As used in this paragraph, the terms "laborers" and "mechanics" includes watchmen and guards.

- (a) **Overtime requirements.** No Contractor or subcontractor contracting for any part of the Contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of 40 hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of 40 hours in such workweek.
- (b) **Violation; liability for unpaid wages; liquidated damages.** In the event of any violation of the provisions set forth in paragraph 6(a), the Contractor and any

subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such Contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to the District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the provisions set forth in paragraph (a) of this clause, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of 40 hours without payment of the overtime wages required by provisions set forth in paragraph (a) of this clause.

- (c) **Withholding for unpaid wages and liquidated damages.** HUD or its designee shall upon its own action or upon written request of an authorized representative of the U.S. Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the Contractor or subcontractor under any such Contract or any federal contract with the same prime Contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime Contractor such sums as may be determined to be necessary to satisfy any liabilities of such Contractor or subcontractor for unpaid wages and liquidated damages as provided in the provisions set forth in paragraph (b) of this clause.

7. Subcontracts

The Contractor or subcontractor shall insert in any subcontracts all the provisions contained in this Section II and also a clause requiring the subcontractors to include these provisions in any lower tier subcontracts. The prime Contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all the provisions contained in these clauses.

8. Non-Federal Prevailing Wage Rates

Any prevailing wage rate (including basic hourly rate and any fringe benefits), determined under state law to be prevailing, with respect to any employee in any trade or position employed under the Contract, is inapplicable to the contract and shall not be enforced against the Contractor or any subcontractor, with respect to employees engaged under the contract whenever such non-Federal prevailing wage rate, exclusive of any fringe benefits, exceeds the applicable wage rate determined by the Secretary of HUD to be prevailing in the locality with respect to such trade or position.

MANDATORY CLAUSES FOR SMALL PURCHASES OTHER THAN CONSTRUCTION

The following contract clauses are required in contracts pursuant to **24 CFR 85.36(i)** and Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. HUD is permitted to require changes, remedies, changed conditions, access and records retention, suspension of work, and other clauses approved by the Office of Federal Procurement Policy. The PHA and contractor is also subject to other Federal laws including the U.S. Housing Act of 1937, as amended, Federal regulations, and state law and regulations.

Examination and Retention of Contractor's Records. The PHA, HUD, or Comptroller General of the United States, or any of their duly authorized representatives shall, until three years after final payment under this contract, have access to and the right to examine any of the Contractor's directly pertinent books, documents, papers, or other records involving transactions related to this contract for the purpose of making audit, examination, excerpts, and transcriptions.

Right in Data and Patent Rights (Ownership and Proprietary Interest). The PHA shall have exclusive ownership of, all proprietary interest in, and the right to full and exclusive possession of all information, materials, and documents discovered or produced by Contractor pursuant to the terms of this Contract, including, but not limited to, reports, memoranda or letters concerning the research and reporting tasks of the Contract.

Energy Efficiency. The Contractor shall comply with all mandatory standards and policies relating to energy efficiency which are contained in the energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub.L. 94-163) for the State in which the work under this contract is performed.

Procurement of Recovered Materials

(a) In accordance with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, the Contractor shall procure items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition. The Contractor shall procure items designated in the EPA guidelines that contain the highest percentage of recovered materials practicable unless the Contractor determines that such items: (1) are not reasonably available in a reasonable period of time; (2) fail to meet reasonable performance standards, which shall be determined on the basis of the guidelines of the National Institute of Standards and Technology, if applicable to the item; or (3) are only available at an unreasonable price. (b) Paragraph (a) of this clause shall apply to items purchased under this contract where: (1) the Contractor purchases in excess of \$10,000 of the item under this contract; or (2) during the preceding Federal fiscal year, the Contractor: (i) purchased any amount of the items for use under a contract that was funded with Federal appropriations and was with a Federal agency or a State agency or agency of a political subdivision of a State; and (ii) purchased a total of in excess of \$10,000 of the item both under and outside that contract.

Termination for Cause and for Convenience (contracts of \$10,000 or more).

(a) The PHA may terminate this contract in whole, or from time to time in part, for the PHA's convenience or the failure of the Contractor to fulfill the contract obligations (cause/default). The PHA shall terminate by delivering to the Contractor a written Notice of Termination specifying the nature, extent, and effective date of the termination. Upon receipt of the notice, the Contractor shall: (1) immediately discontinue all services affected (unless the notice directs otherwise), and (2) deliver to the PHA all information, reports, papers, and other materials accumulated or generated in performing the contract, whether completed or in process.

(b) If the termination is for the convenience of the PHA, the PHA shall be liable only for payment for services rendered before the effective date of the termination.

(c) If the termination is due to the failure of the Contractor to fulfill its obligations under the contract (cause/default), the PHA may (1) require the Contractor to deliver to it, in the manner and to the extent directed by the PHA, any work described in the Notice of Termination; (2) take over the work and prosecute the same to completion by contract or otherwise, and the Contractor shall be liable for any additional cost incurred by the PHA; and (3) withhold any payments to the Contractor, for the purpose of set-off or partial payment, as the case may be, of amounts owned by the PHA by the Contractor. In the event of termination for cause/default, the PHA shall be liable to the Contractor for reasonable costs incurred by the Contractor before the effective date of the termination. Any dispute shall be decided by the Contracting Officer.

SUPPLEMENT TO GENERAL CONTRACT CONDITIONS FOR SMALL NON-CONSTRUCTION CONTRACTS

In consideration of the mutual promises and covenants set forth and/or incorporated by reference herein, the Contractor and AHFC mutually agree as follows:

ARTICLE 1. BUSINESS LICENSE AND EQUIPMENT

The Contractor agrees, warrants and represents that it has paid all required fees and is properly licensed and bonded to do business in the State of Alaska and within the local governing body in which the work is to be performed. The Contractor agrees, warrants and represents that it will maintain all personnel and the equipment listed by Contractor in its Quote in sufficient quantity and working order to timely perform all services required by this Contract.

ARTICLE 2. COMPLETION OF WORK AND ACCEPTANCE

The Contract Administrator declares the project finally complete. Final completion is defined as the total completion of all of the work items and acceptance of such work by AHFC.

ARTICLE 3. CONTRACTOR'S DUTIES

Contractor shall diligently perform for AHFC all of its duties required by this Contract.

ARTICLE 4. EXTENT OF CONTRACT

The Contract is the agreement made between the Contractor and AHFC, which shall incorporate and include:

- A. Request for Quotation;
- B. General Conditions for Non-Construction Contracts (HUD Form 5370-C, also referred to as the "General Terms and Conditions"), including this Supplement to the General Contract Conditions for Small Non-Construction Contracts;
- C. RFQ Form with all required attachments submitted by the successful Offeror;
- D. Any and all addenda; and
- E. All appendices or attachments.

All components of the Contract are complementary, and what is in any one document shall be as binding as though indicated in all documents.

The Contract, as defined herein, represents the entire Contract between AHFC and the Contractor and supersedes all prior negotiations, representations or agreements. Except as expressly set forth elsewhere in this Contract, the parties to this Contract shall not be bound by or liable for any statement, representation, promise, inducement or understanding of any kind or nature not set forth herein. No changes, amendments or modifications of any of the terms and conditions hereof shall be valid unless reduced to writing and signed by both parties. The Contractor shall have no contractual rights until the Contract has been fully executed by both parties and a Notice to Proceed has been issued.

ARTICLE 5. NO ADDITIONAL WORK OR MATERIALS

No claim for additional work, materials or services that are not specifically provided in this Contract, that are performed or furnished by the Contractor, will be allowed unless AHFC has ordered the same in advance of the work or services being performed or the materials being provided.

ARTICLE 6. RECORDS

Contractor shall retain all records in its possession relating to the performance of this Contract for a period of three (3) years from completion of the project, or until final resolution of any audit findings, claims, or litigation related to the Contract, whichever is later.

ARTICLE 7. INSURANCE

Without limiting Contractor's indemnification, it is agreed that Contractor will purchase at its own expense and maintain in force at all times during the performance of services under this Contract, the following described policies of insurance.

Contractor must provide the required insurance certificates as described below to AHFC within ten (10) working days of Notice of Intent to Award. AHFC will not sign a contract, issue a notice to proceed, or make any payment absent the required insurance certificates.

AHFC Risk Management reserves the right, but not the obligation, to review and revise any of the following insurance requirements, based on insurance market conditions, which may affect the availability or affordability of coverage; or based on changes in the scope of work or specifications that apply to this Contract. In addition, AHFC Risk Management reserves the right, but not the obligation, to review and reject any insurance policies failing to either meet the necessary criteria or that have been provided by an insurer in poor financial condition or legal status.

The requirements contained herein, as well as AHFC Risk Management review or acceptance of insurance maintained Contractor is not intended to, and shall not in any manner, limit or qualify the liabilities or obligations assumed by Contractor under this Contract.

Insurance policies required to be maintained by Contractor will name AHFC as additional insured for all coverage except Workers' Compensation, Professional Liability/E&O insurance, and specialized construction policies if determined acceptable to AHFC Risk Management.

Contractor and its subcontractors agree to obtain a waiver, where applicable, of all subrogation rights against AHFC, its officers, officials, employees and volunteers for losses arising from work performed by the Contractor and its subcontractors for AHFC. However, this waiver shall be inoperative if its effect is to invalidate in any way the insurance coverage of either party.

Where specific limits are shown, it is understood that they will be the minimum acceptable limits. If the Contractor's policy contains higher limits, AHFC will be entitled to coverage to the extent of such higher limits. The coverages and/or limits required are intended to protect the primary interests of AHFC, and the Contractor agrees that in no way will the required coverages and/or limits be relied upon as a reflection of the appropriate types and limits of coverage to protect Contractor against any loss exposure whether a result of this Contract or otherwise.

Failure to furnish satisfactory evidence of insurance or lapse of any required insurance policy is a material breach and grounds for termination of this Contract.

Workers' Compensation Insurance: Contractor will provide and maintain, for all employees of the Contractor engaged in work under the Contract, Workers' Compensation Insurance as required by AS 23.30.045. Contractor shall be responsible for ensuring that any subcontractor that directly or indirectly provides services under this Contract has Workers' Compensation Insurance for its employees. This coverage must include statutory coverage for all States in which employees are engaging in work and employer's liability protection for not less than \$100,000 per occurrence. Where applicable, coverage for all federal acts (i.e., USL & H and Jones Acts) must also be included.

Commercial General Liability Insurance: Contractor will provide and maintain Commercial General Liability Insurance with not less than \$1,000,000 per occurrence limit, and will include premises-operation, products/completed operation, broad form property damage, blanket contractual and personal injury coverage. Coverage shall not contain any endorsement(s) excluding or limiting contractual liability nor providing for cross liability.

Automobile Liability Insurance: Contractor will provide and maintain Automobile Liability Insurance covering all owned, hired and non-owned vehicles with coverage limits not less than

\$1,000,000 per occurrence bodily injury and property damages. In the event Contractor does not own automobiles, Contractor agrees to maintain coverage for hired and non-owned liability which may be satisfied by endorsement to the CGL policy or by separate Business Auto Liability policy.

Professional Liability Insurance *(If required in "Section 1, Notices, Item #14," of RFQ):* The Contractor will provide and maintain Professional Liability Insurance covering all errors, omissions or negligent acts of the Contractor, its subcontractors, or anyone directly or indirectly employed by them, made in the performance of this Contract which results in financial loss to the State. Limits required are \$1,000,000.

Umbrella or Excess Liability: Contractor may satisfy the minimum liability limits required above for CGL and Business Auto under an umbrella or excess liability policy. There is no minimum per occurrence limit under the umbrella or excess policy; however the annual aggregate limit shall not be less than the highest per occurrence limit stated above. Contractor agrees to endorse AHFC as an additional insured on the umbrella or excess policy unless the certificate of insurance states that the umbrella or excess policy provides coverage on a pure "true follow form" basis above the CGL and Business Auto policy.

Certificates of Insurance: Contractor agrees to provide AHFC with certificates of insurance evidencing that all coverages, limits and endorsements as described above are in full force and effect and will remain in full force and effect as required by this Contract. Certificates shall include a minimum thirty (30) day notice to AHFC of cancellation or non-renewal. The Certificate Holder address shall read:

Alaska Housing Finance Corporation
Risk Management Department
4300 Boniface Parkway
Anchorage, Alaska 99504
Fax (907) 330-8217
risk@ahfc.us

Information for Insurance Agents/Brokers: Contractor is strongly encouraged to provide its insurance agent/broker with a copy of the insurance provisions of this Contract in order that the Contractor may timely obtain and maintain the required insurance and/or bonding.

ARTICLE 8. INDEMNIFICATION

The Contractor shall indemnify, save harmless and defend AHFC and the State, its officers, agents, and employees from all liability, including costs and expenses, for all actions or claims resulting from personal injuries or property damages sustained by any person or property arising directly or indirectly as a result of any error, omission, or negligent act of the Contractor, its subcontractors, or anyone directly or indirectly employed by Contractor in the performance of this Contract.

All actions or claims, including costs and expenses, resulting from injuries or damage sustained by any person or property arising directly or indirectly from Contractor's performance under this Contract which are caused by the joint negligence of AHFC and the Contractor shall be apportioned on a comparative-fault basis. Any such joint negligence on the part of AHFC must be a direct result of active involvement by AHFC.

ARTICLE 9. NO ASSIGNMENT OR DELEGATION

Contractor may not assign or delegate this Contract, or any part of it, or any right to any compensation or reimbursement paid under it, except with the express advance written consent of AHFC.

ARTICLE 10. DISPUTES

Any dispute arising under this Contract that is not disposed of by mutual agreement shall be decided in accordance with the appropriate AHFC regulations governing Contract disputes or controversies.

ARTICLE 11. INDEPENDENT CONTRACTOR

The Contractor and any agents, employees and officers of the Contractor act in an independent capacity and are not officers or employees or agents of AHFC in the performance of this Contract.

ARTICLE 12. GOVERNING LAW

This Contract is governed by the laws of the State of Alaska. Any actions brought as a result of this Contract shall be brought in the courts for the State of Alaska in the Third Judicial District in Anchorage, Alaska.

ARTICLE 13. OFFICIALS NOT TO BENEFIT

Contractor must comply with all applicable State or federal laws regulating ethical conduct of public officers and employees.

ARTICLE 14. CAPTIONS, SEVERABILITY

The captions and headings of the paragraphs of this Contract are for convenience only and are not to be used to interpret or define the provisions of this Contract. If any provision of this Contract conflicts with applicable law, the conflict does not affect the other provisions of this Contract which can be given effect without the conflicting provision. The provisions of this Contract are declared to be severable.

ARTICLE 15. EQUAL OPPORTUNITY EMPLOYMENT

Contractor certifies that it complies with the applicable portions of 42 U.S.C. 1971, 1975 and 2000 of the Civil Rights Act of 1964 and the civil rights laws in the Alaska Statutes, AS 18.80 2 AAC 12.120 (a) (4). Contractor further certifies that subcontracting will be allocated to meet goals established to eliminate and prevent discrimination.

ARTICLE 16. THIRD PARTIES NOT BENEFITED

It is specifically agreed by the parties that they do not intend by any provisions of any part of this Contract to create in the public or any member hereof a third party beneficiary hereunder, or to authorize anyone not a party to this Contract to initiate a suit for damages pursuant to this Contract.

ARTICLE 17. NON-WAIVER OF RIGHTS

No waiver or default of any part of this Contract by AHFC may operate as a waiver of any subsequent default of any part of this Contract that is to be performed by the Contractor. Consent or notice by AHFC may not be construed as consent or notice in the future.

HUD-52158 Maintenance Wage Rate Determination		U.S. Department of Housing and Urban Development Office of Davis-Bacon and Labor Standards	
<p>Issuance of a Maintenance Wage Rate Determination to a Public Housing Agency, Tribally Designated Housing Entity, or the Department of Hawaiian Home Lands (collectively "Local Contracting Agencies" or "LCAs") does not require the LCA to submit any materials to HUD upon receipt. Issuance of this form sets an obligation on the receiving LCA to pay no less than the HUD-determined or adopted prevailing wage rates to maintenance laborers and mechanics employed in the LCA's operation of certain Public and Indian housing projects. This requirement is set by statute pursuant to Section 12(a) of the U.S. Housing Act of 1937, as amended (42 USC § 1437j(a)), and Sections 104(b) and 805(b) of the Native American Housing Assistance and Self-Determination Act of 1996 (NAHASDA), as amended (25 USC § 4114(b) and 25 USC § 4225(b), respectively.)</p>			
Agency Name: Alaska Housing and Finance Corporation		DBLS Agency ID No: AK001A	Wage Decision Type: Nonroutine Maintenance
		Effective Date: 10/1/2022	Expiration Date:
<p>The following wage rate determination is made pursuant to Section 12(a) of the U.S. Housing Act of 1937, as amended (Public Housing Agencies), or pursuant to Section 104(b) of the Native American Housing Assistance and Self-Determination Act of 1996, as amended (Tribally Designated Housing Entities), or pursuant to Section 805(b) of the Native American Housing Assistance and Self-Determination Act of 1996, as amended (Department of Hawaiian Home Lands). The Agency and its contractors shall pay to maintenance laborers and mechanics no less than the wage rate(s) indicated for the type of work they actually perform.</p>			
DBLS Staff Signature /S/ Drew McGuire		Date 8/25/2022	
Name and Title Drew McGuire, Labor Standards Specialist			
WORK CLASSIFICATION(S)		HOURLY WAGE RATES	
		BASIC WAGE	FRINGE BENEFIT(S) (if any)
Carpenter Electrician Power Equipment Operator Sheet Metal Plumber Glazier Cement Mason Roofer Painter Soft Floor Layer Laborer HVAC Technician		Use rates set by State of Alaska Department of Labor Office of Workforce Development published in Pamphlet 600 "Minimum Rates of Pay for Laborers and Mechanics" Link: https://labor.alaska.gov/lss/forms/Pamphlet_600_Issue_53.pdf	
Previous editions obsolete. HUD-52158 (05/2022)			









