



# Winston Gardens

Exterior Painting

Project

2025



# Housing Authority of Douglas County

1000 West Stanton Street, Roseburg, Oregon 97471  
Phone: (541) 673-6548 | Fax: (541) 673-8230 | TTY: (800) 735-2900

## Statement of Work

Winston Gardens Exterior painting project 2025

### 1. Contract Administration

The Project Manager and Contract Administrator for this solicitation is Richard Tarditi, HADCO Construction Contract Administrator, who may be contacted at 541-673-6548, extension 132, or at [rtarditi@hadcor.org](mailto:rtarditi@hadcor.org).

### 2. Section 3 Clause

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 people, particularly persons who are recipients of HUD assistance for housing. The income limits for 2025 are included in this bid invitation.

Further instructions and guidance on Section 3 are provided on HUD Form 5370-EZ, Section 13, pages 3-4. The HADCO Contract Administrator can provide Section 3 forms and technical assistance to any interested candidate and the winning bidder.

Interested bidders who meet the requirements as a Section 3 Business Concern and wish to be given bid award preference must complete the Section 3 Business Concern Certification Form and return it with the bid packet.

### 3. Minority, Woman, and Emerging Small Business Clause

HADCO seeks and encourages Minority, Woman and Emerging Small Business participation and will consider them to the greatest extent feasible. Contractors seeking preference under this clause must note their eligibility on HUD Form 5369-A.

### 4. Project Description

The work includes, but is not limited to:



Repainting our 9 building, Winston complex with detached storage sheds. We require each building to be pressure washed and any flaking to be removed. Then body color and trim color may be applied with a minimum of two coats. All colors, sheen and manufacture with grade will be picked out by HADCO, as to keep uniformity for our maintenance crew. All material and labor are to be provided by the Contractor.

The Contractor is responsible for all permits applicable to the project.

## 5. Applicable Wage Rates

Davis-Bacon prevailing wage rates and compliance policies are required for this project. The Contract Administrator can provide guidance and technical assistance to any interested bidder and the winning bidder regarding Davis-Bacon compliance. Additional information regarding Labor Standards, including Davis-Bacon and Related Acts compliance, is included in HUD Form 5370-EZ, Section 14, page 4.

## 6. Pre-Bid Site Visit

This is a sealed bid project with a company representative required to be at the bid opening to be eligible for bidding. **At 143 Ford St, Winston, Oregon 97496. On March,6,2025 at 1:00 pm.** At this time a walkthrough will be offered. If you choose to do a walkthrough at a different time and date, contractors are asked to make an appointment with the Contract Administrator listed above to do a site visit, take measurements, and discuss the project requirements.

## 7. Addenda Receipt

Interested bidders are responsible for verifying with the Contract Administrator whether any addenda have been issued for this project and that the bidder has received all issued addenda.

## 8. Bid Packet

Bid packets may be delivered to HADCO by mail, email, or in-person at the HADCO Administrative Office. Bid packets are to be submitted on the Bid Form attached to this scope; in all cases, the submission must be complete and signed by an authorized representative of the bidding company. Contractors shall be required to submit with the Bid Form the following, unless otherwise required by State or local laws or regulations:

- 1) a bid guarantee equivalent to 5% of the bid price.
- 2) HUD Form 5369-A; and
- 3) Non-Collusive Affidavit.

## 9. Bid Deadline

All bids must be received at HADCO office, 1000 West Stanton Street, Roseburg, OR 97471, by **April 3, 2025**, at 3:00 PM.

## 10. Bid Review

HADCO reserves the right to reject all bids not in compliance with all the prescribed public bidding procedures and requirements. HADCO may also reject for good cause, or waive any informality in bids received, whenever such rejection or waiver is in the public interest to do so.

HADCO is prohibited from making any awards to contractors, or accepting as subcontractors, any individuals or firms which are on lists of contactors ineligible to receive awards from the United States.

After the bid deadline, all bids will be reviewed for Section 3 and Minority, Woman, and Emerging Small Business preference, price reasonableness and affordability, and compliance with instructions. Bids that do not comply with instructions and/or do not meet price reasonableness and affordability requirements will be rejected. The remaining bids will be considered for the contract award.

## 11. Award of Contract

HADCO expects to award the contract no later than **April 17, 2025**. The contract will be awarded to the responsible Section 3 or Minority, Woman, and/or Emerging Small Business bidder submitting the lowest bid. If no responsible Section 3 and/or Minority, Woman, and Emerging Small Business bid on the project, it will be awarded to the responsible bidder that submitted the lowest bid, provided it is in the best interest of HADCO to accept it.

All candidates will be informed of the results, even if they are not the selected candidate.

## 12. Execution of Contract

By execution of the contract with HADCO, the contractor certifies, under penalty of perjury, that:

- 1) To the best of contractor's knowledge, contractors are not in violation of any tax laws described in ORS 305.380(4); and
- 2) Contractor has not discriminated and will not discriminate against minority, women, or small business enterprises in obtaining any required subcontracts.



HADCO complies with State and Federal laws and regulations relating to discrimination and employment, including the Americans with Disabilities Act (ADA 1990). HADCO expects the same compliance from contractors.

After the contract has been awarded and within ten (10) days after the prescribed forms are presented to the contractor for signature, the successful bidder shall deliver to HADCO an executed contract in the form furnished.

Upon award of the contract the following will be required before the notice to proceed will be issued:

- 1) a performance bond for 100% of the contract price, Or
- 2) a payment bond for 50% of the contract price; and a performance bond for 50% of the contract price; if applicable,
- 3) a public works bond per ORS 279C.830(2) for contracts subject to Oregon Bureau of Labor and Industries (BOLI) prevailing wage requirements.

### 13. Notice to Proceed and Construction Completion Timeline

The Agency expects to provide the winning bidder with a Notice to Proceed no later than **May 1, 2025**. The winning candidate will have **120 days** from this date to complete the work.

### 14. Insurance Requirements

The insurance requirements are outlined in HUD Form 5370-EZ, Section 6: Insurance, pages 1-2. Before commencing work, the contractor and each subcontractor will provide HADCO with certificates of insurance showing the required insurance is in full force and will ensure all operations under the contract.

In accordance with State law, the general contractor, its subcontractors, and all employers working under the contract are subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017, or otherwise be exempt under ORS 656.126.

The general contractor's Commercial General Liability policy shall name HADCO as an "Additional Insured" for this project, with an attached Endorsement Page, showing the additional insured as:

HOUSING AUTHORITY OF DOUGLAS COUNTY  
1000 WEST STANTON STREET  
ROSEBURG, OR 97471

The contractor's Builder's Risk (fire and extended coverage) Insurance shall name HADCO as an "Additional Insured" for this project, with an attached endorsement page, showing the additional insured as listed above.

## 15. Environmental Care

The awarded contractor shall comply with all applicable Federal, State, and local laws and regulations, including but not limited to those dealing with the prevention of environmental pollution and the preservation of natural resources that affect the performance of the contract. A list of entities who have enacted such laws or regulations are found in the Oregon Attorney General's Model Public Contract Rules Manual, OAR 137-030-0010, Commentary 4.

If new or amended statutes, ordinances, or regulations are adopted, or the contractor encounters a condition not referred to in the bid document not caused by the contractor and not discoverable by reasonable site inspection which requires compliance with Federal, State, or local laws or regulations dealing with the prevention of environmental pollution or the preservation of natural resources, both HADCO and the contractor shall have all the rights and obligations specified in ORS 279C.525 to handle the situation.