



PROPOSAL PACKET

For Solicitation

ATTENTION: ELECTRONIC PROPOSALS MUST BE SUBMITTED TO PROCUREMENT@CINTIMHA.COM AND DREW.KENDALL@CINTIMHA.COM. THE EMAIL TITLE MUST HAVE THE SOLICITATION NUMBER AND NAME (2026-1016, JANITORIAL SERVICES) AND THE VENDOR NAME IN THE SUBJECT LINE.

IF YOU DO NOT RECEIVE PROCUREMENT ACKNOWLEDGEMENT OF YOUR PROPOSAL WITHIN 24 HOURS OF SUBMISSION. PLEASE EMAIL PROCUREMENT AND SUBMITTAL LEAD TO CONFIRM RECEIPT.

Submitted by

Company Name: _____



PROPOSAL PACKET CHECKLIST

Instructions: Unless otherwise specifically required, the items listed below must be completed and included in the quote packet. Please complete this form by marking an “X,” where provided, to verify that the referenced completed form or information has been included within the quote submittal submitted by the proposer.

X=ITEM INCLUDED	SUBMITTAL ITEMS
_____	Section 3 Business Preference Documentation
_____	HUD Form Packet
_____	Proof of Insurance and Licensing
_____	Professional References and Experience Summary
_____	Equal Employment Opportunity Policy
_____	Subcontractor/Joint Venture Information
_____	Other Information (Optional)
_____	Contract Award and Acceptance Form
_____	Fee Submission Form

Debarred Statement: Has this firm, or any principal(s) ever been debarred from providing any services by the Federal Government, any state government, the State of Ohio, or any local government agency within or without the State of Ohio? **Yes** **No**
 If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.

Disclosure Statement: Does this firm or any principals thereof have any current or past personal or professional relationship(s) with any Commissioner, Officer or employee of the Cincinnati Metropolitan Housing Authority (the Authority)? **Yes** **No**
 If "Yes," please attach a full detailed explanation, including dates, circumstances and current status

Non-Collusive Affidavit: The undersigned party submitting this proposal hereby certifies that such proposal is genuine and not collusive and that said proposer entity has not colluded, conspired, connived or agreed, directly or indirectly, with any proposer or person, to put in a sham proposal or to refrain from proposing, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the proposal price of affiant or of any other proposer, to fix overhead, profit or cost element of said proposal price, or that of any other proposer or to secure any advantage against the Authority or any person interested in the proposed contract; and that all statements in said proposal are true.

PROPOSER’S STATEMENT

The undersigned proposer hereby states that by completing and submitting this Form and all other documents within this quote submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if the Authority discovers that any information entered herein to be false, such shall entitle the



Authority to not consider or make award or to cancel any award with the undersigned party. Further, by completing and submitting the quote, the undersigned proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by the Authority, either in hard copy or on the noted Internet System. Upon issuance of award to proposer, CMHA is accepting Contractor's offer contained in the quote submittal and Best and Final Offer (if applicable). No other contractual documents will be necessary or accepted unless specifically expressed in the Contract Acceptance and Award. Pursuant to all RFP Documents and all attachments, and pursuant to all completed Documents submitted, including these forms and all attachments, the undersigned proposes to supply the Authority with the services described herein for the fee(s) submitted pertaining to this RFP.

Signature

Date

Printed Name

Company

E-mail

Phone



Prospective Business Vendor:

Enclosed, you will find a variety of forms regarding Section 3 (Housing & Urban Development Opportunities Act of 1968, as amended). Please complete and attach the Section 3 forms with your bid submission. **Failure to submit the appropriate forms may jeopardize the proposal/bid up to and including the possibility of said proposal/bid being deemed non-responsive**

Anyone claiming to be a Section 3 Business Concern shall be required, as set forth by procedure, to provide evidence of such status. Section 3 Business Concerns claiming Section 3 Preference status must meet that status at the time the bid, quote or proposal is submitted to CMHA.

Section 3 Required Forms:

- 1) Section 3 Assurance of Compliance & Section 3 Clause
- 2) Section 3 Action Plan
- 3) Section 3 Certification for Preference
- 4) Preference Category Acknowledgement S3 Residents

If you need any assistance or help regarding Section 3, feel free to contact us. We look forward to assisting you with Section 3 implementation.

Section3@cintimha.com



CMHA
Section 3 Assurance of Compliance Form

Training, Employment, and Contracting Opportunities for Section 3 Residents and Section 3 Business Concerns

- A. The project assisted 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. 170u. Section 3 requires that to the *greatest extent feasible, newly created opportunities* that are generated by the awarding of this contract be given to:
- Section 3 Workers upon their qualifications. 25% or more of all labor hours worked by all workers employed with PHA financial assistance must be Section 3 workers.
 - 5% or more of all labor hours worked by all workers employed with PHA financial assistance must be Targeted Section 3 workers.
- B. Notwithstanding any other provision of this contract, the applicant shall carry out the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary set forth in 24 CFR Part 75, and all applicable rules and orders of the Secretary issued thereunder prior to the execution of this contract. The requirements of said regulations include but are not limited to development and implementation of a Section 3 Action Plan/Strategy for utilizing Section 3 Business Concerns; the making of a good faith effort, as defined by the regulation, to provide training, employment and business opportunities required by Section 3; and incorporation of the "Section 3 Clause" specified by Section 75.9 and 75.17 of the regulations in all contracts for work in connection with the project. The applicant and recipient agency, certifies and agrees that it is under no contractual or other disability which would prevent it from complying with these requirements.
- C. Compliance with the provision of Section 3, the regulations set forth in 24 CFR Part 75, and all applicable rules and orders of the Secretary issued thereunder prior to approval by the Government of the application of this contract, shall be a condition of the Federal financial assistance provided to the project, binding upon the applicant, its contractors and subcontractors, its successors, and assigns to the sanctions specified by the contract, and to such sanctions as are specified by 24 CFR Section 75.

Applicant: _____

Signature: _____

Address: _____

Date: _____

Section 3 Clause

All Section 3 covered contracts shall include the following clause (referred to as the "Section 3 Clause"):

- 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 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- 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. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 75.9 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 75.9
- F. 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.
- G. In the event of a determination by the Executive Director or his/her designee that the Contractor is not in compliance with the section 3 clause or any rule, regulation, or report submission requirements of the CMHA, this contract may be canceled, terminated, or suspended in whole or in part, and the Contractor may be declared ineligible for further CMHA contracts for a period of one to three years.



Contractor Section 3 Action Plan Submission

The Section 3 Action Plan is a requirement for contracting opportunities with CMHA. The Section 3 Action Plan must indicate/describe the proposed strategies for achieving the Section 3 training and/or employment goals, and subcontracting numerical goals, when and if **newly created opportunities** are generated upon awarding of contracts. **Failure to submit the Section 3 Action plan may jeopardize the proposal/bid up to and including the possibility of said proposal/bid being deemed non-responsive.**

Please review the Section 3 Action Plan information attached. **All Sections need to be completed and signed.** This information will help to assist you in formulating your Section 3 Action Plan. You will need to address each question and check the appropriate boxes in regards to how your company will strive to achieve Section 3 Compliance to the “**greatest extent feasible**”.

Please identify individual(s) responsible for planning, implementing and tracking the projects’ Section 3 training, employment and/or contracting goals:

Name(s): _____

Contact Info: _____

Title(s): _____

Section 3 Employment/Training Opportunity Strategies

Please check any and all efforts from the below mentioned categories that your company will utilize to recruit, solicit, encourage, facilitate and hire Section 3 Workers and Targeted Section 3 Workers when new hiring/training opportunities are generated through the awarding of the contract. **Some of the items will be mandatory as indicated with **.** Your acknowledgment is still needed, so please check accordingly.

The Section 3 Action Plan is subject to audit at anytime during the awarding of the contract through the duration of the contract by the Section 3 Compliance Coordinator.

****Commit that the company and/or subcontractors as a result of the contract, 25% of the labor hours will be Section 3 Workers.**

****Contact the CMHA Section 3 Compliance Coordinator regarding employment and training opportunities.**

****Provide the CMHA Section 3 Compliance Coordinator with a monthly report listing all employment and training opportunities.**

****Post notice (placards) at the worksite where the work is being done, indicating any employment and training opportunities**

Facilitate or co-facilitate Hiring Halls within close proximity to where the work is being done for Section 3 Workers and Targs.

Contact/Meet with Resident Associations informing them of new training and employment opportunities.

Advertise new training and employment opportunities in community and diversity newspapers/websites.

Sponsor or participate in job informational meetings or job fairs in the neighborhood or service area of the Section 3 covered project.

Establish an internal training program (pre-apprenticeship) that is consistent with Dept. of Labor requirements to provide Section 3 Workers and Targeted Section 3 Workers with the opportunity to learn skills and job requirements.

Distribute flyers to CMHA owned sites indicating the number and types of jobs that will be offered with contact information.

Maintain a file of eligible qualified Section 3 Workers and Tageted Section 3 Workers for future employment opportunities.

Incorporate into contract (after selection of bidders but prior to the execution of contracts), a negotiated provision for a specific number of Section 3 and Targeted Section 3 Workers to be trained and/or employed during the contract.

Other:

Note: You are required to the provide opportunities to “the greatest extent feasible” in order to comply with the requirements of Section 3. In the event that you are not able to hire/train and/or contract with Section 3 Residents and/or Section 3 Business Concerns, you will be required to document why you were unable to meet the numerical goals.

Signature: _____

Date: _____

Section 3 Subcontracting Opportunity Strategies

Please check any and all efforts from the below mentioned categories that your company will utilize to recruit, solicit, encourage, facilitate and contract with Section 3 Business Concerns when new subcontracting opportunities are generated through the awarding of the contract. **Some of the items will be mandatory as indicated with **.** Your acknowledgement is still needed, so please check accordingly.

The Section 3 Action Plan is subject to audit at anytime during the awarding of the contract through the duration of the contract by the Section 3 Compliance Coordinator.

**** Commit that when subcontracting occurs, 10% of the total dollar amount subcontracted out by the company and/or by subcontractors will go to Section 3 Business Concerns.**

**** Contact the CMHA Section 3 Compliance Coordinator regarding all new subcontracting opportunities.**

**** Provide the CMHA Section 3 Compliance Coordinator with a monthly report listing all subcontracting opportunities.**

Advertise new contracting opportunities in community and diversity newspapers/websites.

Maintain a file of eligible qualified Section 3 Business Concerns for future contracting opportunities.

Incorporate into contract (after selection of bidders but prior to the execution of contracts), a negotiated provision for a specific amount of work to be contracted with Section 3 Business Concern(s) during the contract.

Sponsor or participate in minority, women, small business expositions and or conferences in the Cincinnati, Ohio area to network and promote contracting opportunities with Section 3 Business Concerns.

Outreach to business assistance agencies, minority contracting associations, community organizations, to network and promote contracting opportunities with Section 3 Business Concerns.

Contact/Meet with Resident Associations informing them of new contracting opportunities.

Outreach to trade/labor organizations to network and promote contracting opportunities with Section 3 Business Concerns.

Host/Facilitate workshops geared to Section 3 Business concerns on contracting procedures and opportunities.

Become an active mentor to Section 3 Business Concerns.

Other:

Note: You are required to provide opportunities to "the greatest extent feasible" in order to comply with the requirements of Section 3. In the event that you are not able to hire/train and/or contract with Section 3 Residents and/or Section 3 Business Concerns, you will be required to document why you were unable to meet the numerical goals.

Signature: _____

Date: _____



Cincinnati Metropolitan Housing Authority Section 3
CERTIFICATION FOR PREFERENCE

Please note that a contract with Cincinnati Metropolitan Housing Authority is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended AND to the Section 3 Action Plan submitted with the proposal for this project.

Type of Business: [] Corporation [] Partnership [] Sole Proprietorship [] Joint Venture [] LLC [] MBE [] WBE (check all that apply)

Business Name: _____

Contact Person: _____ Phone: _____ Email: _____

You self-certify that your business is, documented within the last six months a Section 3 Business Concern based on one of the below eligibility criteria's. (Check the one that qualifies your business):

- [] Category 1 51 percent or more owned and controlled by low- or very low-income persons (based on household income under HUD-income limits); or
[] Category 2 75 percent or more of the business labor hours to perform the business are performed by low-very low income persons; or
[] Category 3 51 percent owned and controlled by current residents of public housing or Section 8-assisted housing.

OR

[] My business does not meet the Section 3 eligibility criteria and wishes to forgo Section 3 preferences in the awarding of this contract, but understand that we are still responsible for meeting Section 3 compliance.

"I hereby certify that the information provided on this form is true and correct, and understand any falsification of any of the information could subject me to punishment under the law."

Signature _____ Date _____
Authorized Signer

Title: _____

If you would like more information or to register your business in the Section 3 program, please send an email to Section3@Cintimha.com.

Section 3 is a provision of the Housing and Urban Development (HUD) Act of 1968 that helps foster local economic development, neighborhood economic improvement, and individual self-sufficiency. The Section 3 program requires that recipients of certain HUD financial assistance, to the greatest extent feasible, provide job training, employment, and contracting opportunities for low-or very-low income residents in connection with projects and activities in their neighborhoods.

Certifications and Representations of Offerors

Non-Construction Contract

Public reporting burden for this collection of information is estimated to average 5 minutes 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.

This form includes clauses required by OMB's common rule on bidding/offering procedures, implemented by HUD in 24 CFR 85.36, and those requirements set forth in Executive Order 11625 for small, minority, women-owned businesses, and certifications for independent price determination, and conflict of interest. The form is required for nonconstruction contracts awarded by Housing Agencies (HAs). The form is used by bidders/offerors to certify to the HA's Contracting Officer for contract compliance. If the form were not used, HAs would be unable to enforce their contracts. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

1. Contingent Fee Representation and Agreement

(a) The bidder/offeror represents and certifies as part of its bid/offer that, except for full-time bona fide employees working solely for the bidder/offeror, the bidder/offeror:

- (1) has, has not employed or retained any person or company to solicit or obtain this contract; and
- (2) has, has not paid or agreed to pay to any person or company employed or retained to solicit or obtain this contract any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of this contract.

(b) If the answer to either (a)(1) or (a) (2) above is affirmative, the bidder/offeror shall make an immediate and full written disclosure to the PHA Contracting Officer.

(c) Any misrepresentation by the bidder/offeror shall give the PHA the right to (1) terminate the resultant contract; (2) at its discretion, to deduct from contract payments the amount of any commission, percentage, brokerage, or other contingent fee; or (3) take other remedy pursuant to the contract.

2. Small, Minority, Women-Owned Business Concern Representation

The bidder/offeror represents and certifies as part of its bid/offer that it:

- (a) is, is not a small business concern. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the criteria and size standards in 13 CFR 121.
- (b) is, is not a women-owned small business concern. "Women-owned," as used in this provision, means a small business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.
- (c) is, is not a minority enterprise which, pursuant to Executive Order 11625, is defined as a business which is at least 51 percent owned by one or more minority group members or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals.

For the purpose of this definition, minority group members are:

(Check the block applicable to you)

- | | |
|---|---|
| <input type="checkbox"/> Black Americans | <input type="checkbox"/> Asian Pacific Americans |
| <input type="checkbox"/> Hispanic Americans | <input type="checkbox"/> Asian Indian Americans |
| <input type="checkbox"/> Native Americans | <input type="checkbox"/> Hasidic Jewish Americans |

3. Certificate of Independent Price Determination

(a) The bidder/offeror certifies that—

- (1) The prices in this bid/offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder/offeror or competitor relating to (i) those prices, (ii) the intention to submit a bid/offer, or (iii) the methods or factors used to calculate the prices offered;
- (2) The prices in this bid/offer have not been and will not be knowingly disclosed by the bidder/offeror, directly or indirectly, to any other bidder/offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and
- (3) No attempt has been made or will be made by the bidder/offeror to induce any other concern to submit or not to submit a bid/offer for the purpose of restricting competition.

(b) Each signature on the bid/offer is considered to be a certification by the signatory that the signatory:

- (1) Is the person in the bidder/offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or
- (2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above (insert full name of person(s) in the bidder/offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the bidder/offeror's organization);
(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

(iii) As an agent, has not personally participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above.

- (c) If the bidder/offeror deletes or modifies subparagraph (a)2 above, the bidder/offeror must furnish with its bid/offer a signed statement setting forth in detail the circumstances of the disclosure.

4. Organizational Conflicts of Interest Certification

- (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 a proposed contract and a prospective contractor's organizational, financial, contractual or other interest are such that:
- (i) Award of the contract may result in an unfair competitive advantage;
 - (ii) The Contractor's objectivity in performing the contract work may be impaired; or
 - (iii) That the Contractor has disclosed all relevant information and requested the HA to make a determination with respect to this Contract.
- (b) The Contractor agrees that if after award he or she discovers an organizational conflict of interest with respect to this contract, he or she shall make an immediate and full disclosure in writing to the HA which shall include a description of the action which the Contractor has taken or intends to eliminate or neutralize the conflict. The HA may, however, terminate the Contract for the convenience of HA if it would be in the best interest of 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 HA, the HA may terminate the Contract for default.
- (d) The Contractor shall require a disclosure or representation from subcontractors and consultants who may be in a position to influence the advice or assistance rendered to the HA and shall include any necessary provisions to eliminate or neutralize conflicts of interest in consultant agreements or subcontracts involving performance or work under this Contract.

5. Authorized Negotiators (RFPs only)

The offeror represents that the following persons are authorized to negotiate on its behalf with the PHA in connection with this request for proposals: (list names, titles, and telephone numbers of the authorized negotiators):

6. Conflict of Interest

In the absence of any actual or apparent conflict, the offeror, by submission of a proposal, hereby warrants that to the best of its knowledge and belief, no actual or apparent conflict of interest exists with regard to my possible performance of this procurement, as described in the clause in this solicitation titled "Organizational Conflict of Interest."

7. Offeror's Signature

The offeror hereby certifies that the information contained in these certifications and representations is accurate, complete, and current.

Signature & Date:

Typed or Printed Name:

Title:

Certification Regarding Debarment and Suspension

Certification A: Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions

1. The prospective primary participant certifies to the best of its knowledge and belief that its principals;

a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal debarment or agency;

b. Have not within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;

c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Instructions for Certification (A)

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.

2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause of default.

4. The prospective primary participant shall provide immediate written notice to the department or agency to whom this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

5. The terms **covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded**, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of these regulations.

6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines this eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph (6) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause of default.

Certification B: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Instructions for Certification (B)

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms **covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded**, as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of these regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph (5) of these instructions, if a participant in a lower covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies including suspension and/or debarment.

Applicant		Date
Signature of Authorized Certifying Official		Title

Certification of Payments to Influence Federal Transactions

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

Public reporting burden for this information collection is estimated to average 30 minutes. This includes the time for collecting, reviewing, and reporting data. The information requested is required to obtain a benefit. This form is used to ensure federal funds are not used to influence members of Congress. There are no assurances of confidentiality. HUD may not conduct or sponsor, and an applicant is not required to respond to a collection of information unless it displays a currently valid OMB control number.

Applicant Name _____

Program/Activity Receiving Federal Grant Funding _____

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with 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.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
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Signature	Date (mm/dd/yyyy)
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DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, <i>if known</i> : Congressional District, if known:	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:	
6. Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, <i>if applicable</i> : _____	
8. Federal Action Number, if known:	9. Award Amount, if known: \$ _____	
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i>	b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity 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 a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.



Proof of Insurance and Licensing

Attach proof of insurance coverage as required by the Terms and Conditions (re-stated below) and any licenses required for the scope of work.

- 12. Insurance:** Contractor shall obtain and maintain during the performance under this Agreement the following insurance and the amount of such coverage shall be in an amount to cover all indemnity obligations and shall include, but not necessarily be limited to, the following:
- 12.1. Commercial general liability insurance**, including a contractual liability endorsement, in an amount not less than: \$1,000,000 each occurrence; \$2,000,000 general aggregate; \$50,000 damage to premises and fire damage; and \$5,000 medical expenses for any one person.
- 12.1.1.** The Authority and its affiliates must be named as an Additional Insured and as the Certificate Holder.
- 12.1.2.** Commercial General Liability Insurance shall cover premises operations, fire damage, independent contractors, products and completed operations, blanket contractual liability, personal injury, and advertising liability.
- 12.1.3.** If any aggregate limit is reduced below \$1,000,000 because of claims made or paid, the Contractor shall immediately obtain additional insurance to restore the full aggregate limit and furnish to CMHA a certificate of insurance showing compliance with this provision.
- 12.2. Professional liability and/or “errors and omissions” coverage** with a limit not less than \$1,000,000.
- 12.2.1.** This is required for vendors who render observational services to the Authority such as appraisers, inspectors, attorneys, engineers, or consultants.
- 12.2.2.** The coverage shall be not less than \$1,000,000 each occurrence and \$1,000,000 general aggregate.
- 12.2.3.** The Authority and its affiliates must be named as an Additional Insured and be a Certificate Holder.
- 12.2.4.** If any aggregate limit is reduced below \$1,000,000 because of claims made or paid, the Contractor shall immediately obtain additional insurance to restore the full aggregate limit and furnish to CMHA a certificate of insurance showing compliance with this provision.
- 12.3. Automobile Liability Insurance** with CMHA named as an additional insured and as the Certificate Holder with minimum limits as follows: \$1,000,000 combined single limit; \$50,000/\$100,000 for vehicles utilized during the contract if such vehicles are not owned by the Contractor or any agent, owner, or employee of the Contractor (i.e., rental vehicles); \$5,000 medical pay.
- 12.3.1.** This is required of any contractor who will be doing hands on work at the Authority properties.



- 12.4. Workers' Compensation Insurance** as required by state statute and **Employer's Liability Insurance** covering all of Contractor's employees acting within the course and scope of this Contract.
- 12.4.1.** Worker's Compensation is required for any contractor made up of more than one person.
- 12.4.2.** Employer's Liability Insurance must cover all of Contractor's employees acting within the course and scope of this Contract. Employer's Liability limit is \$500,000 bodily injury for each accident, \$500,000 bodily injury by disease for each employee, and \$500,000 bodily injury disease aggregate. The Authority and its affiliates must be a Certificate Holder.
- 12.5.** Excess Liability Insurance (Umbrella Policy): may compensate for a deficiency in general liability or automobile insurance coverage limits.
- 12.6.** The coverages provided to CMHA shall be primary and not contributing to or in excess of any existing CMHA insurance coverages.
- 12.7.** The Insurance shall contain provisions preventing cancellation or non-renewal without at least 45 days' notice to CMHA and stating that the carrier will waive all rights of recovery, under subrogation or otherwise, against CMHA, its office, agents, employees or Board of Commissioners.
- 12.8.** Contractor shall provide certificates evidencing the coverage required under this Provision of this Agreement to CMHA upon execution of this Agreement and annually thereafter evidencing renewals thereof. At any time during the term of this Agreement, CMHA may request, in writing, and the Contractor shall thereupon within 10 days supply to CMHA evidence satisfactory of compliance with the provision of this section.
- 12.8.1.** The Contract may be terminated if the insurance lapses.
- 12.9.** Provide evidence of deductibles. If awarded a contract, CMHA may require lower deductibles depending on the risk to the Agency.
- 12.10.** Coverage required of this Contract will be primary over any insurance or self-insurance carried by CMHA.



Professional References and Experience Summary

CMHA must be referenced if previous work has been provided to the Authority
References should be relevant to the scope of work of this solicitation.

1	Business Name	
	Address	
	Phone # & e-mail	
	Individual's Name (if applicable)	
	Description of Services	
	Length of Contract	
2	Business Name	
	Address	
	Phone # & e-mail	
	Individual's Name (if applicable)	
	Description of Services	
	Length of Contract	
3	Business Name	
	Address	
	Phone # & e-mail	
	Individual's Name (if applicable)	
	Description of Services	
	Length of Contract	
4	Business Name	
	Address	
	Phone # & e-mail	
	Individual's Name (if applicable)	
	Description of Services	
	Length of Contract	
5	Business Name	
	Address	
	Phone # & e-mail	
	Individual's Name (if applicable)	
	Description of Services	
	Length of Contract	

Experience Summary

Please provide a response to the technical questions in Section 4 of the RFP document.

Answer in the space below or attach a response to your proposal submittal.

Equal Employment Opportunity Policy

Please provide a copy of your company's Equal Employment Opportunity Policy.

Answer in the space below or attach a response to your proposal submittal.

Subcontractor/Joint Venture Information (If Applicable):

The proposer shall identify hereunder whether or not he/she intends to use any subcontractors for this job, if awarded, and/or if the proposal is a joint venture with another firm. Please remember that all information required from the proposer under the proceeding Sections must also be included for any major subcontractors (10% or more) or from any joint venture. At a minimum, the following forms must be submitted for the subcontractor:

- Contractor's business name, contact name, address, email address, phone number
- HUD Packet of forms
- Section 3 forms
- Licensing and Insurance

Label forms clearly to indicate whether they are for the contractor or subcontractor.

Answer in the space below or attach a response to your proposal submittal.

Other Information (Optional)

The proposer may include hereunder any other general information that the proposer believes is appropriate to assist CMHA in its evaluation.

Answer in the space below or attach a response to your quote submittal.

CINCINNATI METROPOLITAN HOUSING AUTHORITY

CONTRACT ACCEPTANCE AND AWARD

FOR

Note: The vendor should complete the vendor authorized signatures as part of the solicitation response. If the vendor is awarded a contract, then the bottom portion of this form will be completed by CMHA and sent to the vendor.

Vendor

Full business legal name: _____

(Note: Full business legal name should match the name registered with the Secretary of State or should be the owner's name followed by dba then the business name.)

I acknowledge receipt of this form which will become the contract if I am awarded and the following exhibits which are incorporated herein.

Attachment	Contractor's signature
Statement of Work	
Fees	
General Terms and Conditions and RFP Document including HUD 5370-C General Conditions for Non-Construction Contracts Section I (With or without Maintenance Work) and HUD 5370-C General Conditions for Non-Construction Contracts Section II (With Maintenance Work)	
Section 3 Forms	
Addendum ___ Dated _____	
Addendum ___ Dated _____	
Addendum ___ Dated _____	
Addendum ___ Dated _____	

Addendum ___ Dated _____	
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The undersigned hereby proposes and agrees to furnish goods and/or services in strict compliance with the terms, specifications and conditions at the fees proposed. The undersigned further certifies that he/she is an officer of the company and has authority to negotiate and bind the company named below and that the company is qualified and authorized to perform all services as set forth.

Further, by completing and submitting this form and the response, the undersigned is thereby agreeing to abide by all terms and conditions pertaining to this solicitation as issued by CMHA. Upon issuance of award to proposer, CMHA is accepting Contractor's offer contained in the submittal. No other contractual documents will be necessary or accepted. The Contract commences upon CMHA's signature and issuance of Award on this form. Pursuant to this Contract Acceptance and Award including attachments, and pursuant to all Documents submitted, the undersigned proposes to supply the Authority with the services described herein for the fee(s) submitted pertaining to this solicitation.

Date: _____

Company: _____

By: _____
(Authorized Signature)

By: _____ Title: _____
(Print Name)

Award by CMHA

Term of Contract _____ to _____

This Agreement shall become effective upon CMHA executing and issuing this Contract Acceptance and Award. Unless otherwise stated, this contract is good for a period of one year with an option to renew annually for an additional four years at CMHA's sole discretion. However, at no time may the term of this Agreement exceed five years.

Cincinnati Metropolitan Housing Authority

Date: _____



**CMHA SOLICITATION 2026-1016
Janitorial Services
FEE SUBMISSION FORM**

The proposed fees are all-inclusive of all related costs that the successful proposer will incur to provide the noted services, including but not limited to: employee costs and benefits, clerical support, supplies, materials, licensing, insurance, travel, fuel surcharges, franchise fees, etc. The Proposer is responsible for providing firm, fixed costs as specified below. In addition, the proposer must provide a fixed, firm cost for additional services.

If Contractor is awarded the contract for this solicitation, this Fee Submission Form may be used as Exhibit B to the Contract. The completion of the form is no guarantee of a contract or the award of any services.

SPECIFIC PROPERTIES (BY PROPERTY TYPE)

Property Type: High Rises	Firm Fixed Cost Per Month	Max Monthly Rate Allowed
<p align="center">Stanley Rowe 1621 Linn St. and 835 Poplar St, Cincinnati, OH 45214</p>	\$ _____	\$12,500
<p align="center">Maple Towers 601 Maple Ave, Cincinnati OH 45229</p>	\$ _____	\$6,000
<p align="center">President 784 Greenwood Ave, OH 45229</p>	\$ _____	\$5,000
<p align="center">Redding 3700 Reading Rd, OH 45229</p>	\$ _____	\$5,000

****Includes all weekly and monthly cleaning and trash services as stated in scope. No hourly rates will be accepted. Coverage includes the weekends.**



CMHA SOLICITATION 2026-1016
Janitorial Services
FEE SUBMISSION FORM

Property Type: Scattered Sites See Property List and Cleaning Frequency	Firm Fixed Cost Per Week**	Max Rate Per Week Allowed
AMP 201 Scattered Sites – Central		
3471 Fernside Pl	\$ _____	\$100
4048 LedgeWood Dr	\$ _____	\$100
76 E Galbraith Rd	\$ _____	\$75
1726 Race St	\$ _____	\$375
1716 Race St	\$ _____	\$375
1708 Race St	\$ _____	\$375
130 E McMicken Ave	\$ _____	\$50
1714 Race St	\$ _____	\$125
2455 E Galbraith Rd	\$ _____	\$75
5492 Bosworth Pl	\$ _____	\$50
5496 Bosworth Pl	\$ _____	\$50
AMP 202 Scattered Sites- Far Southeast		
6351 Beechmont Ave	\$ _____	\$300
6347 Beechmont Ave	\$ _____	\$300
1316 Crotty Ct	\$ _____	\$75
AMP 203 Scattered Sites- Southeast		
5012 Ebersole Ave	\$ _____	\$50
5016 Ebersole Ave	\$ _____	\$50
5020 Ebersole Ave	\$ _____	\$50
7370 Shawnee Run Rd	\$ _____	\$50
7380 Shawnee Run Rd	\$ _____	\$50
2377 Madison Rd	\$ _____	\$150
2379 Madison Rd	\$ _____	\$150
2381 Madison Rd	\$ _____	\$50
1819 Mears Ave	\$ _____	\$125
3304 Mowbray Ln	\$ _____	\$50
3308 Mowbray Ln	\$ _____	\$50
2891 Linwood Ave	\$ _____	\$50
2895 Linwood Ave	\$ _____	\$50
2899 Linwood Ave	\$ _____	\$50
3842 Hyde Park Ave	\$ _____	\$50
600 Torrence Lane	\$ _____	\$125
3021 Kinmont Ave	\$ _____	\$50
3027 Kinmont Ave	\$ _____	\$50
3046 Alpine Terrace	\$ _____	\$50
3676 Ashworth Drive	\$ _____	\$50
2538 Woodburn Ave	\$ _____	\$50



**CMHA SOLICITATION 2026-1016
Janitorial Services
FEE SUBMISSION FORM**

Property Type: Scattered Sites See Property List and Cleaning Frequency	Firm Fixed Cost Per Week**	Max Rate Per Week Allowed
AMP 204 Scattered Sites- North 437 Springfield Pike 3318 Fortney Ln 8946 Blue Ash Rd 6312 Montgomery Road 6318 Montgomery Road 6324 Montgomery Road	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____	\$50 \$50 \$50 \$125 \$50 \$125
AMP 205 Scattered Sites- Far Southwest 586 Claymore Ter 598 Claymore Ter 4605 Foley Rd 28 E Main St 3920 Florence Ave	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____	\$75 \$75 \$75 \$75 \$50
AMP 206 Scattered Sites- Southwest 2554 Westwood Northern Blvd 2329 Harrison Ave 3206 Gobel Ave 3110 Bracken Woods Ln 3345 Sherlock Ave	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____	\$50 \$100 \$50 \$50 \$50
AMP 207 Scattered Sites- Northwest 6090 Belmont Ave 6092 Belmont Ave 2547 W North Bend Rd 3271 Gayway Ct 7273 Boleyn Dr 6614 Cheviot Rd 36 Anderson Ferry Road 2750 Losantiville Avenue 2747 Cypress Way 5621 Ridge Road 5721 Cheviot Rd 3333 North Bend Rd	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____	\$50 \$50 \$50 \$50 \$50 \$75 \$125 \$50 \$50 \$50 \$50 \$50
AMP 208 Scattered Sites- Avondale/Walnut Hills 420 Glenwood Ave 2106 Sinton Ave 418 Kasota St	\$ _____ \$ _____ \$ _____	\$125 \$125 \$75
AMP 214 Townhomes / Apartments 1621 Linn St.	\$ _____	\$4500

** Note: This is not an hourly rate. Enter the amount for the weekly service. Ensure that you have reviewed the frequency of service for each property. It will vary.



**CMHA SOLICITATION 2026-1016
Janitorial Services
FEE SUBMISSION FORM**

Administrative Office Cleaning

Property	Firm Fixed Cost Per Week	Max Rate
Millvale 3357 Beekman, Cincinnati, OH 45225 Management Office and Laundry Room (Mon-Fri Interior and Exterior of the Building)	\$ _____	\$200

Property	Firm Fixed Cost Per Week	Max Rate
Winton Terrace 4848 Winneste Ave., Cincinnati, OH 45232 Management Office, Laundry Room, Recreation Room, and Envision Center (Interior and Exterior of the Building)	\$ _____	\$300

Property	Firm Fixed Cost Per Week	Max Rate
Findlater Gardens 595 Strand Lane, Cincinnati, OH 45232 Management Office, Laundry Room, and Envision Center (Interior and Exterior of the Building)	\$ _____	\$300

ATTENTION: The hourly services listed below must be a minimum rate of \$22.44 per the attached SCA wage determinaton rate for janitorial services and the DOL memorandum: \$16.89 + fringe \$5.55.

EMERGENCY SERVICES: (Response time must be within 1 hour of call)

Unit of Measure	Firm Fixed Fee Per Hour
Cost per hour	\$ _____



**CMHA SOLICITATION 2026-1016
Janitorial Services
FEE SUBMISSION FORM**

Hillside Cleaning

Unit of Measure	Firm Fixed Fee	Removal Cost
Flat Fee for entire services (note: this is not an hourly rate)	\$ _____	\$ _____

Service (specify by writing in the service below)	Firm Fixed Fee Per Hour	Removal Cost
Biohazard Clean Up	\$ _____	
Sewage/Water Clean Up	\$ _____	
Litter/Trash Clean Up	\$ _____	\$ _____ per ton**
Hillside Cleaning (Beechwood)	\$ _____	\$ _____
Bulk Furniture Removal Cost	\$ _____	\$ _____ per ton**
Light Fixture cleaning and light bulb replacement	\$ _____	
Window Washing	\$ _____	
Power Washing	\$ _____	
Office Space Cleaning	\$ _____	
General Cleaning	\$ _____	
Other:	\$ _____	

** must provide copy of dumping slip with the billing. If not a full ton, the cost must be prorated.

Notes and Exclusions:



CMHA SOLICITATION 2026-1016
Janitorial Services
FEE SUBMISSION FORM

DISCOUNT OFFERED FOR EARLY PAYMENT: _____ % if invoice paid within _____ days of properly submitted invoice as stated in the RFP.

PROPOSER'S STATEMENT

The undersigned proposer hereby states that by completing and submitting this Form and all other documents within this submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if the Authority discovers that any information entered herein to be false, such shall entitle the Authority to not consider or make award or to cancel any award with the undersigned party. Pursuant to all RFP Document including attachments, this Fee Submission Form, and pursuant to all documents submitted, the undersigned proposes to supply the Authority with the services and/or products described herein for the fee(s) submitted pertaining to this RFP.

Date: _____

Company: _____

Address: _____

City, State, Zip _____

Phone(s): _____

Email: _____

By: _____
(Signature of Offerer)

By: _____ Title: _____
(Print Name)

"REGISTER OF WAGE DETERMINATIONS UNDER THE SERVICE CONTRACT ACT By direction of the Secretary of Labor	U.S. DEPARTMENT OF LABOR EMPLOYMENT STANDARDS ADMINISTRATION WAGE AND HOUR DIVISION WASHINGTON D.C. 20210 Wage Determination No.: 2015-4719 Revision No.: 31 Date Of Last Revision: 12/03/2025
Daniel W. Simms Director	Division of Wage Determinations

States: Indiana, Kentucky, Ohio

Area: Indiana Counties of Dearborn, Ohio
 Kentucky Counties of Boone, Bracken, Campbell, Gallatin, Grant, Kenton,
 Pendleton
 Ohio Counties of Brown, Butler, Clermont, Hamilton, Warren

****Fringe Benefits Required Follow the Occupational Listing****

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		18.61
01012 - Accounting Clerk II		20.88
01013 - Accounting Clerk III		23.36
01020 - Administrative Assistant		31.80
01035 - Court Reporter		29.11
01041 - Customer Service Representative I		15.98
01042 - Customer Service Representative II		17.44
01043 - Customer Service Representative III		19.57
01051 - Data Entry Operator I		18.27
01052 - Data Entry Operator II		19.93
01060 - Dispatcher, Motor Vehicle		23.49
01070 - Document Preparation Clerk		21.03
01090 - Duplicating Machine Operator		21.03
01111 - General Clerk I		17.05
01112 - General Clerk II		18.61
01113 - General Clerk III		20.89
01120 - Housing Referral Assistant		23.82
01141 - Messenger Courier		19.24
01191 - Order Clerk I		20.01
01192 - Order Clerk II		21.84
01261 - Personnel Assistant (Employment) I		19.38
01262 - Personnel Assistant (Employment) II		21.68
01263 - Personnel Assistant (Employment) III		24.16
01270 - Production Control Clerk		27.73
01290 - Rental Clerk		18.24
01300 - Scheduler, Maintenance		19.10
01311 - Secretary I		19.10
01312 - Secretary II		21.36
01313 - Secretary III		23.82
01320 - Service Order Dispatcher		21.00
01410 - Supply Technician		31.80
01420 - Survey Worker		20.00
01460 - Switchboard Operator/Receptionist		16.86
01531 - Travel Clerk I		16.59
01532 - Travel Clerk II		18.49
01533 - Travel Clerk III		20.65
01611 - Word Processor I		19.64
01612 - Word Processor II		22.05
01613 - Word Processor III		24.66

05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	23.71
05010 - Automotive Electrician	23.12
05040 - Automotive Glass Installer	21.61
05070 - Automotive Worker	22.26
05110 - Mobile Equipment Servicer	20.65
05130 - Motor Equipment Metal Mechanic	24.59
05160 - Motor Equipment Metal Worker	22.26
05190 - Motor Vehicle Mechanic	23.03
05220 - Motor Vehicle Mechanic Helper	20.30
05250 - Motor Vehicle Upholstery Worker	21.42
05280 - Motor Vehicle Wrecker	22.26
05310 - Painter, Automotive	23.12
05340 - Radiator Repair Specialist	22.26
05370 - Tire Repairer	18.72
05400 - Transmission Repair Specialist	24.59
07000 - Food Preparation And Service Occupations	
07010 - Baker	16.00
07041 - Cook I	17.40
07042 - Cook II	19.73
07070 - Dishwasher	14.36
07130 - Food Service Worker	15.05
07210 - Meat Cutter	18.05
07260 - Waiter/Waitress	13.26
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	22.86
09040 - Furniture Handler	14.18
09080 - Furniture Refinisher	21.41
09090 - Furniture Refinisher Helper	16.92
09110 - Furniture Repairer, Minor	19.37
09130 - Upholsterer	21.02
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	17.53
11060 - Elevator Operator	16.89
11090 - Gardener	23.67
11122 - Housekeeping Aide	16.89
11150 - Janitor	16.89
11210 - Laborer, Grounds Maintenance	18.05
11240 - Maid or Houseman	14.82
11260 - Pruner	16.23
11270 - Tractor Operator	21.72
11330 - Trail Maintenance Worker	18.05
11360 - Window Cleaner	18.79
12000 - Health Occupations	
12010 - Ambulance Driver	19.56
12011 - Breath Alcohol Technician	26.97
12012 - Certified Occupational Therapist Assistant	31.02
12015 - Certified Physical Therapist Assistant	31.23
12020 - Dental Assistant	23.83
12025 - Dental Hygienist	44.63
12030 - EKG Technician	36.64
12035 - Electroneurodiagnostic Technologist	36.64
12040 - Emergency Medical Technician	19.56
12071 - Licensed Practical Nurse I	24.11
12072 - Licensed Practical Nurse II	26.97
12073 - Licensed Practical Nurse III	30.06
12100 - Medical Assistant	20.90
12130 - Medical Laboratory Technician	29.99
12160 - Medical Record Clerk	22.19
12190 - Medical Record Technician	24.82
12195 - Medical Transcriptionist	22.39
12210 - Nuclear Medicine Technologist	46.41
12221 - Nursing Assistant I	13.66
12222 - Nursing Assistant II	15.36
12223 - Nursing Assistant III	16.77

12224 - Nursing Assistant IV	18.82
12235 - Optical Dispenser	23.53
12236 - Optical Technician	19.76
12250 - Pharmacy Technician	18.73
12280 - Phlebotomist	19.61
12305 - Radiologic Technologist	34.23
12311 - Registered Nurse I	26.57
12312 - Registered Nurse II	32.50
12313 - Registered Nurse II, Specialist	32.50
12314 - Registered Nurse III	39.32
12315 - Registered Nurse III, Anesthetist	39.32
12316 - Registered Nurse IV	47.14
12317 - Scheduler (Drug and Alcohol Testing)	33.41
12320 - Substance Abuse Treatment Counselor	27.16
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	24.40
13012 - Exhibits Specialist II	30.22
13013 - Exhibits Specialist III	36.96
13041 - Illustrator I	24.07
13042 - Illustrator II	29.82
13043 - Illustrator III	36.48
13047 - Librarian	30.23
13050 - Library Aide/Clerk	16.18
13054 - Library Information Technology Systems Administrator	27.30
13058 - Library Technician	17.01
13061 - Media Specialist I	19.70
13062 - Media Specialist II	22.03
13063 - Media Specialist III	24.56
13071 - Photographer I	18.44
13072 - Photographer II	20.84
13073 - Photographer III	25.81
13074 - Photographer IV	31.57
13075 - Photographer V	38.19
13090 - Technical Order Library Clerk	20.15
13110 - Video Teleconference Technician	23.64
14000 - Information Technology Occupations	
14041 - Computer Operator I	20.55
14042 - Computer Operator II	22.98
14043 - Computer Operator III	25.61
14044 - Computer Operator IV	28.47
14045 - Computer Operator V	31.53
14071 - Computer Programmer I	(see 1)
14072 - Computer Programmer II	(see 1)
14073 - Computer Programmer III	(see 1)
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1)
14102 - Computer Systems Analyst II	(see 1)
14103 - Computer Systems Analyst III	(see 1)
14150 - Peripheral Equipment Operator	20.55
14160 - Personal Computer Support Technician	28.47
14170 - System Support Specialist	31.53
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	34.51
15020 - Aircrew Training Devices Instructor (Rated)	41.75
15030 - Air Crew Training Devices Instructor (Pilot)	50.05
15050 - Computer Based Training Specialist / Instructor	34.51
15060 - Educational Technologist	36.66
15070 - Flight Instructor (Pilot)	50.05
15080 - Graphic Artist	26.77
15085 - Maintenance Test Pilot, Fixed, Jet/Prop	50.05
15086 - Maintenance Test Pilot, Rotary Wing	50.05
15088 - Non-Maintenance Test/Co-Pilot	50.05
15090 - Technical Instructor	27.12
15095 - Technical Instructor/Course Developer	33.17

15110 - Test Proctor	21.90
15120 - Tutor	21.90
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	12.17
16030 - Counter Attendant	12.17
16040 - Dry Cleaner	15.01
16070 - Finisher, Flatwork, Machine	12.17
16090 - Presser, Hand	12.17
16110 - Presser, Machine, Drycleaning	12.17
16130 - Presser, Machine, Shirts	12.17
16160 - Presser, Machine, Wearing Apparel, Laundry	12.17
16190 - Sewing Machine Operator	16.06
16220 - Tailor	17.11
16250 - Washer, Machine	12.85
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	26.54
19040 - Tool And Die Maker	30.54
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	22.22
21030 - Material Coordinator	27.73
21040 - Material Expediter	27.73
21050 - Material Handling Laborer	19.54
21071 - Order Filler	17.79
21080 - Production Line Worker (Food Processing)	22.22
21110 - Shipping Packer	19.99
21130 - Shipping/Receiving Clerk	19.99
21140 - Store Worker I	17.27
21150 - Stock Clerk	22.66
21210 - Tools And Parts Attendant	22.22
21410 - Warehouse Specialist	22.22
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	39.20
23019 - Aircraft Logs and Records Technician	32.74
23021 - Aircraft Mechanic I	37.86
23022 - Aircraft Mechanic II	39.20
23023 - Aircraft Mechanic III	40.47
23040 - Aircraft Mechanic Helper	28.27
23050 - Aircraft, Painter	36.38
23060 - Aircraft Servicer	32.74
23070 - Aircraft Survival Flight Equipment Technician	36.38
23080 - Aircraft Worker	34.77
23091 - Aircrew Life Support Equipment (ALSE) Mechanic I	34.77
23092 - Aircrew Life Support Equipment (ALSE) Mechanic II	37.86
23110 - Appliance Mechanic	24.70
23120 - Bicycle Repairer	25.62
23125 - Cable Splicer	43.01
23130 - Carpenter, Maintenance	27.72
23140 - Carpet Layer	25.35
23160 - Electrician, Maintenance	30.14
23181 - Electronics Technician Maintenance I	30.00
23182 - Electronics Technician Maintenance II	31.38
23183 - Electronics Technician Maintenance III	32.66
23260 - Fabric Worker	27.24
23290 - Fire Alarm System Mechanic	29.08
23310 - Fire Extinguisher Repairer	25.62
23311 - Fuel Distribution System Mechanic	36.62
23312 - Fuel Distribution System Operator	29.97
23370 - General Maintenance Worker	25.15
23380 - Ground Support Equipment Mechanic	37.86
23381 - Ground Support Equipment Servicer	32.74
23382 - Ground Support Equipment Worker	34.77
23391 - Gunsmith I	25.62
23392 - Gunsmith II	28.82

23393 - Gunsmith III	31.30
23410 - Heating, Ventilation And Air-Conditioning Mechanic	29.30
23411 - Heating, Ventilation And Air Contidioning Mechanic (Research Facility)	30.34
23430 - Heavy Equipment Mechanic	30.75
23440 - Heavy Equipment Operator	31.32
23460 - Instrument Mechanic	34.77
23465 - Laboratory/Shelter Mechanic	30.12
23470 - Laborer	19.54
23510 - Locksmith	23.52
23530 - Machinery Maintenance Mechanic	31.83
23550 - Machinist, Maintenance	27.39
23580 - Maintenance Trades Helper	18.54
23591 - Metrology Technician I	34.77
23592 - Metrology Technician II	36.00
23593 - Metrology Technician III	37.17
23640 - Millwright	36.88
23710 - Office Appliance Repairer	23.15
23760 - Painter, Maintenance	26.24
23790 - Pipefitter, Maintenance	32.98
23810 - Plumber, Maintenance	31.74
23820 - Pneudraulic Systems Mechanic	31.30
23850 - Rigger	34.14
23870 - Scale Mechanic	28.82
23890 - Sheet-Metal Worker, Maintenance	29.42
23910 - Small Engine Mechanic	22.76
23931 - Telecommunications Mechanic I	29.80
23932 - Telecommunications Mechanic II	30.86
23950 - Telephone Lineman	28.30
23960 - Welder, Combination, Maintenance	24.53
23965 - Well Driller	31.30
23970 - Woodcraft Worker	31.30
23980 - Woodworker	25.62
24000 - Personal Needs Occupations	
24550 - Case Manager	19.81
24570 - Child Care Attendant	14.02
24580 - Child Care Center Clerk	17.49
24610 - Chore Aide	15.38
24620 - Family Readiness And Support Services Coordinator	19.81
24630 - Homemaker	19.81
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	37.54
25040 - Sewage Plant Operator	28.59
25070 - Stationary Engineer	37.54
25190 - Ventilation Equipment Tender	27.91
25210 - Water Treatment Plant Operator	28.59
27000 - Protective Service Occupations	
27004 - Alarm Monitor	28.18
27007 - Baggage Inspector	17.59
27008 - Corrections Officer	25.45
27010 - Court Security Officer	25.74
27030 - Detection Dog Handler	19.70
27040 - Detention Officer	25.45
27070 - Firefighter	26.03
27101 - Guard I	17.59
27102 - Guard II	19.70
27131 - Police Officer I	34.78
27132 - Police Officer II	38.66
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	17.20
28042 - Carnival Equipment Repairer	18.51
28043 - Carnival Worker	13.37
28210 - Gate Attendant/Gate Tender	17.54

28310 - Lifeguard	13.62
28350 - Park Attendant (Aide)	19.62
28510 - Recreation Aide/Health Facility Attendant	14.32
28515 - Recreation Specialist	24.30
28630 - Sports Official	15.63
28690 - Swimming Pool Operator	21.65
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	30.42
29020 - Hatch Tender	30.42
29030 - Line Handler	30.42
29041 - Stevedore I	28.75
29042 - Stevedore II	31.80
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	47.99
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	33.10
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	36.45
30021 - Archeological Technician I	19.58
30022 - Archeological Technician II	21.90
30023 - Archeological Technician III	27.12
30030 - Cartographic Technician	27.12
30040 - Civil Engineering Technician	29.40
30051 - Cryogenic Technician I	30.04
30052 - Cryogenic Technician II	33.17
30061 - Drafter/CAD Operator I	19.58
30062 - Drafter/CAD Operator II	21.90
30063 - Drafter/CAD Operator III	24.40
30064 - Drafter/CAD Operator IV	30.04
30081 - Engineering Technician I	19.15
30082 - Engineering Technician II	21.49
30083 - Engineering Technician III	24.04
30084 - Engineering Technician IV	29.78
30085 - Engineering Technician V	36.42
30086 - Engineering Technician VI	44.07
30090 - Environmental Technician	24.51
30095 - Evidence Control Specialist	27.12
30210 - Laboratory Technician	27.78
30221 - Latent Fingerprint Technician I	29.12
30222 - Latent Fingerprint Technician II	32.16
30240 - Mathematical Technician	27.71
30361 - Paralegal/Legal Assistant I	23.75
30362 - Paralegal/Legal Assistant II	29.42
30363 - Paralegal/Legal Assistant III	35.98
30364 - Paralegal/Legal Assistant IV	43.53
30375 - Petroleum Supply Specialist	33.17
30390 - Photo-Optics Technician	27.12
30395 - Radiation Control Technician	33.17
30461 - Technical Writer I	28.72
30462 - Technical Writer II	35.12
30463 - Technical Writer III	42.49
30491 - Unexploded Ordnance (UXO) Technician I	30.50
30492 - Unexploded Ordnance (UXO) Technician II	36.90
30493 - Unexploded Ordnance (UXO) Technician III	44.23
30494 - Unexploded (UXO) Safety Escort	30.50
30495 - Unexploded (UXO) Sweep Personnel	30.50
30501 - Weather Forecaster I	30.04
30502 - Weather Forecaster II	36.54
30620 - Weather Observer, Combined Upper Air Or Surface Programs (see 2)	24.40
30621 - Weather Observer, Senior (see 2)	27.12
31000 - Transportation/Mobile Equipment Operation Occupations	
31010 - Airplane Pilot	36.90
31020 - Bus Aide	19.59
31030 - Bus Driver	26.49
31043 - Driver Courier	19.30
31260 - Parking and Lot Attendant	15.43

31290 - Shuttle Bus Driver	18.95
31310 - Taxi Driver	14.26
31361 - Truckdriver, Light	21.03
31362 - Truckdriver, Medium	22.45
31363 - Truckdriver, Heavy	28.37
31364 - Truckdriver, Tractor-Trailer	28.37
99000 - Miscellaneous Occupations	
99020 - Cabin Safety Specialist	17.99
99030 - Cashier	13.77
99050 - Desk Clerk	14.65
99095 - Embalmer	30.56
99130 - Flight Follower	30.50
99251 - Laboratory Animal Caretaker I	16.59
99252 - Laboratory Animal Caretaker II	17.85
99260 - Marketing Analyst	33.85
99310 - Mortician	30.56
99410 - Pest Controller	21.70
99510 - Photofinishing Worker	16.03
99710 - Recycling Laborer	26.39
99711 - Recycling Specialist	31.76
99730 - Refuse Collector	23.72
99810 - Sales Clerk	14.76
99820 - School Crossing Guard	16.12
99830 - Survey Party Chief	27.85
99831 - Surveying Aide	16.81
99832 - Surveying Technician	24.88
99840 - Vending Machine Attendant	16.81
99841 - Vending Machine Repairer	20.77
99842 - Vending Machine Repairer Helper	16.81

Note: Executive Order (EO) 13706, Establishing Paid Sick Leave for Federal Contractors, applies to all contracts subject to the Service Contract Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2017. If this contract is covered by the EO, the contractor must provide employees with 1 hour of paid sick leave for every 30 hours they work, up to 56 hours of paid sick leave each year. Employees must be permitted to use paid sick leave for their own illness, injury or other health-related needs, including preventive care; to assist a family member (or person who is like family to the employee) who is ill, injured, or has other health-related needs, including preventive care; or for reasons resulting from, or to assist a family member (or person who is like family to the employee) who is the victim of, domestic violence, sexual assault, or stalking. Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts.

Note: Executive Order 13658 generally applies to contracts subject to the Service Contract Act that were awarded on or between January 1, 2015 and January 29, 2022, and that have not been renewed or extended on or after January 30, 2022. If a contract is subject to Executive Order 13658, the contractor must pay all covered workers at least \$13.30 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in 2025. The applicable Executive Order minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under Executive Order 13658 is available at www.dol.gov/whd/govcontracts.

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$5.55 per hour, up to 40 hours per week, or \$222.00 per week or \$962.00 per month

HEALTH & WELFARE EO 13706: \$5.09 per hour, up to 40 hours per week, or \$203.60 per

week, or \$882.27 per month*

*This rate is to be used only when compensating employees for performance on an SCA-covered contract also covered by EO 13706, Establishing Paid Sick Leave for Federal Contractors. A contractor may not receive credit toward its SCA obligations for any paid sick leave provided pursuant to EO 13706.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 8 years, 4 weeks after 15 years, and 5 weeks after 25 years.

Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of eleven paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Juneteenth National Independence Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: This wage determination does not apply to any individual employed in a bona fide executive, administrative, or professional capacity, as defined in 29 C.F.R. Part 541. (See 41 C.F.R. 6701(3)). Because most Computer Systems Analysts and Computer Programmers who are paid at least \$27.63 per hour (or at least \$684 per week if paid on a salary or fee basis) likely qualify as exempt computer professionals under 29 U.S.C. 213(a)(1) and 29 U.S.C. 213(a)(17), this wage determination may not include wage rates for all occupations within those job families. In such instances, a conformance will be necessary if there are nonexempt employees in these job families working on the contract.

Job titles vary widely and change quickly in the computer industry, and are not determinative of whether an employee is an exempt computer professional. To be exempt, computer employees who satisfy the compensation requirements must also have a primary duty that consists of:

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

Any computer employee who meets the applicable compensation requirements and the above duties test qualifies as an exempt computer professional under both section 13(a)(1) and section 13(a)(17) of the Fair Labor Standards Act. (Field Assistance Bulletin No. 2006-3 (Dec. 14, 2006)). Accordingly, this wage determination will not apply to any exempt computer employee regardless of which of these two exemptions is utilized.

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday

premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

**** HAZARDOUS PAY DIFFERENTIAL ****

An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving re-grading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**** SERVICE CONTRACT ACT DIRECTORY OF OCCUPATIONS ****

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition (Revision 1), dated September 2015, unless otherwise indicated.

**** REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE, Standard Form 1444 (SF-1444) ****

Conformance Process:

The contracting officer shall require that any class of service employee which is

not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination (See 29 CFR 4.6(b)(2)(i)). Such conforming procedures shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees (See 29 CFR 4.6(b)(2)(ii)). The Wage and Hour Division shall make a final determination of conformed classification, wage rate, and/or fringe benefits which shall be paid to all employees performing in the classification from the first day of work on which contract work is performed by them in the classification. Failure to pay such unlisted employees the compensation agreed upon by the interested parties and/or fully determined by the Wage and Hour Division retroactive to the date such class of employees commenced contract work shall be a violation of the Act and this contract. (See 29 CFR 4.6(b)(2)(v)). When multiple wage determinations are included in a contract, a separate SF-1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order the proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the U.S. Department of Labor, Wage and Hour Division, for review (See 29 CFR 4.6(b)(2)(ii)).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour Division's decision to the contractor.
- 6) Each affected employee shall be furnished by the contractor with a written copy of such determination or it shall be posted as a part of the wage determination (See 29 CFR 4.6(b)(2)(iii)).

Information required by the Regulations must be submitted on SF-1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" should be used to compare job definitions to ensure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination (See 29 CFR 4.152(c)(1))."



July 7, 2025

ALL AGENCY MEMORANDUM NUMBER 250

TO: All Contracting Agencies of the Federal Government and the District of Columbia

FROM: Donald M. Harrison, III, Acting Administrator *D. H.*

SUBJECT: 2025 Service Contract Act Health and Welfare Fringe Benefit

Per 29 C.F.R. § 4.52, the prevailing health and welfare fringe benefits issued under the McNamara-O'Hara Service Contract Act (SCA) will increase to a rate of **\$5.55 per hour**. As prescribed by the regulations, this benefit rate is derived from the latest Bureau of Labor Statistics Employment Cost Index summary of Employer Cost for Employee Compensation (ECEC). On or about July 7, 2025, the Wage and Hour Division (WHD) will publish updated wage determinations reflecting the new SCA health and welfare fringe benefits rate of \$5.55 per hour on the SAM.gov (www.sam.gov) and WHD (www.dol.gov/whd) websites.

Paid Sick Leave - Executive Order 13706

Executive Order 13706, Establishing Paid Sick Leave for Federal Contractors (EO 13706), requires certain employers that contract with the federal government to provide their employees with up to 56 hours (seven days) of paid sick leave annually, including for family care and absences resulting from domestic violence, sexual assault, and stalking. EO 13706 applies to new contracts with the federal government that result from solicitations *issued on or after January 1, 2017* (or that are awarded outside the solicitation process on or after January 1, 2017). More information is available at <https://www.dol.gov/whd/govcontracts/eo13706/>.

An employer's contributions made to satisfy its paid sick leave obligations under EO 13706 must be provided *in addition to* health and welfare fringe benefit contributions under the SCA. Therefore, an employer's paid sick leave contributions under EO 13706 may not be credited toward its obligations under the SCA. In accordance with EO 13706, WHD establishes an alternate health and welfare rate that excludes the portion of the standard health and welfare rate attributed to paid sick leave. Therefore, when an employer is required to comply with EO 13706, the SCA health and welfare fringe benefits rate for employees performing on contracts covered by EO 13706 will be \$5.09 for each hour of work on the contracts (which, based on a 40-hour workweek, is \$203.60 per week, or \$882.27 per month).

Service Contract Act Health and Welfare Fringe Benefit Rate for Contracts not Subject to Executive Order 13706

As of July 7, 2025, the employee-by-employee benefit rate will be **\$5.55 per hour**. Based on a 40-hour workweek, this equates to \$222.00 per week, or \$962.00 per month.

Solicitations/Contracts Affected

All invitations for bids opened and service contracts awarded on or after July 7, 2025 must include an updated SCA Wage Determination (WD) that comports with the regulatory health and welfare fringe benefit determination method. Contracting agencies may make pen-and-ink changes to their current WDs received for contracts beginning on or after July 7, 2025 and for which the updated health and welfare rates were not included. Revised WDs reflecting the new benefit rates will be available at SAM.gov (www.sam.gov) and WHD (www.dol.gov/whd) websites on or about July 7, 2025.

Health and Welfare Fringe Benefit Rates for Wage Determinations for the State of Hawaii

Under section 2(a)(2) of the SCA, fringe benefit payments required by state law may not be used to satisfy an employer's fringe benefit obligations. Hawaii law, for example, requires that most employers provide health insurance coverage for their employees. Therefore, employer contributions that are made to satisfy an employer's obligations under the Hawaii Prepaid Health Care Act (HPHCA) may not be credited toward the employer's obligations under the SCA. The SCA WDs have addressed this issue in the past by excluding the health insurance portion of the nationwide health and welfare fringe benefit rate.

Consistent with past practice, and in recognition that Hawaii law requires employers to provide health care coverage for most employees, the SCA WDs for Hawaii will continue to exclude the health insurance portion of the nationwide health and welfare fringe benefit rate for all employees on whose behalf the employer provides benefits pursuant to the HPHCA. Some Hawaii employers, however, are not required to make, and in fact do not make, contributions for certain employees under the HPHCA. In such circumstances, the reduced fringe benefit level is not appropriate.

The SCA health and welfare fringe benefits level for Hawaii will be \$2.42 per hour (which, based on a 40-hour workweek, is \$96.80 per week, or \$419.47 per month) for all employees on whose behalf the contractor is required to provide health care benefits pursuant to the HPHCA. For employees on whose behalf the contractor is required to provide health care benefits pursuant to the HPHCA and who are performing on contracts covered by EO 13706, the health and welfare fringe benefits level will be \$1.96 for each hour performing work on such a contract (which, based on a 40-hour workweek, is \$78.40 per week, or \$339.73 per month). For employees not receiving mandated health care benefits under the HPHCA, the new health and welfare amount will be \$5.55 per hour (or, as noted on page 2 above, \$5.09 per hour for employees performing work on contracts covered by EO 13706).