



**FINANCE DEPARTMENT**

GREGORY N. L'HEUREUX  
Finance Director

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COLLEEN C. SELBERG  
Purchasing Agent

**REQUEST FOR PROPOSAL**

**Lighting Upgrades to the Redbank Community Center Parking Lot Lights**

Proposals are being requested by the City of South Portland for Lighting upgrades for the Parking Lot at the Redbank Community Center located on MacArthur Circle as specified below and in the outline attached hereto as Appendix A.

Complete written proposals shall be submitted in envelopes plainly marked, "Proposal for Redbank Parking Lot Lights" to the City Purchasing Agent, Room 102, City Hall, 25 Cottage Road, South Portland, ME 04106, not later than 10:00 a.m. Tuesday, January 9, 2018 at which time they will be publicly opened and read aloud. Proposals received after that time and date shall not be accepted. Proposals will be evaluated in accordance with the specifications detailed in Appendix A.

Each proposal shall indicate that the applicant has visited the site and is aware of existing conditions at the site. A pre-bid site visit will be held at the Redbank Community Center at 11:00am on Friday, December 22, 2017.

The selected vendor will be required to provide 3 work references from previous commercial electrical jobs, and a certificate of insurance for public liability, and property damage. **This project is funded through Community Development Block Grant funding. All Federal Requirements and Wage Rates must be followed. Please see attachments for all guidelines.**

Each proposal shall be signed by a person legally authorized to bind the vendor to a contract.

The vendor shall signify in the proposal that he/she has read and understands all conditions as outlined in this Request for Proposals and the attached Appendix A.

Vendor shall rely only on information contained in the Request for Proposal and written addenda hereto.

Selected sections of vendor response may be incorporated as part of any agreement the City executes with the selected vendor.

Questions regarding this Request for Proposal must be directed in writing to Kevin Adams, Director of Parks, Recreation, and Waterfront, or his designee at 21 Nelson Rd, South

Portland, Me. 04106. Questions which may influence vendor responses will be answered in writing with copies to all vendors as addenda to this Request for Proposal.

The City of South Portland reserves the right to negotiate with the selected vendor as to the scope of services and fees, whether or not that proposal would mean the maximum return to the city.

The City also reserves the right to waive or disregard any informality, irregularity, or deficiency in any proposal received and to reject any or all proposals received for whatever reason it deems appropriate.

Colleen Selberg  
Purchasing Agent

December 7, 2017

## CITY OF SOUTH PORTLAND

### Appendix A

#### Lighting Upgrades to Parking Lot Lights at Redbank Community Center

Proposals are being requested by the City of South Portland for Lighting Upgrades to the Parking Lot Lights at the Redbank Community Center. All proposals should describe in detail each of the following:

1. The full extent and scope of the proposed project as it relates to
  - Removal of (6) 250W pole light fixtures (or equivalent fixture for 250W Metal Halide replacement at existing height)
  - Install (6) new 78W LED pole fixtures on existing poles
  - Light Pole Height = 18 ft Avg including base
2. Proposals must be accompanied by plans. Applicants must also submit appropriate written evidence of their experience and/or qualifications for their particular proposal. Three (3) written references attesting to the experience and/or qualification of the applicants to accomplish their intended project goals are also desired.
3. Plans for maintenance and upkeep, as well as protection of surrounding fixtures of the project area, both during the project and upon completion.
4. Ability to comply with all Federal, State, and local laws, rules, and ordinances. **This project is funded through CDBG funding. Please see attachments for federal guidelines and wage rates.**
5. Please submit estimated start dates and completion dates of the project.

Applicants must agree in their employment practices and provisions of services to the public not to discriminate on the basis of race, religion, creed, color, age, sex, physical or mental handicap, or national origin.

All responses to the aforementioned proposal requirements will be considered individually and as a whole, and the City will make a decision that it determines is in its best interest. The City reserves the right to select or reject any or all proposals, and may negotiate a final agreement with the successful applicant.

Each proposal shall indicate that the applicant has visited the site and is aware of existing conditions at the site. A pre-application site visit will be held at the Redbank Community Center on 95 MacArthur Circle at 11:00 a.m. on Friday December 22, 2017. Applicants' attendance at the site visit is highly encouraged and failure to attend may be the basis for rejection of the application. Applicants unable to attend the site visit should contact Ron Dion, Building Maintenance Supervisor of Parks, Recreation, and Waterfront at 767-7650, in advance to request an alternate time for a site visit.

General Decision Number: ME170092 10/06/2017 ME92  
 State: Maine  
 Construction Type: Building  
 County: Cumberland County in Maine.

BUILDING CONSTRUCTION PROJECTS (does not include single family homes or apartments up to and including 4 stories).  
 Note: Under Executive Order (EO) 13658, an hourly minimum wage of \$10.20 for calendar year 2017 applies to all contracts subject to the Davis-Bacon Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2015. If this contract is covered by the EO, the contractor must pay all workers in any classification listed on this wage determination at least \$10.20 (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in calendar year 2017. The EO minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the EO is available at [www.dol.gov/whd/govcontracts](http://www.dol.gov/whd/govcontracts).

Modification Number	Publication Date
0	08/11/2017
1	10/06/2017

CARP1996-002 10/01/2016

Maine Zone 1 Building Rate (Z1B sub union)

	Rates	Fringes
CARPENTER (Includes Drywall Hanging and Metal Stud Installation).....	\$ 22.01	18.49

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 ELEC0567-001 06/01/2017

	Rates	Fringes
ELECTRICIAN Teledata Technicians.....	\$ 23.61	15.37

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 ELEV0004-006 01/01/2016

	Rates	Fringes
ELEVATOR MECHANIC.....	\$ 54.53	29.985

\* IRON0007-035 09/16/2017

	Rates	Fringes
IRONWORKER (ORNAMENTAL, REINFORCING AND STRUCTURAL).....	\$ 24.79	21.59

LABO0976-007 07/01/2016

	Rates	Fringes
LABORER: Common or General (Industrial Work Only).....	\$ 19.96	16.62

SUME2014-025 01/31/2017

	Rates	Fringes
BRICKLAYER.....	\$ 21.13	6.73
CEMENT MASON/CONCRETE FINISHER...	\$ 17.65	5.01
Electrician, Excludes Teledata Work.....	\$ 26.68	12.85
INSULATOR - MECHANICAL (Duct, Pipe & Mechanical System Insulation).....	\$ 20.14	2.29
LABORER: Common or General.....	\$ 14.31	1.81
LABORER: Demolition.....	\$ 18.20	5.05
LABORER: Mason Tender - Brick...	\$ 19.16	3.56
MILLWRIGHT.....	\$ 22.17	7.75
OPERATOR: Backhoe/Excavator/Trackhoe.....	\$ 31.38	5.91
OPERATOR: Crane.....	\$ 23.33	0.00
PAINTER (Brush and Roller).....	\$ 14.97	2.46
PAINTER: Spray.....	\$ 17.47	2.22
PLUMBER, Includes HVAC Pipe Installation.....	\$ 21.60	3.88

ROOFER.....	\$ 19.86	2.31
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SHEET METAL WORKER, Includes HVAC Duct Installation.....	\$ 17.39	2.48
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WELDERS - Receive rate prescribed for craft performing operation to which welding is incidental.

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Note: Executive Order (EO) 13706, Establishing Paid Sick Leave for Federal Contractors applies to all contracts subject to the Davis-Bacon 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 a 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](http://www.dol.gov/whd/govcontracts).

Unlisted classifications needed for work not included within the scope of the classifications listed may be added after award only as provided in the labor standards contract clauses (29CFR 5.5 (a) (1) (ii)).

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The body of each wage determination lists the classification and wage rates that have been found to be prevailing for the cited type(s) of construction in the area covered by the wage determination. The classifications are listed in alphabetical order of "identifiers" that indicate whether the particular rate is a union rate (current union negotiated rate for local), a survey rate (weighted average rate) or a union average rate (weighted union average rate).

## Union Rate Identifiers

A four letter classification abbreviation identifier enclosed in dotted lines beginning with characters other than "SU" or "UAVG" denotes that the union classification and rate were prevailing for that classification in the survey. Example: PLUM0198-005 07/01/2014. PLUM is an abbreviation identifier of the union which prevailed in the survey for this classification, which in this example would be Plumbers. 0198 indicates the local union number or district council number where applicable, i.e., Plumbers Local 0198. The next number, 005 in the example, is an internal number used in processing the wage determination. 07/01/2014 is the effective date of the most current negotiated rate, which in this example is July 1, 2014.

Union prevailing wage rates are updated to reflect all rate changes in the collective bargaining agreement (CBA) governing this classification and rate.

## Survey Rate Identifiers

Classifications listed under the "SU" identifier indicate that no one rate prevailed for this classification in the survey and the published rate is derived by computing a weighted average rate based on all the rates reported in the survey for that classification. As this weighted average rate includes all rates reported in the survey, it may include both union and non-union rates. Example: SULA2012-007 5/13/2014. SU indicates the rates are survey rates based on a weighted average calculation of rates and are not majority rates. LA indicates the State of Louisiana. 2012 is the year of survey on which these classifications and rates are based. The next number, 007 in the example, is an internal number used in producing the wage determination. 5/13/2014 indicates the survey completion date for the classifications and rates under that identifier.

Survey wage rates are not updated and remain in effect until a new survey is conducted.

## Union Average Rate Identifiers

Classification(s) listed under the UAVG identifier indicate that no single majority rate prevailed for those classifications; however, 100% of the data reported for the classifications was union data. EXAMPLE: UAVG-OH-0010 08/29/2014. UAVG indicates that the rate is a weighted union average rate. OH indicates the state. The next number, 0010 in

the example, is an internal number used in producing the wage determination. 08/29/2014 indicates the survey completion date for the classifications and rates under that identifier.

A UAVG rate will be updated once a year, usually in January of each year, to reflect a weighted average of the current negotiated/CBA rate of the union locals from which the rate is based.

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### WAGE DETERMINATION APPEALS PROCESS

1.) Has there been an initial decision in the matter? This can be:

- \* an existing published wage determination
- \* a survey underlying a wage determination
- \* a Wage and Hour Division letter setting forth a position on a wage determination matter
- \* a conformance (additional classification and rate) ruling

On survey related matters, initial contact, including requests for summaries of surveys, should be with the Wage and Hour Regional Office for the area in which the survey was conducted because those Regional Offices have responsibility for the Davis-Bacon survey program. If the response from this initial contact is not satisfactory, then the process described in 2.) and 3.) should be followed.

With regard to any other matter not yet ripe for the formal process described here, initial contact should be with the Branch of Construction Wage Determinations. Write to:

Branch of Construction Wage Determinations  
Wage and Hour Division  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, DC 20210

2.) If the answer to the question in 1.) is yes, then an interested party (those affected by the action) can request review and reconsideration from the Wage and Hour Administrator (See 29 CFR Part 1.8 and 29 CFR Part 7). Write to:

Wage and Hour Administrator



U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, DC 20210

The request should be accompanied by a full statement of the interested party's position and by any information (wage payment data, project description, area practice material, etc.) that the requestor considers relevant to the issue.

3.) If the decision of the Administrator is not favorable, an interested party may appeal directly to the Administrative Review Board (formerly the Wage Appeals Board). Write to:

Administrative Review Board  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, DC 20210

4.) All decisions by the Administrative Review Board are final.

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END OF GENERAL DECISION

**CITY OF SOUTH PORTLAND COMMUNITY DEVELOPMENT  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

**SECTION 3 INCOME WORKSHEET**

**HUD Household Income Documentation & Demographic Information**

*Program Year 2017: Limits Effective April 2017*

**Cumberland County: Band 1**

This document contains beneficiary applications, organized by household size, for towns in "Band 1" of Cumberland County. Band 1 includes:

- |                    |            |                  |                  |
|--------------------|------------|------------------|------------------|
| • Cape Elizabeth   | • Falmouth | • Long Island    | • South Portland |
| • Casco            | • Freeport | • North Yarmouth | • Standish       |
| • Chebeague Island | • Gorham   | • Raymond        | • Westbrook      |
| • Cumberland       | • Gray     | • Scarborough    | • Windham        |
|                    |            |                  | • Yarmouth       |

**To be completed by all new employees residing in the county where the construction work is taking place. Completion of this worksheet is solely to determine if there is utilization of Section 3 employees on this construction project and should not be considered as a condition of employment.**

Please place an "X" in the appropriate spaces pertaining to your family's size, annual income and makeup.

<u>FAMILY SIZE</u>	<u>INCOME</u>		
1	\$0-46,001	Above _____	Below _____
2	\$0-52,601	Above _____	Below _____
3	\$0-59,151	Above _____	Below _____
4	\$0-65,701	Above _____	Below _____
5	\$0-71,001	Above _____	Below _____
6	\$0-76,251	Above _____	Below _____
7	\$0- 81,501	Above _____	Below _____
8	\$0- 86,751	Above _____	Below _____

**\*Read This Carefully\***

In determining total family income use your Total Adjusted Gross income for your household as reported on your most recent Federal Income Tax form.  
If you use Form 1040 – use line 37  
If you use Form 1040A – use line 21  
If you use Form 1040EZ – use line 4

**FOR USE BY PRIME CONTRACTOR ONLY**

Name of Prime Contractor: \_\_\_\_\_

Project Name: \_\_\_\_\_

Is new employee Section 3 eligible? \_\_\_ Yes \_\_\_ No

**If yes, must be included in SECTION 3 UTILIZATION REPORT.**

Job Title or Construction Trade that new Employee is hired for \_\_\_\_\_



**CITY OF SOUTH PORTLAND COMMUNITY DEVELOPMENT  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
CERTIFICATION OF CONTRACTOR REGARDING  
EQUAL EMPLOYMENT OPPORTUNITY  
(For Prime Contracts Exceeding \$100,000)**

**INSTRUCTIONS**

This certification is required pursuant to Executive Order 11246 (30 F.R. 12319-25). The implementing rules and regulations provide that any bidder or prospective contractor, or any other of their proposed subcontractors, shall state as an initial part of the bid or negotiations of the contract whether it has participated in any previous contract or subcontract subject to the equal opportunity clause, and if so, whether it has filed all compliance reports due under applicable instructions.

Where the certification indicates that the bidder has not filed a compliance report due under applicable instructions, such bidder shall be required to submit a compliance report within seven (7) calendar days after bid opening. No contract shall be awarded unless such report is submitted.

**CERTIFICATION BY BIDDER**

Name and address of bidder

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1. Bidder has participated in a previous contract or subcontract subject to the EEO Clause.  
 Yes                       No
  
2. Compliance reports were required to be filed in connection with such contract or subcontract.  
 Yes                       No
  
3. Bidder has filed all compliance reports due under applicable instructions, including SF-100.  
 Yes                       No
  
4. Have you ever been or are you being considered for sanction due to violation of Executive Order 11246, as amended?  
 Yes                       No

\_\_\_\_\_  
Name and Title of Authorized Representative (print or type)

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

***CUMBERLAND COUNTY COMMUNITY DEVELOPMENT  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
CERTIFICATION OF CONTRACTOR REGARDING  
SEGREGATED FACILITIES***  
(For Prime Contracts Exceeding \$100,000)

Name of Prime Contractor: \_\_\_\_\_

Project Name and Number: \_\_\_\_\_

The undersigned hereby certifies that:

- (a) No segregated facilities will be maintained as required by Title VI of the Civil Rights Act of 1964.

\_\_\_\_\_  
Name and Title of Authorized Representative (print or type)

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

#

**CITY OF SOUTH PORTLAND COMMUNITY DEVELOPMENT  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
CERTIFICATION OF CONTRACTOR REGARDING  
EQUAL EMPLOYMENT OPPORTUNITY  
(For Prime Contracts Exceeding \$100,000)**

**INSTRUCTIONS**

This certification is required pursuant to Executive Order 11246 (30 F.R. 12319-25). The implementing rules and regulations provide that any bidder or prospective contractor, or any other of their proposed subcontractors, shall state as an initial part of the bid or negotiations of the contract whether it has participated in any previous contract or subcontract subject to the equal opportunity clause, and if so, whether it has filed all compliance reports due under applicable instructions.

Where the certification indicates that the bidder has not filed a compliance report due under applicable instructions, such bidder shall be required to submit a compliance report within seven (7) calendar days after bid opening. No contract shall be awarded unless such report is submitted.

**CERTIFICATION BY BIDDER**

Name and address of bidder

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1. Bidder has participated in a previous contract or subcontract subject to the EEO Clause.  
 Yes                       No
  
2. Compliance reports were required to be filed in connection with such contract or subcontract.  
 Yes                       No
  
3. Bidder has filed all compliance reports due under applicable instructions, including SF-100.  
 Yes                       No
  
4. Have you ever been or are you being considered for sanction due to violation of Executive Order 11246, as amended?  
 Yes                       No

\_\_\_\_\_  
Name and Title of Authorized Representative (print or type)

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

***CUMBERLAND COUNTY COMMUNITY DEVELOPMENT  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
CERTIFICATION OF CONTRACTOR REGARDING  
SEGREGATED FACILITIES***  
(For Prime Contracts Exceeding \$100,000)

Name of Prime Contractor: \_\_\_\_\_

Project Name and Number: \_\_\_\_\_

The undersigned hereby certifies that:

- (a) No segregated facilities will be maintained as required by Title VI of the Civil Rights Act of 1964.

\_\_\_\_\_  
Name and Title of Authorized Representative (print or type)

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

#

**CITY OF SOUTH PORTLAND COMMUNITY DEVELOPMENT  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
Economic Opportunity & Minority/Women Business Participation**

**All Bidders must furnish this form with their bid**

Prime Contractor: \_\_\_\_\_ Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Prime Contractor's TIN: \_\_\_\_\_

E-mail: \_\_\_\_\_

BID PRICE: \$ \_\_\_\_\_

BID DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

PROJECT NAME/ LOCATION: \_\_\_\_\_

**ENTER INFORMATION FOR THE PRIME CONTRACTOR AND ALL SUBCONTRACTORS**

<b>Company Name</b>	<b>Contractor or Subcontractor Business Racial/ Ethnic Code (see instructions)</b>	<b>Woman-owned Business ?</b>	<b>Section 3 Business ?</b>	<b>Subcontractor Identification Number (TIN)</b>	<b>\$ Amount</b>

**NOTE: THIS INFORMATION IS USED TO TRACK AND REPORT ANTICIPATED WBE/MBE AND SECTION 3 PARTICIPATION IN FEDERALLY FUNDED CDBG CONTRACTS. THE ANTICIPATED AMOUNT IS VOLUNTARY AND WILL NOT BECOME A PART OF THE CONTRACTUAL TERMS.**



# Economic Opportunity & Women/Minority Business Participation

## Instructions

**Racial/Ethnic Code:** please see chart below and fill in the corresponding number code of which category the business owner falls into:

<b>Racial/Ethnic Codes:</b>
1 = White Americans
2 = Black Americans
3 = Native Americans
4 = Hispanic Americans
5 = Asian/Pacific Americans
6 = Hasidic Jews

**Woman-owned Business** – If the owner of the company is a woman, please answer yes to this question.

**Section 3** – if any of these criteria apply to the business, enter yes for Section 3:

- 1) 51 percent or more owned by Section 3 residents; or
- 2) At least 30 percent of full-time, permanent staff are Section 3 residents (or were Section 3 residents within the last 3 years); or
- 3) Evidence of a commitment to subcontract 25 percent or more of the total dollar amount of all subcontracts to businesses that meet one of the criteria listed above.

**Who Are Section 3 Residents?**

- 1) Public housing residents; or
- 2) Low and very low-income persons who live in the metropolitan area or Non-metropolitan County where covered HUD funding is spent.

To determine income eligibility in your community visit:

<http://www.huduser.org/portal/datasets/il.html>

Section 3 is a provision of the Housing and Urban Development (HUD) Act of 1968 that helps foster local economic development, neighborhood improvement, and individual self-sufficiency.

**CUMBERLAND COUNTY COMMUNITY DEVELOPMENT  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
SECTION 3 UTILIZATION REPORT**  
(To be Completed for all Prime Contracts Exceeding \$100,000)

**A. SECTION 3 EMPLOYEE INFORMATION**

Name of CDBG Grantee: \_\_\_\_\_

Name of Project: \_\_\_\_\_

CDBG Project Number: \_\_\_\_\_ Wage Decision Number: \_\_\_\_\_

Number of Section 3 Employees Utilized on Project by Prime Contractor: \_\_\_\_\_

Number of Section 3 Employees Utilized on Project by Subcontractors: \_\_\_\_\_

Total Number of Section 3 Employees Utilized on Project: \_\_\_\_\_

**B. CERTIFICATION OF PRIME CONTRACTOR**

As officer and representative of: \_\_\_\_\_  
Name of Prime Contractor

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

On behalf of the Company, I hereby certify that the above information is true and accurate and is reported fully as required by the Section 3 Affirmative Action Plan as part of the contract for this CDBG assisted construction project. It is further understood that final payment from the State of Maine CDBG Program for this project cannot be made until this Report is submitted to the CDBG Grantee or authorized designee.

\_\_\_\_\_  
Name and Title of Authorized Representative (print or type)

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

***CUMBERLAND COUNTY COMMUNITY DEVELOPMENT  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM***

**DIRECTIONS FOR COMPLETION OF  
SECTION 3 UTILIZATION REPORT**

**(For Prime Contracts Exceeding \$100,000)**

1. Determine if there has been Section 3 participation in the construction project.
  - a. If you hire new employees who reside in Cumberland county where the construction is taking place to work on the CDBG project, have them complete the one page Section 3 Income Worksheet and return it to you. Compare the Worksheet to the Section 3 Income Schedule provided you at the pre-construction conference to determine if they are Section 3 eligible.
  - b. Distribute copies of the Section 3 Income Worksheet to all subcontractors you engage for the project. Instruct them to have any new employees they hire who reside in Cumberland county where the construction is taking place complete the worksheet and have the subcontractors return the forms to you. Compare as in (a.), above to determine Section 3 eligibility.
2. Retain all Section 3 Income Worksheets with your project records.
3. Complete (A) Section 3 Employee Information area of the report.
  - a. Enter name of the community where the project is located.
  - b. Enter project name.
  - c. Enter CDBG Project Number & Federal Wage Decision Number. (located in wage decision documents)
  - d. Enter number of Section 3 Employees you utilized on project.
  - e. Enter number of Section 3 Employees utilized by subcontractors on project
  - f. Enter total number (d + e) of Section 3 Employees utilized on project
4. Complete (B) Certification by Prime Contractor area of Report
  - a. List your name, address and telephone number of your company.
  - b. Print or type name and title of authorized company representative.
  - c. Have authorized representative sign and date Report.

**IMPORTANT REMINDER!**

**Final payment of CDBG funds will not be made until Section 3 Utilization Report is submitted to CDBG grantee or designee.**