

COUNTY OF VENTURA – CDBG BID PACKET TOOLKIT

As a condition of receiving CDBG funds from the County of Ventura, the following forms must be integrated into your bid packet and/or contract documents. Your proposed bid packet must be submitted to the County for review and approval *no less than 10 days prior to bid notice publication*. Please allow ample time for staff review.

Contract Language Requirements:

CL-1 Contract Language Requirements – This document contains items that may or may not need to be incorporated into your contract; see the document for details.

These documents must be included in your contract; they may be combined into an appendix if desired:

- A-1 HUD 4010 Federal Labor Standards Provisions
- A-2 CWHSSA
- A-3 Copeland Act
- A-4 Section 110
- A-5 CFR 570.603 and 570.609
- A-6 EEO Affirmative Action Requirements Exec Order 11246
- A-7 Civil Rights, Employment and Contracting Opportunities, and Other Federal Requirements
- A-8 DBRA
- A-9 Davis Bacon Wage Decision SAMPLE – *The current Wage Decision must be requested separately just prior to releasing the bid, which is what must be included in the bid packet; see below for details.*
- A-10a Davis Bacon POSTING WAGE DECISION AND NOTICE TO EMPLOYEES
- A-10b Davis Bacon Job Site Poster English
- A-10c Davis Bacon Job Site Poster Spanish

Documents to be provided to contractor as part of Bid Packet:

- B-1 County Federal Labor Standards Policy and Procedures 2011
- B-2 Section 3 Guidance for Contractors – 2021 – *Update to reflect agency's name*
- B-3 County of Ventura Section 3 Plan 2021

Contractor Certifications; to be included in Bid Packet and returned by Contractor with bid:

- C-1 Contractors Certification on Federal Contract Requirements
- C-2 HUD Debarment and Suspension Certification
- C-3 False Claims Act Certification
- C-4 Non Segregated Facilities Certification
- C-5a Byrd Anti-Lobbying Amendment Certification
- C-5b Disclosure of Lobbying Activities Form LLL
- C-6 Section 3 Economic Opportunity Plan – *Attachment A from County's Section 3 Plan*
- C-7 Section 3 Compliance Bidder's Certification – *Attachment D from County's Section 3 Plan*
- C-8 (Optional) Certification for Seeking Section 3 Preference – *Attachment E from County's Section 3 Plan; only required if contractor is seeking Section 3 preference; see Section 3 Plan for more information.*

IMPORTANT NOTES ON DAVIS-BACON:

- The most recent WD needs to be included in the bid packet. This can be requested from the County (Mary Ann Guariento), or your Davis-Bacon compliance officer can access them here:
<https://sam.gov/content/wage-determinations>
- 10 days prior to the bid open date the WD must be checked to see if there has been an update between bid release and 10 days prior to bid opening; if there has been an update, the new WD must be made available to all bidders, and will be the one that is “locked-in” for the contract.