

R S M HARRIS ASSOCIATES, INC.

PLANNERS-CONSULTANTS-DEVELOPERS

POST OFFICE BOX 10037

GOLDSBORO, NORTH CAROLINA 27532-0037

TELEPHONE 919.751.0909

2719 GRAVES DRIVE, SUITE 2

GOLDSBORO, NORTH CAROLINA 27534

EMAIL cdharris@rsmharris.com

REQUEST FOR BID PROPOSALS

To: Modular Housing Dealers/Contractors

From: W. Chris Harris
Reconstruction/Relocation Specialist

Subject: Stantonsburg 2022 CDBG-NR Project
Second Request for Bid Proposals for New Modular Homes

Date: January 22, 2026

On behalf of the Town of Stantonsburg, we will receive separate sealed bid proposals for the provision and installation of two (2) new modular homes built to the state building code. The Town intends to purchase two (2) new modular homes built to state building code under the Town of Stantonsburg 2022 CDBG-NR Program. **This is the second request for bids.** Attached is a copy of the bid proposal forms. Proposals will be received in the Council Room at the Stantonsburg Town Hall, **108 E. Commercial Avenue, Stantonsburg, NC 27883 on Thursday, February 5, 2026, at 10:00 a.m.,** then be publicly opened and read aloud.

The specifications and general conditions are for the new modular homes built to the state building code. However, if you have any questions regarding the specifications and general conditions, please do not hesitate to contact W. Chris Harris at (252) 521-3229. We hope that you will participate in the proposal process. The Town intends to select one firm for each modular manufactured type home, based on the lowest responsible proposal. The Town of Stantonsburg will enter into a contract for the work. The award of each modular home will be awarded separately. The Town of Stantonsburg reserves the right to accept or reject any and all bids.

The Town of Stantonsburg is an equal opportunity employer and service provider. Small, minority, and/or women owned, Historically Underutilized Business (HUB), and Section 3 (low income) businesses and labor surplus area firms are encouraged to submit BIDS. The Fair Housing Act prohibits discrimination in housing based on race, color, national origin, religion, sex, family status, and disability.

This information is available in Spanish or any other language upon request. Please contact: Ms. Christie Cobb, Town Clerk, at 252-238-3608 or at 108 E. Commercial Avenue, Stantonsburg, NC 27883, for accommodation for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Christie Cobb, Town Clerk, at 252-238-3608 o en 108 E. Commercial Avenue, Stantonsburg, NC 27883 de alojamiento para esta solicitud.

This Municipality is an **Equal Opportunity Employer and Service Provider.**

Attachment

**SECOND ADVERTISEMENT FOR BIDS FOR
HOUSING IMPROVEMENTS
TOWN OF STANTONSBURG CDBG-NR Grant**

Separate sealed bids (2nd advertisement) for the provision/set-up of two (2) State Building Code modular houses will be received in the Council Room at the Stantonsburg Town Hall, 108 E. Commercial Ave, Stantonsburg, NC 27883 on **Thursday, February 5, 2026, at 10:00 a.m. for 2 State Building Code modular houses**, then be publicly opened and read aloud. Proposals may be submitted to the Town Manager's office, 108 E. Commercial Ave, Stantonsburg, NC 27883 prior to the Bid Opening.

Bid Proposals may be examined and obtained at the following locations: RSM Harris Associates, Inc., 2719 Graves Drive-Suite 2, P.O. Box 10037, Goldsboro, NC 27532, phone 919-751-0909; and at the Town Manager's Office, 108 E. Commercial Ave, Stantonsburg, NC 27883, phone 252-238-3608.

The Town has received \$1,562,500 in a federal 2021 CDBG-NR grant representing 100% of total project costs to undertake housing clearance, reconstruction (replacement on site) and rehabilitation activities. All federal CDBG requirements will apply to the contract: Bidders on this work will be required to comply with Section 109 and E.O. 11246 which prohibits discrimination in employment regarding race, creed, color, sex, or national origin. Bidders must comply with Title VI of the Civil Rights Act of 1964, Anti-Kickback Act, E-Verify Regulations, and Contract Work Hours and Safety Standards Act. The Town is committed to and supportive of efforts to effectively maintain and/or increase the use of Small and Minority/Women-Owned Business and Historically Underutilized Businesses (HUB) contract participation for construction projects, services (including professional and consulting services) and commodities purchases; **AND** increase contract participation to offer employment, training and contracting opportunities to low and very low-income persons in the Town in accordance with Section 3 of the Housing and Urban Development Act of 1968, as amended. Small, minority, and/or women owned, Historically Underutilized Businesses (HUB), and Section 3 businesses are encouraged to submit bids. The Town supports and encourages support of the Fair Housing Act which prohibits discrimination in housing based on race, color, national origin, religion, sex, family status, and disability.

Bidders may not be debarred from receiving state or federal contracts. The Town reserves the right to waive any informalities or to reject any or all bids.

This information is available in Spanish or any other language upon request. Please contact: Ms. Christie Cobb, Town Clerk, at 252-238-3608 or at 108 E. Commercial Ave, Stantonsburg, NC 27883, for accommodation for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Christie Cobb, Town Clerk, at 252-238-3608 o en 108 E. Comercial Ave, Stantonsburg, NC 27883 de alojamiento para esta solicitud.

This Municipality is an **Equal Opportunity Employer and Service Provider.**

Authorized to be published January 22, 2026
by Brian Hawley, Town Manager



STANTONSBURG 2022 CDBG-NR HOUSING ASSISTANCE PROJECT
General Conditions for All New Modular Housing Units

- Energy Star Home – (To include all energy star components from Manufacturer.)
- Built to state building code for modular unit with modular stamp.
- Vinyl Sided with OSB exterior sheathing/Shingle Roof- 5/12 minimum pitch with eaves and Architectural Type Shingles. Unfurnished home. Color of siding, shingles, shutters, etc. to be acceptable to owner.
- Price to include all permits including set-up, plumbing, electrical, etc. necessary to pass City/County inspections.
- All blocking and tie-downs shall be in accordance with Building Code and bottom of unit will be a minimum height to meet county floodplain requirements above ground level. Including poured concrete footing for all block piers.
- Steps are to be provided at all entrances.
- Steps for Modular Housing units shall be as close to threshold height as possible.
- Full front covered porch as part of factory unit to include vinyl railings, pickets, posts. Install brick steps with vinyl handrails, pickets, posts on both sides of steps at front entrance. Install minimum 4' x 6' concrete porch with brick steps and vinyl handrails, pickets, posts on both sides of steps at left side entrance. Side porch to include vinyl railings, handrails, pickets, vinyl sleeve over pressure treated 4" x 4" posts at steps and porches.
- If client desires, pressure treated lumber deck may be substituted if they are larger in size than concrete porch with pressure treated steps, handrails, railings, pickets, posts, etc. Handrails shall be made of pressure treated 4" x 4" posts and 2" x 4" rails with rails at top and mid-height of posts. Handrails to be anchored securely in ground. Pickets should be pressure treated 2"x 2" 4" apart. Railings at deck shall be made of pressure treated 4" x 4" posts and 2" x 4" rails with 2"x 2" pickets 4" apart. Install treated handrails on both sides of steps at left side entrance.
- Baths to have porcelain sink, one piece fiberglass tub/shower-hall bath, one piece fiberglass shower stall with door-master bath. Master bath to have handicap commode; to include grab bars at inside and outside of shower stall and at commode. Hall bath to have handicap commode; to include grab bars at outside tub and at commode. Kitchen to have stainless steel sink. No plastic plumbing fixtures in baths or kitchen.
- All bedroom doors and bathroom doors to have privacy lock. All interior doors to be raised panel doors. Master bedroom and master bath interior door to be 36" doorway. Exterior steel 6-panel front door with storm door. Exterior cottage inswing left side door (9-lite) with storm door at left side entrance. Both exterior doors to have 36" doorway.
- Electrical service 200 Amp. To be provided for all units and shall include, meter base, breaker panel and connection mounted to home in accordance with Electrical Code. Contractor to coordinate work with power-company and Building Inspector.
- Modular Units to be underpinned with brick on a continuous poured concrete footing 6" thick by 10" wide and bottom of footing is to be 12" below ground level. Louvered foundation vents to be provided according to Building Code and metal foundation access door. Unit height above ground to be a minimum height to meet county floodplain requirements.
- Contractor shall connect unit to public water supply at water meter with new minimum Schedule 40 ¾" PVC water line, two outside spigots and cut-off valve in value box within 5' of house. Water line to be buried up to connection to unit. Install foam insulation on all exposed water lines under dwelling.

- Contractor to connect unit to septic tank or sewer tap with new sewer line as required by code.
- Contractor to provide street number address on unit in accordance with Local E-911 requirements.
- Tongues, wheels and axles to be removed and retained by Contractor. Tongues cannot be placed under unit prior to underpinning.
- Grade, seed and hay yard twenty feet (20') around all sides of house. Insure positive drainage away from foundation of house. Grade, level, seed, hay any disturbed area of yard as a result of set up of new dwelling.
- Contractor's cost of unit and set-up to be turn-key and include all labor, materials, general liability and builder's risk insurance, tax and title, permits, profit and overhead.
- Color of vinyl flooring, wall board, kitchen cabinets, bath vanity cabinets, counter tops, appliances, etc. to be acceptable to owner. (No carpet installed in modular unit.)
- All units to contain the following features:
Refrigerator (Energy Star); Electric Range with exhaust hood/light vented to exterior.
All windows to have minimum 2" blinds. 40 Gallon Electric Water Heater.
Central Heating/AC, complete and installed.(Electric Heat Pump-15 Seer-Energy Star Label.)
Interior walls to be finished painted sheetrock including closets.
- No furniture is to be included in unit.
- Complete all work in accordance with building codes and manufacturer's specifications.
- First payment shall be made to manufacturer/floor planner to pay for housing unit after it is delivered to site.
- Final payment to Contractor shall be made after completion of all installation and set-up work, electric, plumbing connections, issuance of Certificate of Occupancy and Owners Statement of Acceptance.
- Unit to have 3 bedrooms/2 baths (28' wide x 48' deep +8' full covered front porch-front loader style.) Total dimensions =28' wide x 56' deep. Exterior entrances front, left side. No rear entrance.

Please fill in blanks below:

Make & Model Number: _____

Heated Square Feet: _____

Owner: Mary M. Ellis Address: 104 West Julian Avenue, Stantonsburg, NC 27883

Please Note. Turn-Key Price will be for standard set-up on a cleared residential lot that is accessible with minimal to no site work needed. Any additional costs related to meeting any floodplain elevation requirements, topography, drainage or well/septic system conflicts will be paid separately, based on actual work performed to address the issues attributable to the specific site.

LUMP SUM TURN-KEY PRICE PER MODULAR UNIT \$ _____

Respectfully submitted:

Signature

Date

Name of Company

Telephone Number

Company Address

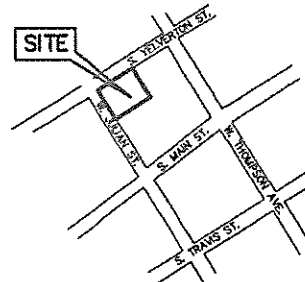
Fed ID or SS Number

City, State, Zip Code

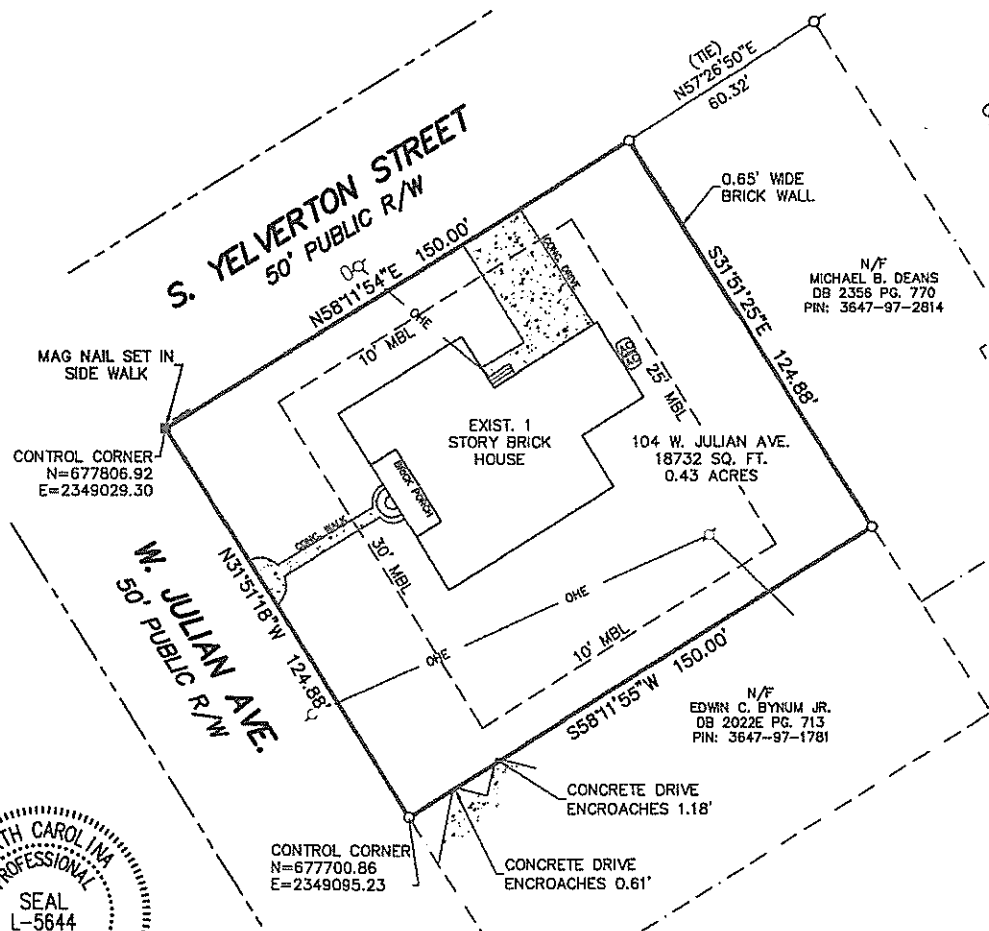
NC License Number

**SURVEY FOR
TOWN OF STANTONSBURG
AND
MARY MOORE ELLIS**

104 W. JULIAN STREET
WILSON COUNTY, NORTH CAROLINA
STANTONSBURG TOWNSHIP
DEED BOOK 159Z, PAGE 322
WILSON COUNTY REGISTRY
PIN: 3647-97-1811

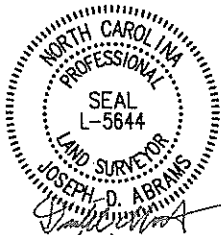


LOCATION MAP
NO SCALE



N/F
MICHAEL B. DEANS
DB 2358 PG. 770
PIN: 3647-97-2814

N/F
EDWIN C. BYNUM JR.
DB 2022E PG. 713
PIN: 3647-97-1781



I, JOSEPH D. ABRAMS, CERTIFY THAT THIS MAP IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND WAS DRAWN FROM A SURVEY MADE UNDER MY SUPERVISION ON APRIL 23RD, 2025; THAT ENCROACHMENTS, IF ANY AT THE TIME OF SURVEY, ARE SHOWN.

THIS PROPERTY IS NOT LOCATED IN A FEMA 100 YEAR FLOOD HAZARD AREA, COMMUNITY PANEL # 3646 TOWN OF STANTONSBURG, DATED 04/16/2013

ZONE: RH
MIN. BLDG. LINES

FRONT 30'
SIDE 10'
REAR 25'

LEGEND

- NEW MAG NAIL SET
- EXISTING IRON PIPE
- EXISTING WATER METER
- ⊗ EXISTING HVAC UNIT
- ⊕ EXISTING UTILITY POLE

NOTES:

- AREAS COMPUTED BY COORDINATE CALCULATIONS
- NO GRID MONUMENT FOUND WITHIN 2000'
- ALL DISTANCES SHOWN ARE HORIZONTAL



(IN FEET)
1 inch = 40 ft.

BARTLETT ENGINEERING & SURVEYING, PC	
1906 NASH STREET NORTH WILSON, NORTH CAROLINA 27893 TEL (252)399-0704 FAX (252)399-0804 License No. C-1551 www.bartletteng.com	
DATE: APRIL 2025	CADFILE: 250196CS1
SCALE: 1"=40'	DRAWN BY: JDA
CLIENT: STATOW	SURVEYED BY: DAB/JDA

STANTONSBURG 2022 CDBG-NR HOUSING ASSISTANCE PROJECT
General Conditions for All New Modular Housing Units

- Energy Star Home – (To include all energy star components from Manufacturer.)
- Built to state building code for modular unit with modular stamp.
- Vinyl Sided with OSB exterior sheathing/Shingle Roof- 5/12 minimum pitch with eaves and Architectural Type Shingles. Unfurnished home. Color of siding, shingles, shutters, etc. to be acceptable to owner.
- Price to include all permits including set-up, plumbing, electrical, etc. necessary to pass City/County inspections.
- All blocking and tie-downs shall be in accordance with Building Code and bottom of unit will be a minimum height to meet county floodplain requirements above ground level. Including poured concrete footing for all block piers.
- Steps are to be provided at all entrances.
- Steps for Modular Housing units shall be as close to threshold height as possible.
- Full front covered porch as part of factory unit to include vinyl railings, pickets, posts. Install brick steps with vinyl handrails, pickets, posts on both sides of steps at front entrance. Install minimum 4' x 6' concrete porch with brick steps and vinyl handrails, pickets, posts on both sides of steps at right side entrance. Side porch to include vinyl railings, handrails, pickets, vinyl sleeve over pressure treated 4" x 4" posts at steps and porches.
- If client desires, pressure treated lumber deck may be substituted if they are larger in size than concrete porch with pressure treated steps, handrails, railings, pickets, posts, etc. Handrails shall be made of pressure treated 4" x 4" posts and 2" x 4" rails with rails at top and mid-height of posts. Handrails to be anchored securely in ground. Pickets should be pressure treated 2"x 2" 4" apart. Railings at deck shall be made of pressure treated 4" x 4" posts and 2" x 4" rails with 2"x 2" pickets 4" apart. Install treated handrails on both sides of steps at right side entrance.
- Baths to have porcelain sink, one piece fiberglass tub/shower-hall bath, one piece fiberglass shower stall with door-master bath. Master bath to have handicap commode; to include grab bars at inside and outside of shower stall and at commode. Hall bath to have handicap commode; to include grab bars at outside tub and at commode. Kitchen to have stainless steel sink. No plastic plumbing fixtures in baths or kitchen.
- All bedroom doors and bathroom doors to have privacy lock. All interior doors to be raised panel doors. Master bedroom and master bath interior door to be 36" doorway. Exterior steel 6-panel front door with storm door. Exterior cottage inswing right side door (9-lite) with storm door at right side entrance. Both exterior doors to have 36" doorway.
- Electrical service 200 Amp. To be provided for all units and shall include, meter base, breaker panel and connection mounted to home in accordance with Electrical Code. Contractor to coordinate work with power-company and Building Inspector.
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- Contractor shall connect unit to public water supply at water meter with new minimum Schedule 40 ¾" PVC water line, two outside spigots and cut-off valve in value box within 5' of house. Water line to be buried up to connection to unit. Install foam insulation on all exposed water lines under dwelling.

- Contractor to connect unit to septic tank or sewer tap with new sewer line as required by code.
- Contractor to provide street number address on unit in accordance with Local E-911 requirements.
- Tongues, wheels and axles to be removed and retained by Contractor. Tongues cannot be placed under unit prior to underpinning.
- Grade, seed and hay yard twenty feet (20') around all sides of house. Insure positive drainage away from foundation of house. Grade, level, seed, hay any disturbed area of yard as a result of set up of new dwelling.
- Install gravel driveway using ABC stone (Crush & Run) from street to front of home location, approximately 40' feet long by 24' feet wide and 4" inches thick. Driveway area to be smooth and level prior to gravel installation. Install gravel sidewalk using ABC Stone (Crush & Run) from gravel driveway to front steps approximately 14' feet long x 4' feet wide x 4" thick. Sidewalk area to be smooth and level prior to gravel installation.
- Contractor's cost of unit and set-up to be turn-key and include all labor, materials, general liability and builder's risk insurance, tax and title, permits, profit and overhead.
- Color of vinyl flooring, wall board, kitchen cabinets, bath vanity cabinets, counter tops, appliances, etc. to be acceptable to owner. (No carpet installed in modular unit.)
- All units to contain the following features:
Refrigerator (Energy Star); Electric Range with exhaust hood/light vented to exterior.
All windows to have minimum 2" blinds. 40 Gallon Electric Water Heater.
Central Heating/AC, complete and installed.(Electric Heat Pump-15 Seer-Energy Star Label.)
Interior walls to be finished painted sheetrock, including closets.
- No furniture is to be included in unit.
- Complete all work in accordance with building codes and manufacturer's specifications.
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- Unit to have 3 bedrooms/2 baths (28' wide x 48' deep +8' full covered front porch-front loader style.) Total dimensions =28' wide x 56' deep. Exterior entrances front, right side. No rear entrance.

Please fill in blanks below:

Make & Model Number: _____

Heated Square Feet: _____

Owner: Leslie E. Thompson Address:105 E. Macon Avenue, Stantonsburg, NC 27883

Please Note. Turn-Key Price will be for standard set-up on a cleared residential lot that is accessible with minimal to no site work needed. Any additional costs related to meeting any floodplain elevation requirements, topography, drainage or well/septic system conflicts will be paid separately, based on actual work performed to address the issues attributable to the specific site.

LUMP SUM TURN-KEY PRICE PER MODULAR UNIT \$ _____

Respectfully submitted: _____
Signature

Date

Name of Company

Telephone Number

Company Address

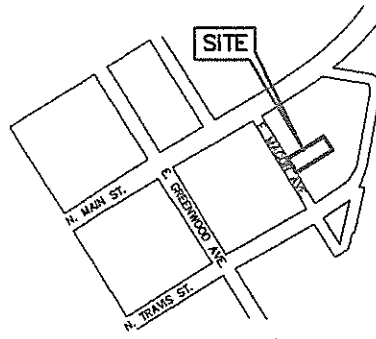
Fed ID or SS Number

City, State, Zip Code

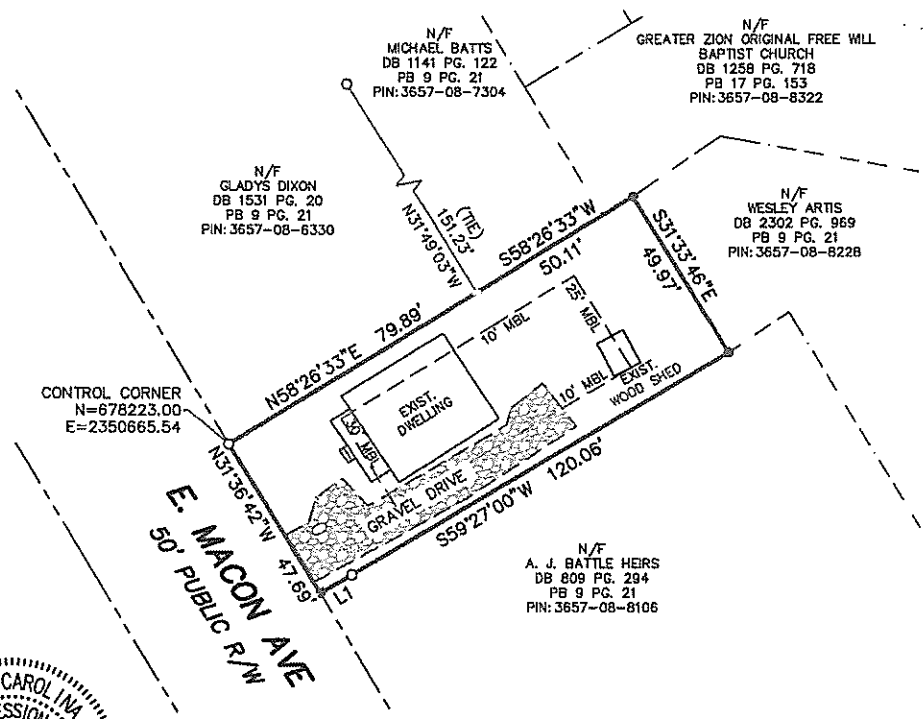
NC License Number

**SURVEY FOR
TOWN OF STANTONSBURG
AND
LESLIE EARL THOMPSON**

105 E. MACON STREET
WILSON COUNTY, NORTH CAROLINA
STANTONSBURG TOWNSHIP
DEED BOOK 1260, PAGE 605
PLAT BOOK 9 PAGE 21
WILSON COUNTY REGISTER OF DEEDS
PIN: 3657-08-7244



LOCATION MAP
NO SCALE



**NORTH CAROLINA
PROFESSIONAL
SEAL
L-5644
LAND SURVEYOR
JOSEPH D. ABRAMS**
Joseph D. Abrams
6/13/2025

Line Table		
Line #	Length	Direction
L1	9.91	S59°27'00"W

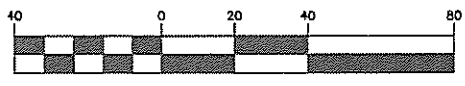
I, JOSEPH D. ABRAMS, CERTIFY THAT THIS MAP IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND WAS DRAWN FROM A SURVEY MADE UNDER MY SUPERVISION ON APRIL 29TH, 2025; THAT ENCROACHMENTS, IF ANY AT THE TIME OF SURVEY, ARE SHOWN.

THIS PROPERTY IS NOT LOCATED IN A FEMA 100 YEAR FLOOD HAZARD AREA. COMMUNITY PANEL # 3646 CITY OF WILSON, DATED 04/16/2013.

ZONE: RH
MIN. BLDG. LINES
FRONT 30'
SIDE 10'
REAR 25'

LEGEND
● NEW IRON PIPE
○ EXISTING IRON PIPE
□ EXISTING ANGLE IRON
○ WATER METER

NOTES:
- AREAS COMPUTED BY COORDINATE CALCULATIONS
- NO GRID MONUMENT FOUND WITHIN 2000'
- ALL DISTANCES SHOWN ARE HORIZONTAL



(IN FEET)
1 inch = 40 ft.

BARTLETT ENGINEERING & SURVEYING, PC	
1906 NASH STREET NORTH WILSON, NORTH CAROLINA 27893 TEL (252)399-0704 FAX (252)399-0804 License No. C-1551 www.bartletteng.com	
DATE: MAY 2025	CADFILE: 250195CSI
SCALE: 1"=40'	DRAWN BY: JDA
CLIENT:	SURVEYED BY: STATOW

**CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION AND OTHER
RESPONSIBILITY MATTERS**

CONTRACTOR should refer to the regulations cited below. CONTRACTOR should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements implementing Federal Executive Order 12549 and guidance issued in the *Federal Register*, Volume 70, No. 168, pages 51863 through 51880 for “Government wide Debarment and Suspension (Non-procurement).” The certification shall be treated as a material representation of fact upon which reliance will be placed when the Department of Commerce or its grantee (TOWN) determines to award the covered transaction, grant or cooperative agreement.

1. DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, for prospective participants (CONTRACTOR) in primary covered transactions.

- (1) The prospective primary participant (CONTRACTOR) certifies to the best of its knowledge and belief, that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a Federal department 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 (CONTRACTOR) is unable to certify to any of the statements in this certification, such prospective participant (CONTRACTOR) shall attach an explanation to this proposal.

As the duly authorized representative of the CONTRACTOR, I hereby certify that the CONTRACTOR will comply with the above applicable certification(s).

NAME OF CONTRACTOR	GRANT NUMBER AND PROJECT NAME GRANT NO. 21-C-4034 TOWN OF STANTONSBURG 2022 CDBG-NR PROJECT
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
SIGNATURE	DATE

NON-COLLUSION CERTIFICATION

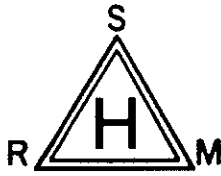
_____ (name of individual), being first duly sworn, deposes and says that:

1. He is the _____ (title) of _____
(company name), the proposer that has submitted the attached proposal;
2. He is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;
3. Such proposal is genuine and is not a collusive or sham proposal;
4. Neither the said proposer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other proposer firm or person to submit a collusive or sham proposal in connection with the contract for which the attached proposal has been submitted or to refrain from proposing in connection with such contract, or has in any manner, directly or indirectly sought by agreement or collusion of communication or conference with any other proposer, firm or person to fix the price or prices in the attached proposal or of any other proposers, or to fix any overhead, profit or cost element of the proposal price of the proposal of any other proposer or to secure through collusion, conspiracy, connivance or unlawful agreement any advantage against the County or any person interested in the proposed contract; and
5. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Signature

Title

Date



R S M HARRIS ASSOCIATES, INC.

PLANNERS-CONSULTANTS-DEVELOPERS

POST OFFICE BOX 10037
GOLDSBORO, NORTH CAROLINA 27532-0037
TELEPHONE 919.751.0909

2719 GRAVES DRIVE, SUITE 2
GOLDSBORO, NORTH CAROLINA 27534
EMAIL cdharris@rsmharris.com

MEMORANDUM

TO: Modular Housing Dealers/Contractors

FROM: W. Chris Harris
Reconstruction/Relocation Specialist

DATE: January 22, 2026

SUBJECT: Stantonsburg 2022 CDBG-NR Project
Second Request for Bid Proposals for New Modular Homes
Section 3 Provisions

Section 3 of the Housing and Urban Development Act of 1968 provides preference to low and very low income residents of the community (regardless of race or gender), and the businesses that substantially employ these persons, for new employment, training, and contracting opportunities. Businesses may receive a preference for work if they qualify as a Section 3 business. Attached is a certification form for you to complete and a list of documents you need to provide with your proposal if you want to be considered a Section 3 qualified firm. Please note this is optional and is not a requirement in order to submit a proposal.

All Contractors doing work with the Town are required to list any new hires with the local Employment Security Commission and to report any new hires to the Town. Firms are encouraged to provide preference to low income community residents and residents in public housing units. Attached is a brochure that explains the Section 3 Program and the Section 3 Clause which is part of the Contract.

The Town of Stantonsburg is an equal opportunity employer and service provider. Small, minority, and/or women owned, Historically Underutilized Business (HUB), and Section 3 (low income) businesses and labor surplus area firms are encouraged to submit BIDS. The Fair Housing Act prohibits discrimination in housing based on race, color, national origin, religion, sex, family status, and disability.

This information is available in Spanish or any other language upon request. Please contact: Ms. Christie Cobb, Town Clerk, at 252-238-3608 or at 108 E. Commercial Avenue, Stantonsburg, NC 27883, for accommodation for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Christie Cobb, Town Clerk, at 252-238-3608 o en 108 E. Commercial Avenue, Stantonsburg, NC 27883 de alojamiento para esta solicitud.

This Municipality is an **Equal Opportunity Employer and Service Provider.**

Attachments

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 135, 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 135 regulations.

C. The contractor agrees to send to each labor organization or representative or 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 135, 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 135. 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 135.

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 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with Section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

**CERTIFICATION FOR BUSINESS CONCERNS SEEKING SECTION 3
PREFERENCE IN CONTRACTING AND DEMONSTRATION OF CAPABILITY**

Name of Business _____

Address of Business _____

Type of Business: Corporation Partnership
 Sole Proprietorship Joint Venture

Attached is the following documentation as evidence of status:

For Business claiming status as a Section 3 resident-owned enterprise:

- | | |
|--|---|
| <input type="checkbox"/> Copy of resident lease | <input type="checkbox"/> Copy of receipt of public assistance |
| <input type="checkbox"/> Copy of evidence of participation
in a public assistance program | <input type="checkbox"/> Other evidence |

For business entity as applicable:

- | | |
|---|---|
| <input type="checkbox"/> Copy of Articles of Incorporation | <input type="checkbox"/> Certificate of Good Standing |
| <input type="checkbox"/> Assumed Business Name Certificate | <input type="checkbox"/> Partnership Agreement |
| <input type="checkbox"/> List of owners/stockholders and
% ownership of each | <input type="checkbox"/> Corporation Annual Report |
| <input type="checkbox"/> Organization chart with names and titles
and brief function statement | <input type="checkbox"/> Latest Board minutes appointing officers |
| | <input type="checkbox"/> Additional documentation |

For business claiming Section 3 status by subcontracting 25 percent of the dollar awarded to qualified Section 3 business:

- List of subcontracted Section 3 business(es) and subcontract amount

For business claiming Section 3 status, claiming at least 30 percent of their workforce are currently Section 3 residents or were Section 3 eligible residents within 3 years of date of first employment with the business:

- | | |
|--|--|
| <input type="checkbox"/> List of all current full-time employees | <input type="checkbox"/> List of employees claiming Section 3 status |
| <input type="checkbox"/> PHA/IHA Residential lease less than 3
years from day of employment | <input type="checkbox"/> Other evidence of Section 3 status less than 3
years from date of employment |

Evidence of ability to perform successfully under the terms and conditions of the proposed contract:

- Current financial statement
- Statement of ability to comply with public policy
- List of owned equipment
- List of all contracts for the past two years

Authorizing Name and Signature

(Corporate Seal)

Attested by: _____

HUD Compliance and Monitoring?

HUD monitors the performance of recipients and contractors. HUD examines employment and contract records for evidence of actions taken to train and employ Section 3 residents and to award contracts to Section 3 businesses. HUD provides technical assistance to recipients and contractors in order to obtain compliance with Section 3 requirements.

What if it appears that an entity is not complying with Section 3?

There is a complaint process. Section 3 residents and business concerns may file complaints if they think a violation of Section 3 requirements has occurred where a HUD-funded project is planned or underway. Complaints will be investigated; if appropriate, voluntary resolutions will be sought. There are appeal rights to the Secretary. Section 3 residents and businesses may also seek judicial relief.

How can Section 3 businesses or residents complain about a violation of Section 3 requirements?

They can file a complaint in writing to the local HUD FHEO Office or to:

The Assistant Secretary for Fair Housing and Equal Opportunity

U.S. Department of Housing and Urban Development
451 Seventh Street, SW, Room 5100
Washington, DC 20410-2000
1-800-669-9777
1-800-927-9276 (TTY)

www.hud.gov www.espanol.hud.gov

A written complaint should contain:

1. Name and address of the person filing the complaint;
2. Name and address of subject of complaint (HUD recipient or contractor);
3. Description of acts or omissions in alleged violation of Section 3;
4. Statement of corrective actions sought.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Section 3

Economic Opportunity

A Piece of the American Dream



*U.S. Department of Housing
and Urban Development*



*Fair Housing and Equal
Opportunity*



04736

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Previous Editions are Obsolete

Section 3 Act

Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (as amended), requires that economic opportunities generated by certain HUD financial assistance for housing (including Public and Indian Housing) and community development programs shall, to the greatest extent feasible, be given to low and very low-income persons, particularly those who are recipients of government assistance for housing, and to businesses that provide economic opportunities for these persons.

Other HUD programs covered by Section 3 (to distinguish between HUD Public and Indian housing programs) are those that provide housing or community development assistance for housing rehabilitation, housing construction, or other public construction project.

Who are Section 3 residents?

Public housing residents including persons with disabilities.

Low and very low income persons who live in the area where a HUD assisted project is located.

What is a Section 3 business?

A section 3 business is one:

That is owned by Section 3 residents
Employs Section 3 residents or;
Subcontracts with businesses that provide opportunities to low and very low income persons.

What types of Economic Opportunities are available under Section 3?

- ✓ Jobs and Employment opportunities
- ✓ Training and Educational opportunities
- ✓ Contracts and Business opportunities

Who will provide the Economic Opportunities?

Recipients of HUD financial assistance and their contractors and subcontractors are expected to develop a Section 3 Plan to assure that economic opportunities to the greatest extent feasible, are provided to low and very low-income persons and to qualified Section 3 businesses. One element of that Plan is the use of a Section 3 clause which indicates that all work performed under the contract are subject to the requirements of Section 3.

Who receives Economic Opportunities under Section 3?

For training and employment:

- ✓ persons in public and assisted housing;
- ✓ persons in the affected project neighborhood;
- ✓ participants in HUD Youth-build programs;
- ✓ homeless persons.

For contracting:

- ✓ businesses which fit the definition of a Section 3 business.

How can individuals and businesses find out more about Section 3?

Contact the Fair Housing and Equal Opportunity representative at your nearest HUD Office.



¿Cómo obliga el HUD a cumplir la ley y cómo vigila su cumplimiento?

El HUD vigila el desempeño de los receptores de la asistencia y de los contratistas. El HUD examina las constancias de empleo y de las contrataciones para saber si se han tomado medidas para capacitar y dar empleo a los residentes según la Sección 3, así como para adjudicar contratos a las empresas según la Sección 3.



¿Qué se hace si alguna empresa parece no cumplir con la Sección 3?

Existe un procedimiento de denuncia. Los residentes y las empresas según la

Sección 3 pueden presentar denuncias si consideran que ha ocurrido una infracción de los requisitos de la Sección 3 que afecta a un proyecto financiado por el HUD, planificado o en vías de realización. Estas denuncias se investigarán y se procurará resolverlas de forma voluntaria. Hay derecho de apelación ante el Secretario. Los residentes y las empresas según la Sección 3 también pueden recurrir al desagravio por vía judicial.



¿Cómo pueden quejarse las empresas o los residentes según la Sección 3 de las infracciones de la misma?

Pueden presentar una denuncia por escrito a la delegación local de HUD/FHEO o a:

**The Assistant Secretary for Fair Housing
and Equal Opportunity**

U.S. Department of Housing and Urban Development
451 Seventh Street, SW, Room 5100
Washington, DC 20410-2000
1-800-669-9777
1-800-927-9276 (TTY)
www.espanol.hud.gov

En las denuncias por escrito se incluirán los datos siguientes:

- Nombre y dirección del denunciante;
- Nombre y dirección del denunciado (beneficiario o contratista del HUD);
- Descripción de los actos u omisiones que supuestamente han infringido la Sección 3;
- Declaración de las medidas correctivas que se solicitan.

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Departamento de Vivienda y Desarrollo Urbano de los Estados Unidos de América

SECCIÓN 3 OPORTUNIDAD ECONÓMICA

Un trozo del ideal americano



Departamento
de Vivienda y Desarrollo Urbano de los
Estados Unidos



Equidad de Vivienda e Igualdad de
Oportunidades

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Sección 3 de la Ley

Conforme a la Sección 3 de la Ley de Vivienda y Desarrollo Urbano de los Estados Unidos de 1968 (que figura en la Sección 1701u, enmendada, del título 12 del Código de los Estados Unidos), las oportunidades económicas que generen determinados tipos de asistencia financiera concedida por el Departamento de Vivienda y Desarrollo Urbano (HUD), incluida la destinada a la vivienda pública y la de los pueblos indígenas, se deberá proporcionar, en lo que sea factible, a las personas de ingresos bajos o muy bajos, especialmente a las que reciben asistencia pública para la vivienda, así como a las empresas que ofrecen oportunidades económicas a esas personas.

El HUD también administra otros programas conforme a la Sección 3. Para distinguir entre los programas para la vivienda pública y los destinados a los pueblos indígenas, estos otros programas proporcionan asistencia para la vivienda o para el desarrollo comunitario dirigida a la rehabilitación y construcción de viviendas o a otros proyectos de construcción pública.

¿Quiénes son los residentes según la Sección 3?

Los residentes de viviendas públicas, incluidos los discapacitados.

Las personas de ingresos bajos o muy bajos que viven donde hay bloques de viviendas que reciben asistencia del HUD.

¿Cuáles son las empresas según la Sección 3?

Por una empresa según la Sección 3 se entiende:

- La que es propiedad de residentes según la Sección 3.
- La que emplea a residentes según la Sección 3.
- La que subcontrata a empresas que proporcionan oportunidades a personas de ingresos bajos o muy bajos.

¿Qué tipos de oportunidades económicas se ofrecen según la Sección 3?

- ✓ Oportunidades de trabajo y empleo
- ✓ Oportunidades de capacitación y educación
- ✓ Contracts and Business opportunities

¿Quién proporcionará las oportunidades económicas?

Los receptores de la asistencia financiera del HUD y sus contratistas y subcontratistas están obligados a elaborar planes conforme a la Sección 3 para asegurar que, en lo que sea factible, se proporcionen oportunidades a las personas de ingresos bajos o muy bajos y a las empresas que reúnan las condiciones que estipula la Sección 3. En esos planes se especificará que todos los trabajos efectuados conforme al contrato cumplan con los requisitos de la Sección 3.

¿Quién recibe las oportunidades económicas según la Sección 3?

Con fines de capacitación y empleo:

- ✓ Los residentes en viviendas públicas o subvencionadas;
- ✓ Los residentes en el vecindario de las viviendas públicas o subvencionadas;
- ✓ Los participantes en los programas del HUD de ayuda a la juventud (Youth-build programs);
- ✓ Las personas sin hogar.

Para conseguir contratos:

- ✓ Los negocios que se ajusten a la definición de las empresas según la Sección 3.

¿Cómo pueden las personas y las empresas recibir más información acerca de la Sección 3?

Deben comunicarse con el representante de la Oficina para la Equidad de Vivienda e Igualdad de Oportunidades (Fair Housing and Equal Opportunity, FHEO), en la delegación del HUD más cercana.