



SRDP-6 Contract Submittal Form

SCSHFDA, 300-C Outlet Pointe Blvd., Columbia, SC 29210, (803) 896-9001 www.schousing.com

This form, along with all applicable documents must be submitted with each contract draft prior to execution.

Recipient Name: Date:

Award #s: HOME: SCHTF: NHTF:

Project Name:

Person Completing Form:

Contractor information:

Name of Business: Type of Contractor:

Address: Fed ID #:

Owner Name: Race/Ethnicity: Women owned?

Scope of Work: Contract Amount:

Documents to be submitted with All contracts:

- SRDP-7 Contract Provisions *(included as an addendum to the contract)*
- SRDP-8 Debarment Certification *(Include search results from SAM.gov)*
- Contractor's Hazard/Liability Insurance/Workers' Compensation
- SRDP-9 SC Illegal Immigration Reform Act Certification Form
- SRDP-10 Conflict of Interest Certification Form
- SRDP-11 Byrd Anti-Lobbying Certification *(signed by Contractor)*
- SRDP-11 Byrd Anti-Lobbying Certification *(signed by Recipient)*
- SRDP-12 Certification of Section 3 Business

Contractor Credentials:

- Documentation must be provided that demonstrates the construction company has been in business for at least five years of continuous operation, operating under the same business name.
- Documentation that the company is in good standing with the SC Secretary of State
- Copy of most current license issued by SC Department of Licensing, Labor and Regulations
- Completed W-9
- Provide a list of similar projects the company has completed during the last 5 years that includes:
 - Project Name
 - Project Owner
 - Project Address
 - # of Units and Type (affordable, market)
 - Construction Start and End Dates
 - Project Type (New Construction, Rehab, Adaptive Re-Use, Conversion)
 - Description of Funding Sources
 - Color Photo of Completed Projects
- Provide the construction company organizational chart and employee roster:
 - Employee Name
 - Job Title
 - Resumes of all key staff members and principals
 - Description of responsibilities
 - Type (i.e. full-time/part-time)

I hereby certify that the method of procurement of the above named contractor is consistent with the applicable requirements of SCSHFDA's procurement policies for open and free competition or with applicable provisions of local procurement procedures, whichever are more stringent. Further, I certify that all items required for submission of a contract to the Authority are included in this transmittal and that the contract document contains all applicable federal and state provisions. I understand that failure to include all applicable provisions may result in the return of the contract and cause delay of contract approval.

Name of Authorized Recipient (typed)

Title

Signature:

Date