



Contractor Application for Housing Programs

Please select the type(s) of program for which you are applying:

- Owner Occupied Rehabilitation Program
 Vacant houses or structures rehab or demolition

Please note: Under the Owner Occupied Program, you will be required to certify that no workers on-site have been convicted of a felony.

1. Name of Company: _____

Type of Company: Corporation Partnership Sole Proprietorship Joint Venture

2. Name of Owner: _____

3. Estimating Contact: _____

4. Business Address: _____

Street

Address

City

State

Zip

5. Business Telephone: _____

6. Cell Phone Number: _____

7. Business Fax: _____

8. Business E-Mail: _____

9. Years in business : _____

Federal Tax ID Number: _____

Contractor License Number (Plumbing, HVAC, Electrical only): _____

10. Types of Jobs Preferred (\$ size, trades performed): _____

11. List of Sub-Contractors with whom you regularly do business, if any*:

- A. Carpentry: _____
- B. Electrical: _____
- C. Plumbing: _____
- D. Roofing: _____
- E. Masonry: _____
- F. Mechanical: _____
- G. Painting: _____
- H. Other _____

12. List of private customers for whom you have recently done work:

Name	Address	Phone

13. List Federal and/or City contracts you have completed:

Name	Address	Phone

14. Bank References

Name	Address	Phone

15. Have you ever been convicted of violating Federal, State or Local Law in the course of discharging your duties as a contractor? Yes _____ No _____

If yes, please explain: _____

16. Have you ever been disbarred from participating as a contractor in any Federal, State or Local Housing program? Yes _____ No _____

If yes, please explain: _____

17. Do you qualify as a small business under SBA guidelines? (Annual volume of less than \$14 million gross receipts for special trades, \$33.5 million for Residential Remodeling). Yes _____ No _____

18. Is your business certified with the State of Indiana as a minority or woman owned business?

Yes ___ No ___

19. Is your firm certified by the EPA under the Renovation, Repair and Paint Rule? Yes ___ No ___

If yes, please provide a copy of the certificate. *Please note, as of April 22, 2010, **ALL** firms that perform renovation work (other than lead abatement) which may disturb paint in target housing are **REQUIRED** to be certified by the EPA. Contractors will not be eligible to bid on such work until a certificate is provided. Information about becoming a certified firm is available at www.epa.gov/lead/pubs/renovation.htm*

20. Are you a licensed lead-based paint abatement contractor? Yes ___ No ___

If yes, please provide a copy of all worker, supervisor, and contractor licenses.

Mandatory: All qualified applications will be required to be Section 3 qualification process prior to signing the Contractors agreement. **Section 3 certified contractors will receive preference** on projects funded by U.S. Department of Housing and Urban Development.

I (We) certify that all of the above information is correct and true to the best of my (our) knowledge, **under penalty of law**. I (We) understand that this information will be used to determine my (our) eligibility for the Elkhart County Housing Program which utilizes funds from the U S Department of Housing and Urban Development. The participating agencies do not discriminate against any person because of race, color, religion, sex, handicap, family status, or national origin. **I (We) understand that this application may be rejected if I (we) withhold information requested, or provide falsified information.**

*Printed Name: _____ *Title of Signer: _____

*Authorized Signature: _____ Date: _____

*CORPORATE OFFICER OR PERSON AUTHORIZED TO SIGN BIDS AND CONTRACTS ON BEHALF OF THE COMPANY.

***The following items MUST be turned in with your completed out application:**

A copy of your Certificate of Liability Insurance:

• The insurance must meet the following requirements:

- a. **General Liability** – \$1,000,000, \$2,000,000 aggregate and Worker’s Compensation. If you do not carry Worker’s Compensation a state waiver will be necessary for each employee (up to 5, including the owner).
- b. The **City of Elkhart** should be listed as certificate holders.

• Copy of any licenses, including City of Elkhart Licenses (HVAC, plumbing or electrical)

***Please note: All interested contractors and subcontractors will need all these documents.**

FOR OFFICE USE ONLY

Date Application Received: _____ Initial Review by: _____ Date: _____

Final Review and Certification by: _____ Date: _____

Contractor: Does Does Not qualify as Section 3 Date: _____

CONTRACTOR EXCLUSION POLICY

The City of Elkhart is committed to providing its customers with quality service that meets today's standards of quality and ethics. The City wants to ensure only responsible, qualified, and quality-minded contractors are awarded contracts under its programs. This procedure has been created to exclude from participation - temporarily or permanently - contractors who violate terms of the contract, the Contractor's Agreement, the law, or who cannot meet the quality standards specified.

VIOLATION	PENALTY
Failure to obtain required permit(s)	Banned from bidding for 6 months
Failure to call for required inspection(s)	Banned from bidding for 6 months
Failure to make reasonable progress	Banned from bidding for 1 year
Failure to pay subcontractors or suppliers on time resulting in Mechanic's Lien on the property	Banned from bidding for 1 year
Repeated failure (3 or more occasions) to install specified products	Banned from bidding for 1 year
Repeated failure (3 or more occasions) to meet generally accepted quality standards or specified quality	Banned from bidding for 1 year
Repeated failure (2 or more occasions) to start project within a reasonable time	Banned from bidding for 1 year
Rude comments to or about the owner, occupants, or City staff	Banned from bidding for 1 year
Repeated failure (3 or more occasions) to pass clearance test on first attempt	Banned from bidding work involving lead-based paint for 1 year
Failure to pass clearance on three attempts on single project	Banned from bidding work involving lead-based paint for 1 year
Gross negligence or intentional failure to follow Lead-based paint guidelines	Banned from bidding for 2 years and reported to Environmental Protection Agency (EPA), US Department of Housing and Urban Development (HUD), Indiana Department of Environmental Management (IDEM) and/or Indiana State Department of Health (ISDH)
Falsifying information on application, reports, or other requested documentation	Banned from bidding for 2 years
Harassment, Sexual harassment, or lewd behavior (see attached City of Elkhart policy)	Banned permanently, reported to Human Relations Department
Drinking alcohol/using illegal drugs on the job/performing work under the influence of drugs or alcohol (see attached City of Elkhart policy)	Banned permanently, reported to Police Department if necessary
Stealing items from owner or occupants	Banned permanently and reported to Police Department