

Contractor's Application Form

This form must be completed by each contractor who intends to bid for work that is assisted with the City of Oxford's CHIP housing rehabilitation program. Approval by the City of Oxford is based on the completion of this form and the review and approval of the application, puts you, as a contractor, on the list of "Available Contractors" that the City of Oxford will distribute bid documents. **The City of Oxford requires copies of the contractor's state license and certificate of insurance to be attached to this form.**

Comprehensive General Liability Insurance

Amounts: Bodily Injury \$ _____ each person; \$ _____ each occurrence; Property Damage \$ _____ per occurrence

Comprehensive Automobile Liability

Amounts: Bodily Injury \$ _____ each person and each accident
Property Damage \$ _____ total

Other: _____

Other: _____

Do you carry Worker's Compensation Insurance ____ Yes ____ No

Note: Self-employed workers and partnerships may be exempt.

1. General Information

Name of Firm: _____

Firm Owner: _____

Street Address of Firm: _____

City, State, Zip Code: _____

Name, Phone Number and Email address of Person Writing Bids:

Also, please indicate if you have a current license issued by the State of Georgia in the fields of plumbing, electrical, conditioned air, and asbestos abatement activities or current certifications in lead based paint activities by providing your current license or certification number.

Electrician's Licenses:

Electrical Contractor Class I Current License Number _____

Electrical Contractor Class II Current License Number _____

Low Voltage Contractor Current License Number _____

Plumbing Licenses

Master Plumber Class I Current License Number _____

Master Plumber Class II Current License Number _____

Journeyman Plumber Current License Number _____

Conditioned Air

Conditioned Air Contractor Class I Current License Number _____

Conditioned Air Contractor Class II Current License Number _____

Lead Based Paint:

Certified Lead Firm Certification Number _____

Certified Lead Inspector Certification Number _____

Certified Lead Supervisor Certification Number _____

Certified Lead Project Designer Certification Number _____

Certified Lead Worker Certification Number _____

Asbestos Abatement

Asbestos Removal/Encapsulation License Current License Number _____

Are you a General Contractor (You can handle all phases of work?) ___ Yes ___ No

What is your State of Georgia license number? _____

When was your Firm established? _____

How many employees are in your firm? _____

Is your firm a lead certified firm certified by the Environment Protection Division (EPD) of the Georgia Department of Natural Resources? ___ Yes ___ No If yes, certification number _____

Does your firm only employ Georgia EPD certified employees to conduct lead-based paint activities? ___ Yes ___ No

Are you a Section 3 Contractor? See Definition below. ___ Yes ___ No

A Section 3 business is defined as either:

1. One that is at least 51 percent owned by a low or moderate income area resident or a Public Housing resident;
2. One where at least 30 percent of its current, permanent, full-time employees were low or moderate income area residents within the last three years; or
3. One that will subcontract at least 25 percent of its contract award funds to Section 3 businesses.

Can you handle more than one \$15,000 job at a time? ___ Yes ___ No

II. Area of Expertise

Please check the type of work you are qualified to do by indicating the years of experience you have in that area.

<u>Type of Work</u>	<u>Years Experience</u>	<u>Type of Work</u>	<u>Years Experience</u>
General Carpentry	_____	Floor Covering Replacement	_____
Roofing	_____	Kitchen Cabinet Replacement	_____
Structural Support Repair	_____	Foundation Wall Repair	_____
Window Replacement	_____	Attic and Sidewall Insulations	_____
Door Replacement	_____	Chimney Repair	_____
Siding	_____	Heating and Ventilation	_____
Concrete Repair	_____	Electrical	_____
Plumbing	_____	Lead hazard reduction	_____
Landscaping	_____	Asbestos Abatement	_____

III. References

Provide reference information for your clients with home you have jobs currently in progress (list 3, if possible)

<u>Current Client Name</u>	<u>Phone Number</u>	<u>Dollar Value</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Provide reference information for three completed jobs

<u>Client Name</u>	<u>Phone Number</u>	<u>Dollar Value</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

List four major supplies from whom you purchase construction materials. List names and phone numbers:

<u>Supplier Name</u>	<u>Phone Number</u>
_____	_____
_____	_____
_____	_____

List financial institution with whom you have established credit, including maximum credit line

<u>Company/loan officer</u>	<u>Max Credit Line</u>	<u>Phone Number</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

IV. Warranty

Do you guarantee your work for a period of one year? _____yes _____no

V. Agreement

The undersigned contracting firm agrees that in consideration for being placed upon the “Acceptable Contractors’ Register”, he/she will comply with the following conditions on all construction work performed on properties under the City of Oxford’s CHIP program:

1. To use only contract forms previously approved by the City of Oxford for the CHIP program.
2. That work will be performed in accordance with the local government State Recipients’ Construction Standards and Specifications and will meet upon completion, the local government State Recipients required program code selected for the CHIP, subject to such inspections as deemed as necessary by the City of Oxford
3. That work performed by the Contractor is found to be unsatisfactory by the City of Oxford or if contract relations between the Contractor or other parties is found to be unsatisfactory, that the City of Oxford may remove the Contractor’s name from the “Acceptable Contractor’s Register.”
4. That adequate insurance and Workman’s Compensation will be provided \$ 50,000 for bodily injury and \$ 50,000 for property damages, and \$300,000 General Liability Insurance.
5. That the Contractor will abide by Equal Opportunity provisions of the Civil Rights Act.
6. That my withdrawal of bid without justification would remove my name from the “Acceptable Contractor’s Register.”
7. That the undersigned firm agrees to maintain in a current status all licenses and bonds required by the State of Georgia and the City of Oxford.
8. That work will be done in conformance with all applicable codes and zoning regulations and performed by licensed or certified firms or individuals as required by the State of Georgia Construction Industry Licensing Board and the Environmental Protection Division of the Georgia Department of Natural Resources.

In connection with this application for my approval as a CHIP contractor, I authorize the City of Oxford or its CHIP program agent to make inquiries as necessary to verify the accuracy of statements made and to determine by creditworthiness. I further certify that the above information is true and correct.

Signature

Date