



COMMUNITY DEVELOPMENT BLOCK GRANT HOUSING REHABILITATION PROGRAMS CONTRACTOR ANNUAL RENEWAL APPLICATION

Copies of your Registrar of Contractor's License, Worker's Compensation Insurance, copy of your firms EPA Lead RRP Certification and a signed copy of the Contractor Guidelines shall accompany this application.

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| Date: |
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| Business Name: | Owner/Representative: |
| Address: (Number) (Street) | (City) (State) (Zip) |
| Business Phone: | *Business email: |
| Business Fax: | |
| *All Invitation to Bids will be delivered via the email address entered above. | |

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| Federal I.D. #: | Social Security #: |
| Registrar of Contractors #: | Expiration Date: |
| System for Awards Management Unique Entity ID #: | Expiration Date: |

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| Please check which programs you would like to participate in: | | |
| Green Housing Rehabilitation Program <input type="checkbox"/> | Roof Repair and Replacement Program <input type="checkbox"/> | Emergency Repair Program <input type="checkbox"/> |

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| <p>Have you been disciplined by the State of Arizona Register of Contractors (AZROC) in the last 12 months?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please explain why and provide documentation from the AZROC:</p> |
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| <p>Has your license ever been suspended or revoked in the last year?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No If your answer is "Yes," please explain:</p> |
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| <p>Are you registered with a MBE, WBE, DBE program?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No If your answer is "Yes," please submit a copy of your certification.</p> |
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| <p>How many employees do you currently employ?</p> |
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| Please list the names of other Municipalities in which you have currently completed work: | |
| Municipality: | Municipality Contact/Project Manager: Phone: |
| Municipality: | Municipality Contact/Project Manager: Phone: |
| Municipality: | Municipality Contact/Project Manager: Phone: |

Have you ever been employed by the Department of Housing and Urban Development (HUD) or the City of Scottsdale?

Yes No If "Yes," when and where?

City use only:
If yes to the question above, explain process to determine no conflict-of-Interest exist:

Was back-up documentation provided?
 Yes No

Please complete the following ethnic information, gathered by HUD for statistical purposes only:
(please check one)

White Black American Indian/
Alaskan Native Hispanic Asian/
Pacific Islander

THE UNDERSIGNED CONTRACTOR CERTIFIES THAT ALL INFORMATION GIVEN HEREIN IS SUBSTANTIALLY CORRECT AND FURTHER AGREES:

- * Contractor License Class _____ and bond are current, and the undersigned contractor agrees to maintain in current status all licenses and bonds as required by the City of Scottsdale.
- * Contractor certifies and warrants that for all solicitations for services (including construction services) it has complied with the E-Verify Program as required by ARS §23-214(A) or will have complied with the requirements of the E-Verify Program before award. Failure to comply with the E-Verify Program may result in the automatic disqualification of the Submittal as being non-responsive or the termination of any contract awarded and the possible forfeiture of any applicable bond. The City will include specific "Compliance with Federal and Arizona State Immigration Laws" language in any contract or subcontract it enters into with the successful Bidder. In addition, this language must be included in any subcontracts that the successful bidder enters into with its subcontractors.
- * That the work will be performed in accordance with the contract documents, specifications and property rehabilitation standards, subject to clear final inspection by the Housing Rehabilitation Coordinator and approval by the homeowner.
- * Contractor shall warranty all work completed for a period of two years from the completion date of the project.
- * The Housing Rehabilitation Programs reserves the right to exclude any contractor from bidding who has entered into liquidated damages on a project, has any pending, unresolved, or valid complaints with the Arizona Registrar of Contractors has not maintained required warranty obligations on completed projects.

- * City of Scottsdale's Community Assistance Office reserves the right to remove a contractor from the active bidders list for up to one year, with such accompanying publicity as it deems necessary, for any of the following reasons:
 - a. Poor workmanship or performance
 - b. Contract relations between the contractor, homeowner or other parties are found to be unsatisfactory
 - c. Inappropriate and/or unprofessional behavior with City staff and/or homeowners.
 - d. Dishonesty or conspiracy to commit fraud on any documentation pertaining to the Housing Rehabilitation.
 - e. Failure to maintain Lead Safe Certification, EPA Firm Certification, worker's compensation, liability insurance, and/or any required licenses.
 - f. Performing work without the appropriate license.
 - g. Failure to obtain permits for work.
- * The Housing Rehabilitation Programs reserve the right not to award a bidder a project in the event the bidder has any pending, unresolved, or valid complaints with the Arizona Registrar of Contractors, the bidder is listed in the Excluded Parties List System or the bidder is on the Limited Denial of Participation, HUD Funding Disqualifications and Voluntary Abstentions list.
- * Adequate Liability Insurance and Worker's Compensation shall be provided.
- * The contractor will abide the U.S. Department of Housing and Urban Development regulations pertaining to equal employment opportunity.
- * The work shall be done in conformance with all applicable local, state and federal regulations, building codes and zoning regulations.
- * Lead-based paint related activities shall be completed by an EPA licensed lead contractor.
- * In order to promote diversity in the Green Housing Rehabilitation Program bid process, an awarded contractor shall not be invited to bid the next eligible project immediately following an awarded contract.

By signing this document, I acknowledge that I have read, understood and agree to comply with the provisions of this application. I further certify that I have received a copy of The Contractor Guidelines, The General Conditions and Bid Instructions.

Contractor's Signature: _____ Date _____

Please mail or hand deliver application packet and all requested documents to:

Chad Beougher
 Housing Rehabilitation Coordinator
 Community Assistance Office
 6535 East Osborn Road, Bldg. 8
 Scottsdale, AZ 85251



COMMUNITY DEVELOPMENT BLOCK GRANT HOUSING REHABILITATION PROGRAMS

CONTRACTOR GUIDELINES

How do I qualify to be on the Bidders List for the City of Scottsdale's Community Development Block Grant Program (CDBG) funded Housing Rehabilitation Programs?

The City of Scottsdale administers three different Housing Rehabilitation Programs:

- Green Housing Rehabilitation Program
- Roof Repair and Replacement Program
- Emergency Repair Program

These guidelines govern all of the Housing Rehabilitation Programs

PROSPECTIVE CONTRACTORS SHALL:

- Be licensed with the Arizona Registrar of Contractors without any pending, unresolved, or valid complaints;
- Be a certified EPA Lead Renovation, Repair and Painting (RRP) firm;
- Be bonded and provide proof of liability insurance and workers compensation;
- Complete the City of Scottsdale's contractor application with the Community Assistance Office on a yearly basis.

What should I know about the bid process for the programs?

- The maximum loan amount for a Green Housing Rehabilitation Project is \$65,000, and only sealed, hand-delivered bids are accepted.
 - Each bid shall be addressed to the Housing Rehabilitation Program and shall be returned to the City of Scottsdale Community Assistance Office on or before the day and hour set for opening of the bids as listed on the Invitation to Bid. Bids shall include the contractors name, homeowners name, address of the site and bid date. It is the sole responsibility of the Bidder to ensure that the bid is received by the proper time.
- The maximum grant amount for a Roof Repair and Replacement Project is \$15,000, and bids are accepted by email only.
- The maximum grant amount for an Emergency Repair Project is \$10,000, and only emailed bids are accepted.
 - All bids for the Roof Repair and Replacement Program and the Emergency Repair Program will only be accepted via email. Bids will need to be emailed to: HousingRehabBids@scottsdaleaz.gov. The project number and client's address must be included in the subject line of the email.

- Contractors registered to bid for the Housing Rehabilitation Programs will be notified by an Invitation to Bid for each job. Homeowners may also select additional contractors on their own to bid as long as each contractor meets the above criteria.
- Bids shall be submitted to the City of Scottsdale's Community Assistance Office in accordance with the Specifications and the Invitation to Bid.
- Bids shall be submitted on time as indicated by the Invitation to Bid. Late bids will not be opened. If less than three bids are accepted on the due date, the homeowner is required to advertise the project for additional bids.
- All work shall be specified in the work specifications in conformance with the General Conditions. Contractors shall not add or delete any item from the work specifications unless the Rehabilitation Coordinator submits an addendum to all bidding contractors. The Housing Rehabilitation Programs shall not pay for work that is not included in the work specifications.
- In order to promote diversity in the Green Housing Rehabilitation Program bid process, an awarded contractor shall not be invited to bid the next eligible project immediately following an awarded contract.

Who are the parties of the contract and what is the City's role?

- The contract is solely between the homeowner and contractor. The City is not a party to the contract. The City's role is to administer a HUD-assisted loan. The Housing Rehabilitation Coordinator also provides technical assistance in developing specifications and performs site inspections to ensure that the work is completed as stated in the specifications.

What are the workmanship and quality expectations?

- The contractor is expected to provide and install materials as stated in the specifications, approved addenda and change orders in accordance with industry standards and the general conditions.
- Contractors are required to warranty all work completed for a period of two years from the completion date of the project.

What should I know about Change Orders?

- After commencement of a contract, any changes to the specifications must be submitted as a Change Order and approved by the homeowner, Rehabilitation Coordinator and Community Assistance Manager. The Change Order must be approved prior to commencement of any work not included in the specifications
- Change orders shall authorize any deviation from the specifications and contract documents.
- Change orders shall serve as documentation and must explain why a change is required, what the change involves and the cost of the change.
- The contractor shall absorb all costs that are not authorized by a change order.

How can I avoid problems during the course of a project?

- Complete all projects on or before the specified completion date. Projects that are not

completed by the specified date will be penalized by a deduction in contract amount of \$50.00 per day.

- Maintain a cordial working relationship with the homeowner and communicate on a regular basis.
- Be sure to read each project bid packet thoroughly.
- Submit invoices in compliance with the Construction Contract.

The City of Scottsdale's Community Assistance Office reserves the right to exclude any contractor from bidding who has entered into liquidated damages on a project, has any pending, unresolved, or valid complaints with the Arizona Registrar of Contractors or has not maintained required warranty obligations on completed projects.

City of Scottsdale's Community Assistance Office reserves the right to remove a contractor from the active bidders list for up to one year, with such accompanying publicity as it deems necessary, for any of the following reasons:

- Poor workmanship or performance
- Contract relations between the contractor, homeowner or other parties are found to be unsatisfactory
- Inappropriate and/or unprofessional behavior with City staff and/or homeowners.
- Dishonesty or conspiracy to commit fraud on any documentation pertaining to the Housing Rehabilitation.
- Failure to maintain Lead Safe Certification, EPA Firm Certification, worker's compensation, liability insurance, and/or any required licenses.
- Performing work without the appropriate license.
- Failure to obtain permits for work.

How can I avoid problems like the ones listed above?

- Immediately submit necessary changes as a written Change Order to the Housing Rehabilitation Coordinator prior to commencing of any changes to the specifications.
- Valid change orders shall always be approved by the homeowner, Rehabilitation Coordinator and Community Assistance Manager, prior to commencement of these changes.
- The Rehabilitation Coordinator and homeowner are not required to execute a change order at any time.
- Effectively communicate with the homeowner on issues such as scheduling, minor problems or misunderstandings, etc.

By signing this document, I acknowledge that I have read, understood and agree to comply with the contractor guidelines.

Company Name

Contractor

Date