



Please check the appropriate box for services your firm is qualified to provide to the CCLRC.

- Demolition
- Yard Maintenance
- New Construction
- Rehabilitation
- Board Up and Security
- Asbestos Survey & Abatement
- Title, Escrow, Appraisal
- Other _____

CONTRACTOR PRE-QUALIFICATION VERIFICATION FORM

NOTE TO CONTRACTORS:

The Cuyahoga County Land Reutilization Corporation (CCLRC) emphasizes the importance of craftsmanship and quality materials in the performance of work. This emphasis requires a certain level of skill and experience on the part of the Contractor. Consequently, the CCLRC has established a pre-qualification procedure for Contractors, and has developed and maintains a list of pre-qualified Contractors in the respective trades. Contracts for work are awarded only to pre-qualified Contractors.

INSTRUCTIONS:

In order to pre-qualify, the Contractor must:

- ✓ Complete the Contractor's Qualification in its entirety and submit it to the CCLRC
- ✓ Agree to provide equal employment opportunities, as evidenced by Contractor's signature on the Equal Opportunity Employment statement (part of the Qualification form) and agree to hire employees who may have some barriers to employment when feasible
- ✓ Agree to warranty all work performed under the Renovation Program contracts, as evidenced by Contractor's signature on the Contractors Warranty (part of the Qualification form)
- ✓ Submit or have agent submit a Certificate of Insurance, confirming the insurance required by the program
- ✓ Submit a completed W-9 Tax Form (attached)
- ✓ Provide proof of certification to perform lead-based paint activities (if required)
- ✓ Submit copy of Worker's Compensation Certificate

If, in the opinion of the CCLRC, the contractor meets the program's standards for qualified contractors, the Contractor's name will be placed on list of Qualified Contractors, according to trade or specialty.

The CCLRC reserves the right to require additional information, including a financial statement from contractors, as a necessary prerequisite to pre-qualification.

Thank you in advance for your cooperation,

The Cuyahoga County Land Reutilization Renovation Staff

*Registration is valid for the calendar year starting January 1st, or any date thereafter during the year, and expires December 31st of same year.

Application Date: _____

CONTRACTOR PRE-QUALIFICATION VERIFICATION FORM (continued)

PROSPECTIVE BIDDERS QUALIFICATIONS & EVIDENCE OF RESPONSIBILITY

1) GENERAL CONTRACTOR INFORMATION

Name: _____ Address: _____

Phone: _____ Fax: _____ Pager: _____

Mobile: _____ E-Mail: _____

Federal Tax I.D. Number or Social Security Number: _____

Company Name: _____ Address: _____

Contact Person: _____ Phone: _____ Fax: _____

2) ORGANIZATION (Check):

_____ Sole Proprietorship/Owner's Name _____

_____ Partnership/Partner's Name _____

_____ Corporation/Company Name _____

_____ Other/Specify _____

_____ Union _____ Non-Union

Business Classifications (Check All That Apply)

_____ DBE (Disadvantaged Business Enterprise)

_____ MBE (Minority Business Enterprise)

_____ WBE (Women-Owned Business Enterprise)

_____ SBE (Small Business Enterprise)

_____ Other (Classification Please List) _____

When organized? _____ Where Incorporated? _____

How long contracting under present name? _____

Have you contracted under any other name(s)? _____ Yes _____ No If yes, explain _____

Have you ever failed to complete work awarded to you? _____ Yes _____ No If yes, explain _____

Have you ever defaulted on a contract? _____ Yes _____ No If yes, explain _____

Are you currently listed as an ineligible contractor by the U.S. Department of Housing & Urban Development?

_____ Yes _____ No If yes, explain _____

CONTRACTOR PRE-QUALIFICATION VERIFICATION FORM (continued)

Litigation Information:

Has any kind of judgment, including that which is the result of a regulatory proceeding been rendered against you, in the last ten years, related to those services being proposed herein? Please explain in summary.

3) LICENSES HELD (If any) Please describe the type of licenses you possess and the corresponding identification number.

License Number: _____ Expiration Date: _____
License Number: _____ Expiration Date: _____
License Number: _____ Expiration Date: _____
Other _____

4) Areas of Specialization (Non-Subcontracted Work) (Check Which Category Best Apply):

Abatement [] Lead [] Asbestos Cleaning Excavating/Landscape
 Board Up and Security
 Carpentry: Rough Finish
 Concrete
 Demolition
 Electrical
 Floor Covering:
 Garage Doors Gutters & Downspouts Insulation/Weather-stripping
 General Contracting
 Mechanical, (HVAC) Specify _____
 Miscellaneous, Specify _____
 Painting
 Pest Control Plaster/Drywall Tree Removal
 Plumbing
 Roofing Siding Windows Aluminum Covering
 Special Construction, Specify _____
 Water Heating/Conditioning
 Waterproofing Kitchen/Bath Masonry/Brick
 Yard Maintenance
 Title & Escrow
 Other _____

CONTRACTOR PRE-QUALIFICATION VERIFICATION FORM (continued)

5) INSURANCE: (See attached) NOTE: CERTIFICATION OF INSURANCE TO BE PROVIDED BY AGENT

Insurance Company: _____

Agent Name: _____ Phone Number: _____

Address: _____

Liability Insurance Policy Number: _____ Expiration Date: _____

Auto Insurance Policy Number: _____ Expiration Date: _____

6) PROJECT EXPERIENCE – Provide the following information on your largest project

Type of Work: _____

Primary Contract Amount: _____

Term of Work: _____

Number of Units Services at One Time: _____

Location of current project(s): _____

References: Please provide no fewer than three business references where contract performance has taken place within the last 12 months.

Name	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please provide demographic information of the ownership of your company

(Check All That Apply)

	<u>Male-Owned</u>	<u>Woman-Owned</u>
White American	[]	[]
Black American	[]	[]
Hispanic American	[]	[]
Native American	[]	[]
Asian American	[]	[]
Other _____	[]	[]



CONTRACTOR PRE-QUALIFICATION VERIFICATION FORM (continued)

I hereby certify that the information provided herein is, to the best of my knowledge and belief true, accurate and complete.

_____ Date

_____ Authorized Signature of Contractor

_____ Company

_____ Please Print Name

Please Return Completed Form To:

Cuyahoga County Land Reutilization Corporation
Attention: Gina Johnson
323 W. Lakeside Avenue, Suite 160 - Cleveland, OH 44113
Phone: 216-698-8653 Fax: 216-698-8972
Website: www.cuyahogalandbank.org

(STAFF USE ONLY)

DATE	ACTION TAKEN



CONTRACTOR PRE-QUALIFICATION VERIFICATION FORM (continued)

EQUAL OPPORTUNITY EMPLOYMENT

This is to certify that the undersigned Contractor is an equal opportunity employer and will not discriminate against any employee or applicant for employment because of race, creed, color, sex or national origin. The Contractor shall ensure that applicants are employed and that the employees shall be treated during their employment without regard to their race, creed, color, sex or national origin. Such action shall include, but not limited to employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

In the event of the Contractor's non-compliance with the non-discrimination certification, contracts for work through the Cuyahoga County Land Reutilization Corporation (CCLRC) Renovation Program may be cancelled, terminated, or suspended in whole or in part, and the Contractor may be declared ineligible for further Renovation Program contracts.

Date

Authorized Signature of Contractor

Company

Please Print Name



CONTRACTOR PRE-QUALIFICATION VERIFICATION FORM (continued)

CONTRACTOR'S WARRANTY

This is to certify that the undersigned Contractor hereby warrants as follows:

- That all materials used in the performance of the work funded through the Cuyahoga County Land Reutilization Corporation (CCLRC) Renovation Program shall be free from defect,
- That all work performed and funded through the Renovation Improvement Program shall be free from defect of faculty workmanship,
- That the Contractor shall, at Contractor's expense, replace any defective materials installed by Contractor and correct any faulty workmanship performed by Contractor, upon notice from the CCLRC Staff at any time up to one (1) year from the date of the final payment to the contractor covering such work,
- That the Contractor will furnish the owner with all applicable manufacturer's and supplier's written guaranties and warranties covering materials and equipment installed or constructed,
- That the warranty contained herein shall apply to all work performed by any subcontractor to the Contractor.

In the event of the Contractor's non-compliance with the non-discrimination certification, contracts for work through the CCLRC Renovation Program may be cancelled, terminated, or suspended in whole or in part, and the Contractor may be declared ineligible for further CCLRC Renovation Improvement Program contracts.

Date

Authorized Signature of Contractor

Company

Please Print Name

CONTRACTOR PRE-QUALIFICATION VERIFICATION FORM (continued)

MINIMUM INSURANCE COVERAGE

Each Contractor, in order to become pre-qualified to perform work under the Cuyahoga County Land Reutilization Corporation (CCLRC) Renovation Program, shall purchase, maintain current and furnish evidence of the following insurance:

1. GENERAL LIABILITY COVERAGE with the following MINIMUM limits of liability:

\$1 million dollars each occurrence

\$2 million dollars general aggregate

\$2 million dollars products/completed operations aggregate

\$1 million dollars personal and advertising injury

2. WORKERS COMPENSATION with statutory limits.

NOTE:

The CCLRC Renovation Program reserves the right to raise the minimum limits of liability to some higher limit for certain Contractors performing work involving high exposure to risk, and to require additional types of coverage as need arise.

Each Contractor shall be responsible for the verification of insurance coverage of subcontractor(s) in sufficient amounts and types to meet requirements outlined above prior to the start of any work.