



CITY OF DALLAS

Dear Contractor:

The City of Dallas Housing Department Home Repair Program is seeking plumbing, electrical, HVAC, roofing, and new construction contractors to become vendors with the City of Dallas. As a vendor, you will be eligible to receive online bid notices and submit bids based on your field(s) of expertise. To register as a vendor please log on to [www.dallascityhall.com](http://www.dallascityhall.com) and click on “*becoming a vendor*”. There is no cost associated with this process.

To become a certified contractor and be placed on the “approved contractor list” to bid on Housing Department Home Repair Program projects, please complete the enclosed Contractor Application form.

The Home Repair Program 2009-2010 goal is to provide financial assistance to approximately 123 homeowners to repair or replace of major systems (plumbing, electrical, HVAC and roofing) and to demolish and reconstruct 50 homes on the homeowner’s property that are beyond repair. Major System Repair bids are awarded to the lowest, most responsive, responsible bidder and Reconstruction homeowners select an eligible new construction contractor of their choice.

Upon certification, you will be required to attend an orientation to obtain specification, guidelines and other pertinent information about the program(s).

Thank you for your interest. You direct questions and submit your applications to:

Nana Owusu, Manager  
City of Dallas Housing Department  
1500 Marilla Street, 6CN  
Dallas, Texas 75201  
214-670-7893 – phone  
214-670-7831 – fax  
[nana.owusu@dallascityhall.com](mailto:nana.owusu@dallascityhall.com)

11/13/09

## **Contractor Certification Requirements**

The Housing Department for the City of Dallas sets forth the requirements and standards below with respect to its initial and annual contractor certification process.

### **Major System Repair Contractor / General Contractor Must:**

- Partners / Principals / Company must be City of Dallas and HUD eligible to work under funded projects (must not be debarred, suspended, or otherwise impaired)
- Complete the enclosed Subcontractor Report at time of application and notify the Home Repair Program of any changes to the list. Subcontractors must be City of Dallas and HUD eligible to work under funded projects (must not be debarred, suspended, or otherwise impaired)
- Have been in business for at least two years as a Contractor or General Contractor in the City of Dallas or surrounding area
- Provide a City of Dallas Home Repair License if you are applying as a Roofing Contractor or a General Contractor for Major System Repair Program. This license is obtainable through City of Dallas Consumer Protection Division, located at Dallas City Hall, 1500 Marilla Street, 2 D North, Dallas, Texas (214) 670-3438.
- Provide a copy of your State license if you are applying for the Major System Repair Program as a Plumbing, Electrical, or HVAC Contractor.
- Provide evidence of insurance as specified in the contractor application
- Submit required financial documents and provide evidence of financial ability and stability to perform housing projects. Updated financial information will be required if application is not approved within 60 days.
- Provide evidence of experience and good past performance that meets the Home Repair Program's standards for workmanship and materials
- Provide required references relative to each program for which certification is requested.
- Agree to comply with all local, state and/or federal requirements and regulations pertaining as requested by the City of Dallas Housing Department Home Repair Program
- Attend Contractor Orientation meeting for each appropriate program (s)

## **Reconstruction / SHARE General Contractor MUST:**

- Individuals / Principals / Company must be City of Dallas and HUD eligible to work under funded projects (must not be debarred, suspended, or otherwise impaired)
- Complete the enclosed Subcontractor Report at time of application and notify the Home Repair Program of any changes to the list. Subcontractors must be City of Dallas and HUD eligible to work under funded projects (must not be debarred, suspended, or otherwise impaired)
- Have been in business for at least two years as a General Contractor in the City of Dallas or surrounding area
- Have built and sold at least one (1) home in the last 12 months to a satisfied homebuyer (if applying for Reconstruction / SHARE Program).
- Provide evidence of insurance as specified in the contractor application
- Submit required financial documents and provide evidence of financial ability and stability to perform housing projects
- Provide evidence of experience and good past performance that meets the Home Repair Program's standards for workmanship and materials
- Provide required references relative to each program for which certification is requested.
- Agree to comply with all local, state and/or federal requirements and regulations pertaining as requested by the City of Dallas Housing Department Home Repair Program
- Attend Contractor Orientation meeting for each appropriate program (s)

A member of the Housing Department staff will review the application packet and contact applicants to confirm the receipt of the packet. The application process typically takes 30 days from the date of receipt of a fully completed application.

If a general contractor wishes to appeal a decision made regarding approval, the contractor must submit a formal written appeal addressed to the Housing Department Internal Committee within 15 business days of the Committee notification. The appeal should include reasons for reconsideration. The appeal will be addressed by the Contractor Eligibility Committee and the contractor notified within 15 business days of its receipt. If necessary, an additional appeal may be made in writing to the Housing Director within another 5 business days of the committee notification. The appeal decision of the Housing Director will become final.



Have you ever failed to complete any work or defaulted on a contract awarded to you? If so, when, where, why? \_\_\_\_\_

\_\_\_\_\_

**Bank References:**

Bank: \_\_\_\_\_ Contact: \_\_\_\_\_  
Contact Phone #: \_\_\_\_\_ Account #: \_\_\_\_\_

Line of Credit: \_\_\_\_\_ Line of Credit: \_\_\_\_\_  
Name/Address/Charge Account

\_\_\_\_\_

**Work References:**

List at least 2 projects in each category. Work must have been completed within the past two years by your company.

**RECONSTRUCTION APPLICANTS TO COMPLETE: At least one home must have been completed within the last one year.**

Address: \_\_\_\_\_ Owner: \_\_\_\_\_  
New Construction Address: \_\_\_\_\_ Sq. Ft. \_\_\_\_\_  
Contact Phone Number: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Address: \_\_\_\_\_ Owner: \_\_\_\_\_  
New Construction Address: \_\_\_\_\_ Sq. Ft. \_\_\_\_\_  
Contact Phone Number: \_\_\_\_\_ Completion Date: \_\_\_\_\_

**MSR APPLICANTS TO COMPLETE:**

Address: \_\_\_\_\_ Owner: \_\_\_\_\_  
HVAC: \_\_\_\_\_ Amount of Contract: \_\_\_\_\_  
Contact Phone Number: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Address: \_\_\_\_\_ Owner: \_\_\_\_\_  
HVAC: \_\_\_\_\_ Amount of Contract: \_\_\_\_\_  
Contact Phone Number: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Address: \_\_\_\_\_ Owner: \_\_\_\_\_  
Roofing: \_\_\_\_\_ Amount of Contract: \_\_\_\_\_  
Contact Phone Number: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Address: \_\_\_\_\_ Owner: \_\_\_\_\_  
Roofing: \_\_\_\_\_ Amount of Contract: \_\_\_\_\_  
Contact Phone Number: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Address: \_\_\_\_\_ Owner: \_\_\_\_\_  
Plumbing: \_\_\_\_\_ Amount of Contract: \_\_\_\_\_  
Contact Phone Number: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Address: \_\_\_\_\_ Owner: \_\_\_\_\_  
Plumbing: \_\_\_\_\_ Amount of Contract: \_\_\_\_\_  
Contact Phone Number: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Address: \_\_\_\_\_ Owner: \_\_\_\_\_  
Electrical: \_\_\_\_\_ Amount of Contract: \_\_\_\_\_  
Contact Phone Number: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Address: \_\_\_\_\_ Owner: \_\_\_\_\_  
Electrical: \_\_\_\_\_ Amount of Contract: \_\_\_\_\_  
Contact Phone Number: \_\_\_\_\_ Completion Date: \_\_\_\_\_

**Supplier References: MSR & RECONSTRUCTION TO COMPLETE**

List at least 1 trade or supplier references for each applicable trade; examples must include Lumber, HVAC, Roofing, Electrical, Concrete, Plumbing, Paint, or Brick.

Company: \_\_\_\_\_ Contact: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Company: \_\_\_\_\_ Contact: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Company: \_\_\_\_\_ Contact: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Company: \_\_\_\_\_ Contact: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Has your company ever been a party to or involved in any action related to discrimination based upon race, color, nationality, sex, religion, handicap, familial status, or national origin? If so, give full details.

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Has the company ever caused a lien for material or mechanical work default payment to be placed against a homeowner? If so, when, where, and why?

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Have you, any principals or your company ever filed bankruptcy?\_\_\_\_\_

If yes, when:\_\_\_\_\_

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Have you, any principals or your company ever been debarred, suspended, or otherwise impaired by the City of Dallas or the Department of Housing and Urban Development(HUD)?\_\_\_\_\_

If yes, when:\_\_\_\_\_

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Person(s) authorized by your company to sign/amend contracts or change order; attend bid and/or lot walk-through, or sign a draw request. Please list each responsibility a responsible party may be authorized to perform.

1.\_\_\_\_\_

2.\_\_\_\_\_

3.\_\_\_\_\_

4.\_\_\_\_\_

## CHECK LIST

**A copy of the following financial information is enclosed:**

- Most current Year-End Balance Sheet & Operating Statement (completed by 3<sup>rd</sup> party)**
- Most current Year-To-Date Balance Sheet & Operating Statement**
- Most current month's operating business bank statement**
- City of Dallas Home Repair License (General Contractors / Roofing Contractors only)**
- Professional Trade License (Plumbing / Electrical / HVAC Contractors only)**
- Proof of Commercial General Liability Insurance**
- Proof of Comprehensive automobile and truck liability insurance**
- Proof of All Risk Builder's/Installation Floater Risk Insurance (if applicable)**
- Proof of Worker's Compensation and Employers Liability OR Worker's Compensation Exemption Form.**
- Contractor / Subcontractor information form**
- Certificate of Incorporation & Articles of Incorporation (if applicable)**
- Copy of State license (if applicable)**

I / we hereby certify that the above statements and forms enclosed in the application packet are true and complete to the best of my knowledge. I/we further understand that the City of Dallas Housing Department will keep all the information confidential and use such information only to verify the qualification of the undersigned as a home repair program contractor. I/we authorize the City of Dallas Housing Department to obtain a written credit report on the individual, partnership, or corporation that is applying. The undersigned hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the City of Dallas Housing Department in verification of the recitals comprising this statement of qualifications dated \_\_\_\_\_

By signing and returning this form to the Housing Department, I acknowledge that my company has received, reviewed, and agrees to abide by the Housing Department standards for contractor certification. I also agree that in the event I fail to follow any existing or future guideline set forth by the City of Dallas Housing Department, my company may be limited or removed from the certified contractor list.

Signature

Title

Date

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# City of Dallas Housing Department Contractor Insurance Requirements

The City of Dallas reserves the right to review the insurance requirements of this section and to adjust the insurance coverage and their limits when deemed necessary and prudent by the City of Dallas. This will be based upon changes in statutory law, court decisions, or the claims history of the industry as well as the CONTRACTOR.

Subject to the CONTRACTOR'S right to maintain reasonable deductibles in such amounts as are approved by the City of Dallas, the CONTRACTOR shall obtain and maintain in full force, at the CONTRACTOR'S sole expense, insurance coverage written by companies approved by the State of Texas and acceptable to the City of Dallas in the following types and amounts:

## **Commercial General (Public) Liability Insurance:**

Combined single limit for bodily injury & property damage of not less than (\$500,000) per occurrence or its equivalent and a \$1,000,000 annual aggregate; Including coverage for the following: premises/operations, independent contractors, products/completed operations, personal and advertising injury, contractual liability, medical payments, underground, collapse and explosion hazards.

## **Workman's Compensation & Employers Liability (Statutory):**

\$100,000/\$500,000/\$100,000

If contractor has no employees, he/she can be exempt from carrying Workman's Compensation Insurance. Please complete the Worker's Compensation Exemption Form attached to this application packet.

## **Comprehensive Automobile and Truck Liability Insurance:**

Including coverage for loading & unloading hazards for: owned/leased, non-owned, and hired vehicles. Combined single limit for bodily injury & property damage of not less than (\$500,000) per occurrence or its equivalent; Including coverage for the following: owned/leased vehicles, non-owned vehicles, hired vehicles.

## **All Risk Builder's/Installation Floater Risk Insurance: Reconstruction/SHARE Only**

Covering materials, supplies and equipment with an insured value equal to eighty percent (80%) of the insurable value of the Contract. Covered perils shall include, but not be limited to, Fire, Extended Coverage, Vandalism and Malicious Mischief, and Theft. The City of Dallas will be shown as a loss payee, as their interest may appear.

## **Required Insurance Provisions:**

All insurance contracts and certificates of insurance will contain and state in writing, the following required provisions:

- Name the City of Dallas and its officers, employees, elected representatives and homeowners as additional insured, (as the interests of each insured may appear) as to all applicable coverages.
- The CONTRACTOR agrees to waive subrogation against the City of Dallas, its officers, employees, elected representatives and homeowners for injuries, including death, property damage, and/or any other loss.
- The required insurance shall include a written 30 day notice to the City of Dallas for cancellation, nonrenewable, or material change at the address shown below by registered mail.

**Notices:**

The CONTRACTOR shall notify the City of Dallas in the event of any changes in coverage and shall give notices 30 days prior to the change. Which notice must be accompanied by a replacement certificate of insurance.

**All notices shall be provided to the City of Dallas at the following address:  
Home Repair Program Manager  
City of Dallas Housing Department  
1500 Marilla Street 6CN  
Dallas, Texas 75201**

Approval, disapproval, or failure to act by the City of Dallas regarding any insurance supplied by the CONTRACTOR shall not relieve the CONTRACTOR of full responsibility or liability for damages and accidents as set forth in the contract documents, neither shall the bankruptcy, insolvency or denial of liability by the insurance company exonerate the CONTRACTOR from liability.

**Offsets:**

The City may, at its option, offset any amount due and payable under a contract awarded against any debt (including taxes) lawfully due to the City from a contractor. Regardless of whether the amount due arises pursuant to the terms of the contractor otherwise and regardless of whether or not the debt due to the City has been reduced to judgment by a court. Contractor shall not have outstanding unpaid liabilities with the City of Dallas. Such liabilities may include, but not limited to, property taxes, local and/or arena hotel/motel occupancy taxes, license, permits and utilities. Any contractor that had such liabilities may be deemed irresponsible and will not be given further consideration.

# Worker's Compensation Exemption Form

Date: \_\_\_\_\_

To: City of Dallas Housing Department

Re: Worker's Compensation Insurance Requirements

I, \_\_\_\_\_, certify that \_\_\_\_\_  
Contractor Company

has no employees, and that all work is performed by independent contractors, and that it is not required to carry Worker's Compensation Insurance. Should this change, I understand that I must notify the City of Dallas Home Repair Program immediately and that I will be responsible to obtain and carry Worker's Compensation insurance.

Contractor's Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_





