



Strengthening Homes, Communities and Lives

Dear Contractor,

RUPCO offers a variety of programs that require us to work with local contractors. We encourage contractors that are interested in bidding on projects to complete the attached Contractor Qualification Statement and return it to our agency. If your firm meets the qualifications of our programs, you will begin to receive bid packages by e-mail. There will be instructions on bidding requirements.

Our funders require a minimum insurance of one million in General liability. Your insurance endorsement page must list what type of work you are insured to perform (example: Roofing, General Carpentry, Painting (exterior, interior), Plumbing, Electric, Framing, Masonry, etc.) If you have paid employees, then you must also carry Workman's Compensation insurance, and proof of this will also be required. If you use subcontractors, then a copy of their insurance will also be required including Worker's Compensation when a job is being considered to be awarded to your company.

Projects marked "lead safe practices only" will be bid out to contractors on our list that have obtained their certification as an EPA lead certified Renovation Repair and Painting firm. If you have obtained the Firm Certification, please return it along with the qualification form. If you are not certified you can contact the Ulster County Health department to take the free class 1-800-355-1751, there is a fee to apply to the EPA after.

A goal of most of our funders is to outreach to minority and women based enterprises (MWBE) and have them become a state certified minority or women based enterprise. Having this certification is a valuable asset to contractors as many of the funders require our agencies meet goals of hiring certified MWBE contractors. If you are interested in become a state certified minority or women based enterprise, please contact Ursula Johnson at the NYSHCR/ Office of Housing Equal Opportunity 212-872-0488 to apply.

If your company is approved, work proposals will be sent to you accompanied by a work-scope by email. This work-scope will simply list the nature of the job, and may include some estimated measurements and material requirements. **DO NOT** use the estimated measurements listed on the work-scope when determining your bids, they are not accurate, they are only a guide so you can get an idea of how big or small the job is. **Always site measure, and list your brand or manufacturer specifications of the materials that you will provide on your estimate.** RUPCO is not responsible for measurements on the work-scope. Our agency also insists that all contractors who perform work for our clients provide a one year warranty for parts and labor, and are responsible for all permits and permit closeouts please factor this into your estimate.

Return the enclosed contractor qualification form with proof of liability and workman's compensation insurance and a copy of your EPA lead safe firm certificate where applicable. If you have any questions please contact me, your participation would be greatly appreciated.

Sincerely,

Sally Dolan
Program Administrator
HomeOwnership Center
sdolan@rupco.org

- 1. Name of Firm: _____
- 2. Office Address: _____
Telephone Numbers: _____
e-mail address _____
- 3. Name of contact person _____
- 4. If a corporation, where and when incorporated: _____
- 5. If a partnership, list member's name, addresses and titles:

- 6. Years Contractor has been doing business under present name: _____
- 7. If Contractor **has been or is** in business under another firm or trade name, give the name(s) and address(es):

- 8. General field contractor works in: _____

- 9. Is the company an EPA Lead Safe Certified Firm?
If yes, attaché copy of the Firm Certification Yes No

10. List the last two major projects completed by Contractor

- | | |
|---------------------|--------|
| 10a Customer Name | Phone# |
| Project Address | Amt \$ |
| Description of work | |
-
- | | |
|---------------------|---------|
| 10b Customer Name | Phone # |
| Project Address | |
| Description of work | |
11. Name, address, phone of Insurance Company _____
Amount of Liability Insurance\$ _____ Policy # _____
Worker's Compensation No Yes Policy# _____

12. Business Banking Information where materials escrow funds, deposit checks and project expenses will be drawn from: Name _____ Address _____
Phone _____

13. Are you a minority or women-owned business? Yes No
If Yes, are you a NYS Certified MWBE? Yes No

14. Number of employees in your Firm _____

15. List 3 major subcontractors that you use if applicable and list type (Licensed electrician, plumber, asbestos, general etc.)

a. _____

b. _____

c. _____

16. List three (3) materials suppliers with purchases over \$500 in the last year

a. _____ Do you have a credit account ? Yes No

b. _____ Do you have a credit account ? Yes No

c. _____ Do you have a credit account ? Yes No

I understand that all estimates provided for future job proposals will include all labor and material, permits, permit closeouts and a one year warranty for parts and labor including all costs of subcontractors and insurance.

I understand that filling in this form does not guarantee my company and contracts.

I understand that Rural Ulster Preservation Company may share this information with other agencies for the purpose of seeking local contractors for their programs.

The undersigned hereby authorizes and requests any person, firm or corporation to furnish any information requested by the Rural Ulster Preservation Company, to verify information in this Statement of Qualifications.

Firm: _____

Signature _____

Print Name: _____

Title: _____

Date: _____

If licensed or certified in a particular field please provide copy of license/certification

Return to:

RUPCO 301 Fair St. Kingston N.Y. 12401 (845)331-9860 Fax (845)-331-9864