



Strengthening Homes,
Communities
and Lives

www.rupco.org

RE: Contractor Qualification Form-RUPCO is actively seeking contractors

Dear Contractor;

Thank you for interest in our Ulster County Home Repair programs. We are always looking to make new connections with contractors and vendors to supply estimates for home repair work. As requested, I have enclosed a Contractor Qualification Statement & W-9 form that must be filled out and returned to RUPCO.

If you are added to our list, we will send you a confirmation letter with additional information. If we have projects that match your type of construction field, you will receive bid packages with work-scopes by e-mail instructing you to contact the owners of the properties to provide an estimate for the work. There is no guarantee that you will receive any requests for bidding, it is based on the types of programs and projects that are agency has at the time. The work-scopes will provide a simple line item work list such as "window replacement", "heating system replacement" etc. and limited specification of the work. Any measurements must be verified and brands/make/model of materials used must be supplied by the contractor when bidding. All estimates must include labor, materials, delivery, a one year warranty for parts and labor, cost of obtaining and closing out any permits, insurance, & cleaning /debris removal; please factor this into your estimate.

The minimum insurance requirements are 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" can only be contracted to contractors that are EPA RRP Firm Certified and on the NYS List of Certified contracting firms. 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 for the EPA Firm certification after the class, info will be provided. Additional information can be found at: <https://www.epa.gov/lead/lead-renovationabatement-firm-certification-application-or-update>

RUPCO is actively seeking certified and non-certified minority and women based enterprises to participate in our programs. RUPCO Inc. has agreed to meet certain goals provided by our funders to utilize certified and non-certified MWBE's and SDVO's. If you would like more information on how to become certified please contact RUPCO. RUPCO is actively seeking registered and non-registered Section 3 contractors and contractors that employ Section 3 individuals. You are a Section 3 contractor if 51% of the ownership of the company falls at or below the 80% area medium income limits, or you have new hires within the last 3 years that are at or below these limits within the Ulster County work area or live in subsidized housing. For more information on this please contact RUPCO or go to <https://portalapps.hud.gov/Sect3BusReg/BRegistry/BRegistryHome>.

Return the enclosed contractor qualification form with proof of liability and workman's compensation insurance, W-9 and a copy of your EPA lead safe firm certificate, where applicable via fax, email or regular mail. If you have any questions please contact me, your participation would be greatly appreciated.

Sincerely,
Sally Dolan
Program Administrator
sdolan@rupco.org

RUPCO CONTRACTOR QUALIFICATION FORM

1. Name of Company/Firm as listed on your Federal Tax returns _____

2. Office Address: _____

Telephone Numbers: Office/ _____ cell/ _____ other/ _____

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 of the other partners: _____

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 of work (roof etc.) _____

9. Is the company an EPA Lead Safe Certified Firm?
If yes, attach copy of the EPA 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# _____

RUPCO CONTRACTOR QUALIFICATION FORM

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

13. Are you a minority or women-owned business? Yes _____ No _____
If Yes, are you a NYS Certified MWBE? Yes _____ No _____
Are you a Service Disabled Veteran Owned business Yes _____ No _____
Fore more information on this please contact RUPCO

14. Are you a Section 3 Contractor Yes _____ No _____ (51% ownership under the 80% AMI)
Are you a Section 3 Employer Yes _____ No _____ (hire employees under the 80% AMI or residing in subsidized housing
For more information on this please contact RUPCO

15. Number of employees in your Company/Firm _____

16. Is this company currently in bankruptcy Yes _____ No _____

17. To your knowledge are there any judgments currently filed against your company Yes _____ No _____.
If yes please explain _____

18. Do you or your company have any other specific licenses or certifications that you would like to list? Yes__No__

- _____
• _____
• _____

If yes please supply copy of certification with this application if available

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 will receive contracts.

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

I understand that completing this form indicates a desire to receive bid packages via email in order to provide estimates within a specified time period and information received and will be considered confidential .

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

• Firm: _____

EIN or SS# _____

Signature _____

Print Name: _____

Title: _____

Date: _____

Return to:

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

Rev. 4/17/2018