



CITY OF BATTLE CREEK
COMMUNITY SERVICES DEPARTMENT – COMMUNITY DEVELOPMENT

Dear Contractor:

Thank you for your interest in becoming pre-qualified to participate in the City of Battle Creek's housing rehab programs. An application is enclosed along with supplemental information. Please review these materials and return the following documents to the City's Community Development Division:

- Completed application
- Completed Form W-9
- Copies of appropriate licenses, certifications or identifications required for your type of work e.g. Contractor or Builders License, Master License, Lead Abatement Certification, EPA RRP Certification, etc.
- Certificate of insurance showing the required minimum amounts listed below with **“City of Battle Creek” named as additional insured**

Commercial General Liability

Bodily Injury.....\$1,000,000 each occurrence
Property Damage.....\$1,000,000 each occurrence
or Combined Single Limit.....\$1,000,000

Auto Liability

Bodily Injury.....\$300,000 each person
Liability.....\$500,000 each occurrence
Property Damage.....\$500,000
or Combined Single Limit.....\$500,000

Worker's Compensation

\$100,000 or statutory limit

You may deliver or mail the documents to the city's Community Development Division or email them to cmdouglas@battlecreekmi.gov. For faster service you can apply through the Neighborly platform and upload documents directly. The link for Neighborly is on the second page of this package. Please call me at (269) 966-3323 if you have any questions.

Sincerely,

Christopher M Douglas
Housing Rehab Coordinator
City of Battle Creek



City of Battle Creek Community Development Division Contractor Application

10 N. Division St., Room 104, Battle Creek, MI 49014
Phone: 269-966-3323 Email: cmdouglas@battlecreekmi.gov

Company Name:

List the services your company provides (e.g. roofing, siding, plumbing, electrical, mechanical, etc.):

Scale of projects you are interested in bidding on (Check all that apply):

Minor Home Repair

Major Home Rehab

Contact Person:

Title:

Company Address:

Phone:

Cell Phone:

Fax:

Email:

Federal Tax ID #:

Business Type:

Corporation

LLC

Partnership

Sole Proprietorship

How long has your company been in business?

Officers Authorized to Execute Documents and Sign For Checks		
Printed Name:	Signature:	Title:
Printed Name:	Signature:	Title:

Is your company a:	
Minority-owned Business?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Woman-owned Business?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Hispanic-owned Business?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Section 3 Business Concern?*	Yes <input type="checkbox"/> No <input type="checkbox"/>
*Preference may be given to Section 3 Business Concerns. Contact Community Development staff for certification assistance.	

Is your company:	
Certified as a Renovation, Repair and Painting firm with the EPA?*	Yes <input type="checkbox"/> No <input type="checkbox"/>
Certified as a Lead Abatement Contractor with the State of Michigan?	Yes <input type="checkbox"/> No <input type="checkbox"/>
*Required for renovation, repair, and painting projects that disturb lead-based paint in homes built before 1978.	

List three customer references		
Customer Name:	Address:	Phone:
Work performed:		Date Completed:
Customer Name:	Address:	Phone:
Work performed:		Date Completed:

THE UNDERSIGNED CONTRACTOR CERTIFIES THAT THE INFORMATION GIVEN HEREIN IS SUBSTANTIALLY CORRECT AND AUTHORIZES THE CITY OF BATTLE CREEK TO VERIFY ALL INFORMATION PROVIDED IN THIS APPLICATION. THE UNDERSIGNED CONTRACTOR FURTHER AGREES THAT:

1. The applicant is a licensed residential builder or licensed contractor and will provide the City with copies of all relevant licenses at the time of application and throughout the term of work performance with the City.
2. The applicant has satisfactorily completed the EPA/HUD approved Renovation Repair and Painting course or will complete the course before performing any renovation, repair, or painting projects that disturb lead-based paint in homes built before 1978 as part of the City of Battle Creek's housing rehab programs.
3. The applicant has the required general and vehicle liability insurance with the City of Battle Creek listed as an additional insured.
4. All work will be performed in conformance with all applicable State of Michigan building codes, local ordinances, and local zoning regulations.
5. All work will be performed in accordance with the technical specifications and completed with quality workmanship, subject to final inspection and approval by City staff and the homeowner.
6. If the work performed by the contractor is found to be unsatisfactory by the City and homeowner or if contract relations between the contractor, homeowner or other parties are found to be unsatisfactory, the City may remove the contractor's name from the approved list, with such accompanying publicity as it deems necessary.
7. The applicant and their principal employees are not listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Non-procurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension." This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contracts declared ineligible under statutory or regulatory authority other than E.O. 12549.
8. The applicant will abide by the following:
 - a. Executive Order 11246 of September 24, 1965 regarding Equal Employment Opportunity
 - b. HUD Section 3 requirements per 24 CFR Part 135

Signed: _____

Date: _____

Signed: _____

Date: _____

