

**MEMPHIS AREA ASSOCIATION OF GOVERNMENTS HOUSING REHAB
PROGRAM
CONTRACTOR QUALIFICATION FORM**

Contractor _____

Address _____

Phone Number _____

Federal ID OR SS# _____

Insurance Company, Agent & Coverages _____

LIST OF COMPANY OFFICERS _____

Trade References (2)

Name Phone

Name Phone

Client References (2)

Name Phone

Name Phone

Is the contractor in a State of Bankruptcy? _____ Yes _____ No

Is the contractor on HUD's debarred list? _____ Yes _____ No

Is contractor any of the following? (not required to qualify)

_____ Minority Business Enterprise

_____ Women's Business Enterprise
_____ Disadvantage Bus. Enterprise

List of Licenses Currently Held:

_____ License	_____ License #	_____ Exp. Date
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_____ License	_____ License #	_____ Exp. Date
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_____ License	_____ License #	_____ Exp. Date
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_____ License	_____ License #	_____ Exp. Date
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**MEMPHIS AREA ASSOCIATION OF GOVERNMENTS IS REQUESTING
QUOTATIONS FROM QUALIFIED CONTRACTORS FOR REPAIRS TO:**

TOTAL QUOTE: _____

CONTRACTOR: _____ DATE: _____

NO QUOTATIONS AFTER: 6/21/2018

PART ONE: GENERAL CONDITIONS

1) The Contractor agrees to complete this project no later than June 30, 2018

- 2) The Contractor shall coordinate all work in progress with the homeowner so as not to severely disrupt living conditions. Inside work which is disruptive, or displaces the use of the kitchen, bathroom, or bedrooms, shall be pursued continuously on normal working days.
- 3) The Contractor shall be responsible for removing and replacing furniture and other articles, to and from other storage areas on premises, as needed to allow work space or to protect such possessions. Provide plastic film protection over all furniture (if not removed), carpets, finished floors, etc. – also install film at doorways as required.
- 4) The Contractor shall remove all excess material, construction debris, and other existing debris and material specified herein, to an approved dumpsite off premises. Work area shall be broom swept at the end of each work day.
- 5) The Contractor shall coordinate closely with the homeowner as to which possessions are considered “junk and debris” and which are valuable before hauling anything away.
- 6) The Contractor shall contact the Program Developer for direction in the event that coordination or clarification problems arise with the homeowner or other contractors.
- 7) The Contractor shall leave all work areas on the premises in a neat and clean condition, and shall instruct the homeowner in the care and use of all installed equipment. Owners’ manuals and warranty booklets are to be provided to the homeowner as needed.
- 8) The Contractor shall not undertake or engage in any additional work intended to be billed to the Program as an “extra” or as additional cost to the original contract without a written change order signed by the contractor, Program Developer, and homeowner.
- 9) The Contractor shall obtain for all building, plumbing, electrical, well, septic and other permits required for the specified work.

- 10) The Contractor shall call for all inspections required by County law as well as inspections to received reimbursements and any special inspections required by the Program Inspector. All work shall conform to code.
- 11) All of the above general conditions shall be adhered to unless otherwise specifically described in the following scope of work.

PART TWO: SURETY BOND REQUIREMENTS

1) The Contractor shall furnish and keep in force throughout the performance of the Work a separate performance bond and a separate labor and material payment bond, each in the amount of the cost of the repairs for the project (as the same may be modified from time to time) conditioned upon the faithful performance of the Work by the Contractor and payment of all obligations arising in connection with the Work by the Contractor. Said bonds shall also guarantee to MAAG that the Work shall be free of all liens upon the property of the Owner. The bonds shall name the Memphis Area Association of Governments (MAAG) as obligee and shall be in such form and with such sureties as MAAG may approve prior to commencement of the Work.

The contractor shall provide MAAG a copy of the bonds prior to the performance of the Work. The contractor shall pay all premiums to ensure the bonds are in effect. If for any reason the bond or bonds are terminated, cancelled or not renewed, contractor will immediately contact MAAG by telephone and provided written notice of such.

ATTENTION: THIS BID FORM **MUST BE REPRODUCED ON YOUR COMPANY LETTERHEAD** AND BE SUBMITTED WITH YOUR BID PACKAGE. ALL QUOTATIONS WITH LINE ITEM PRICING DETAIL MUST BE INCLUDED. ANY MISSING DATA OR WORDING MAY DISQUALIFY YOUR BID
BID FORM

*must be signed to be valid

I have reviewed the specifications and provisions for rehabilitation work on the above referenced property and understand said requirements. I hereby propose to perform this work for the total price of:

Total Quote: \$ _____

Date: _____

Signature

Typed Name

Title

Company Name

Address

Phone Number

License # Expiration Date

Detailed List of Activities for:

Beverly Williams-Dennis
2685 Montague
Memphis, TN

Roof –Tear off two layers of roof; and inspect rafters and decking; replace as needed along with any sagging structures on roof; replace with dimension shingles

Hot Water Tank – Replace with 40-50 gallon water tank. Address any gas leak issues.

Millie Beacham
4610 Willow Road
Memphis, TN

Roof –Tear off two layers of roof; and inspect rafters and decking; replace as needed along with any sagging structures on roof; replace with dimension shingles

Vera Rogers
5021 Harvest Knoll Lane
Memphis, TN

HVAC–Replace existing 4 ton HVAC system, needs to be EnergyStar rated
Front Door - Remove and replace exterior and interior doors. Repair or replace head, architrave, jambs and stops if needed.

Sheila McDuffie
1640 Babs
Memphis, TN

Den Floor - Remove and replace flooring, subfloor, and floor joist and sill plate as needed. Address any moisture issue as necessary

Della Wright
4619 Birdsong Ferry Cove
Memphis, TN

Exterior Siding – large amounts of damaged exterior siding; replace and repair and repaint

Bathroom – Bathroom sink and tub faucets continuously leaks, replace

Kitchen – Replace leaking kitchen faucets

Bedroom – Replace damaged light fixture in second bedroom

Hallway – Repair holes in sheetrock, paint to match

Living room – Repair and replace damaged flooring in living room, repair all sheet rock damage in living room, paint to match existing paint