



DEPARTMENT OF COMMUNITY DEVELOPMENT **CONTRACTOR REQUIREMENTS**

- Active Contractor's List: In an effort to make sure there are adequately trained contractors available to property owners participating in the City's Housing Rehabilitation programs, the Department of Community Development maintains a list of pre-registered contractors. No guarantee is made by employees of Community Development, expressed or implied, to the workmanship or other on behalf of the contractor. It is the sole responsibility of the homeowner to choose the contractors for the competitive bidding process. A minimum of two bids is required, however, three is preferable.

- Contractors must meet the following qualifications to be placed on the Department's Active Contractor List which will be provided to homeowner's receiving financial assistance through the City's Housing Rehabilitation Programs:
 - Submission of a complete Contractor Application (including company structure, financial ability to undertake a project, name of insurance carriers, names of principal suppliers/subcontractors, and current work references)
 - If a contractor is not using his/her name then a DBA (Doing Business As) needs to be on file at the Chemung County Clerk's Office, a copy should be provided to the Department of Community Development
 - A satisfactory credit report at time of application which demonstrates that the contractor is able to fulfill the requirements of future contracts
 - A satisfactory reference check of work completed within the last six (6) months including demonstration that the contractor has obtained building permits for all applicable work completed within the City of Elmira
 - A satisfactory criminal background check
 - Ability to furnish evidence of comprehensive commercial general liability insurance coverage on an occurrence basis with limits of not less than One Million Dollars per occurrence and an aggregate of Two Million Dollars, said coverage shall not exclude liability for any lead related work
 - Workman's Compensation and Disability Insurance, as applicable
 - Submit a copy of a certificate demonstrating the contractor has completed an EPA approved training on lead-safe work practices in accordance with the EPA Renovation Repair, and Painting Rule of 2008
 - Contractor (Individual or Firm) must not be on HUD's listing for debarred and suspended participants found at <https://www.epls.gov/>
 - Abide by the equal Opportunity Provisions of the Civil rights Act, as such may be amended from time to time.

Contractors who are interested in being placed on our Active Contractor List should call Molly Clune, Grant Administrator, Department of Community Development, at 607-737-5695 for an application.