

**CITY OF COLUMBIA  
HOUSING REHABILITATION PROGRAMS  
CONTRACTOR APPLICATION**

Date \_\_\_\_\_

Please furnish all information requested below. This information is confidential and will be kept in our files. Our office will use such information only to verify the qualifications of contractor on home improvement contracts.

A. COMPANY NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ ADDRESS \_\_\_\_\_

BUS. ADDRESS: \_\_\_\_\_ BUS. PHONE \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_ FAX # \_\_\_\_\_

MOBILE # \_\_\_\_\_ SS# or Fed. Tax ID# \_\_\_\_\_

B. TYPE OF BUSINESS:

- Sole Proprietary     Partnership     LLC (Limited Liability Company)  
 S-Corporation     Corporation     Women-owned     Minority-owned

C. RACE: WHITE \_\_\_\_\_ AFRICAN-AMERICAN \_\_\_\_\_ OTHER: \_\_\_\_\_  
HISPANIC: \_\_\_\_\_ YES \_\_\_\_\_ NO

D. LIST THE NAMES AND ADDRESSES OF THE LAST THREE CLIENTS FOR WHOM YOU HAVE COMPLETED CONSTRUCTION.

NAME	ADDRESS	CITY	PHONE
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E. LIST TWO MAJOR SUPPLIERS FROM WHOM YOU PURCHASE MOST OF YOUR SUPPLIES.

NAME	ADDRESS	CITY	PHONE
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F. LIST TWO FINANCIAL INSTITUTIONS (BANKS, SAVINGS AND LOAN ASSOCIATIONS, ETC.) WITH WHOM YOU HAVE ESTABLISHED CREDIT.

NAME	ADDRESS	CITY	PHONE
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CONTRACTOR APPLICATION FORM CONT'D

- G. HOW LONG HAVE YOU BEEN IN THE CONTRACTING BUSINESS? \_\_\_\_\_
- H. APPROXIMATELY HOW MANY JOBS HAVE YOU COMPLETED AS A GENERAL CONTRACTOR?  
\_\_\_\_\_
- I. DESCRIBE YOUR SMALLEST AND LARGEST CONSTRUCTION JOBS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- J. HOW MANY EMPLOYEES DO YOU EMPLOY FULL-TIME? \_\_\_\_\_  
DO YOU EMPLOY A JOB FOREMAN? \_\_\_\_\_ YES \_\_\_\_\_ NO
- K. HAVE YOU EVER WORKED WITH FEDERALLY FUNDED PROJECTS? \_\_\_\_\_ YES \_\_\_\_\_ NO
- L. ARE YOU A SECTION 3 BUSINESS? (Definition, Survey attached) \_\_\_\_\_ YES \_\_\_\_\_ NO
- M. ARE YOU LICENSED AS A GENERAL CONTRACTOR IN THE CITY OF COLUMBIA ?  
\_\_\_\_\_ YES \_\_\_\_\_ NO
- N. ARE YOU LICENSED IN ANY OTHER TRADES? IF YES, CIRCLE ALL THAT APPLY:  
Mechanical - Electrical - Plumbing - Asbestos - Lead Abatement (*see attached requirements*)
- O. DO YOU HAVE CONTRACTOR'S LIABILITY INSURANCE? \_\_\_\_\_ YES \_\_\_\_\_ NO  
DO YOU HAVE WORKER'S COMPENSATION? \_\_\_\_\_ YES \_\_\_\_\_ NO
- P. HAVE YOU EVER BID A JOB THAT REQUIRED BONDING? \_\_\_\_\_ YES \_\_\_\_\_ NO  
IF YES, WHAT IS THE LARGEST AMOUNT YOU HAVE BEEN BONDED FOR? \_\_\_\_\_
- Q. HAVE YOU EVER HAD A CLIENT FILE SUIT DUE TO A JOB RELATED ISSUE?  
\_\_\_\_\_ YES \_\_\_\_\_ NO  
IF YES, EXPLAIN: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ATTACH COPIES OF THE FOLLOWING TO YOUR APPLICATION FORM:**

- R. **CERTIFICATE OF INSURANCE (INCLUDING WORKERS COMPENSATION COVERAGE)**
- S. **CITY OF COLUMBIA BUSINESS LICENSE**
- T. **CITY OF COLUMBIA LICENSE FOR ANY APPLICABLE SPECIALTY AREAS (MECHANICAL, ELECTRICAL, PLUMBING)**

**YOUR APPLICATION WILL NOT BE PROCESSED UNTIL ALL APPLICABLE INFORMATION IS PROVIDED**

**Contractor and Subcontractor Section 3 Survey**

- (1) Please list any Section 3 residents employed by your company (see attached definition of "Section 3 Residents").
- (2) Does your company qualify as a Section 3 business? If yes, please attach an explanation. (See attached definition of "Section 3 Business").
- (3) Do you have any Section 3 employees who reside in the project service area. (See attached map).
- (4) Will your company be creating any job opportunities as a result of this contract? If yes, please describe these positions for our records and then contact The City of Columbia, Community Development Department at (573) 874-7239.

	Total number of new hires	Number of new hires that are Section 3 residents	% of total staff hours for Section 3 Employees* and Trainees	Number of Section 3 Employees* and Trainees
Technicians				
Construction Trades Trade:				
Trade:				
Trade:				
Trade:				
Trade:				

**SUBMITTED BY:** \_\_\_\_\_  
Company Name

\_\_\_\_\_  
 Signature of Authorized Person

\_\_\_\_\_  
 Name and Title

\*A Section 3 employee is one employed by the company less than 3 years and was a low income resident of Boone or Howard Counties prior to employment.

## Section 3 Businesses

### Definition:

A Section 3 business is a business located within Boone or Howard Counties that meets one of the following criteria:

1. The business is 51% or more owned by Section 3 residents; or
2. their permanent, full-time employees\* include persons at least 30% of whom are currently Section 3 residents, or within three (3) years of the date of first employment with the business concern were Section 3 residents; or
3. they hire HUD Youthbuild (Job Point, Columbia Builds Youth) in the city of Columbia in which Section 3 covered assistance is expended.
4. they provide evidence of a commitment to subcontract in excess of 25% of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications set forth in #1, 2, or 3 above.

### Income Limits for Section 3 (total gross household income)

1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
\$40,600	\$46,400	\$52,200	\$58,000	\$62,650	\$67,300	\$71,950	\$76,600

\*A Section 3 Employee is one who has been employed by the company for less than 3 years and was a low income resident of Boone or Howard Counties *prior to employment*.



**If you have any questions, please call 573-874-7239.**

## **INSURANCE REQUIREMENTS**

**WORKERS COMPENSATION INSURANCE:** The Contractor shall take out and maintain during the life of this Contract **Employers Liability and Workers Compensation Insurance** for all of their employees employed at the site of the work, and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Workers Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor.

Workers Compensation coverages shall meet Missouri statutory limits. Employers Liability limits shall be \$500,000.00 each employee, \$500,000.00 each accident, and \$500,000.00 policy limit. In case any class of employees engaged in hazardous work under this Contract at the site of the work is not protected under the Workers Compensation Statute, the Contractor shall provide and shall cause each subcontractor to provide Employers Liability Insurance for the protection of their employees not otherwise protected.

**COMMERCIAL GENERAL LIABILITY INSURANCE:** Contractor shall carry Commercial General Liability Insurance written on ISO occurrence form CG 00 01 07 98 or later edition (or a substitute form providing equivalent coverage) and shall cover all operations by or on behalf of the Contractor, providing insurance for bodily injury liability and property damage liability for the limits indicated below and for the following coverage:

- (1) Premises and Operations
- (2) Products and Completed Operations
- (3) Contractual Liability insuring the obligations assumed by the Contractor under this Contract.
- (4) Personal Injury Liability and Advertising Injury Liability

Except with respect to bodily injury and property damage included within the products and completed operations hazards, the general aggregate limit shall apply separately to the Contractor's project under this Contract. Completed Operations coverage must be maintained for the correction period provided by the agreement.

Limit of Liability. The Commercial General Liability policy limits shall not be less than:  
\$500,000 Each Occurrence (Combined Single Limit for Bodily Injury and Property Damage)  
\$500,000 Aggregate for Products/Completed Operations  
\$500,000 Personal Injury/Advertising Injury  
\$1,000,000 General Aggregate

**BUSINESS AUTOMOBILE LIABILITY INSURANCE:** The policy should be written on ISO form CA 0001, CA 0005, CA 0002, CA0020 or a substitute form providing equivalent coverage and shall provide coverage for all owned, hired and non-owned vehicles. The limit of liability should be at least minimums established by the State of Missouri, though it is recommended higher limits be maintained.

**SUBCONTRACTORS:** Contractor shall cause each Subcontractor to purchase and maintain insurance of the types and amounts specified herein.

**HOLD HARMLESS AGREEMENT:** To the fullest extent not prohibited by law, Contractor shall indemnify and hold harmless the City of Columbia, its directors, officers, agents, and employees from and against all claims, damages, losses, and expenses (including but not limited to attorneys fees) arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with Contractor or a subcontractor for part of the services), of anyone directly or indirectly employed by Contractor or by any subcontractor, or of anyone for whose acts the Contractor or its subcontractor may be liable, in connection with providing these services. This provision does not, however, require Contractor to indemnify, hold harmless, or defend the City of Columbia from its own negligence.