



RACINE REVITALIZATION PARTNERSHIP, INC.
1402 WASHINGTON AVE, RACINE, WISCONSIN-53403 262-456-2340

Dear Contractor,

Contractors who work with, or who wish to work with Racine Revitalization Partnership (RRP) first need to be approved to be on the RRP bidder list. In addition, RRP must have on file a completed Independent Contractor Agreement. Please provide copies of all licenses, proof of General Liability Insurance, and Workers Compensation Insurance as required. Most contractors will be required to have at minimum the Lead Safe Renovator license, required in the State of Wisconsin when disturbing any painted surface on a pre-1978 home. The "Contractor Request for Qualifications" is enclosed for your review.

Once approval has been given and agreements are signed, RRP will solely make the final selection of contractors for our projects. When appropriate Homeowners may be consulted on the selection of contractor(s). As contractors are representatives of RRP it is imperative to practice excellent customer service. All RRP contractors are required to sign the Independent Contractor Agreement.

The Racine Revitalization Partnership will verify and confirm permit requirements from the City of Racine and no payment will be made if the proper permits were not obtained. All work will be inspected by RRP staff. No payment will be made until the work satisfies the approved scope of work description, passes required inspections, and owners' approval for payment is given.

All invoices submitted to RRP will have the correct date, job address, invoice number, contractor's contact information, and an itemization of work performed. Any invoice lacking these elements cannot be processed for payment. Be sure to submit lien waivers with the invoices as payments will not be made without appropriate waivers for materials and labor.

If you have any questions, please contact me at 414-573-4153

Sincerely,

A handwritten signature in black ink, appearing to read 'Edward Miller', is written over a white background.

Edward Miller
Executive Director,

ed@revitalizeracine.org



REQUEST FOR CONTRACTOR QUALIFICATIONS

Contractors participating with Racine Revitalization Partnership (RRP), Inc. shall be pre-qualified as a responsible bidder. RRP is seeking qualified bidders to perform work on its affordable housing program (House to Home) as well as its home repair program (House Proud). To be considered for this work contractors must complete this form, provide proof of insurance, show all required licenses, and provide references and examples of work done. Please submit this application to The Racine Revitalization Partnership, Inc., 1402 Washington Ave., Racine, WI 53403, or electronically- ed@revitalizeracine.org. Please contact Ed Miller at 262-456-2340 with any questions.

I. General Information

Business Name/Name	Circle Business Type: Sole Proprietorship LLC LLP MBE WBE Other _____ Inc. Note: Incorporated entities shall be registered with Wisconsin Department of Financial Institutions and in good standing
Address	
Phone	
Email	
DUNS Number*	
If partnership, LLC, LLP, or corporation, list all members or officers.	
*DUNS number may be obtained from Dunn & Bradstreet by calling 1-866-705-5711. Projects funded by the federal government require DUNS numbers, FEIN, and licenses with consistent business names	



II. References

List homeowners you have done work for in the past year. Staff may contact your references and ask to see your work

Name	Address / type of work	Phone / email

Please list any municipal, state or federal programs you have worked for in the past 5 years.

Program	Contact	Phone / email



III. Trade and License Information

Check the trades you wish to bid on and provide the required certification number and license for items you checked. Please also provide copies of your lead company certificate and a copy of each employee's lead-safe renovators license. **Attach copies of your licenses.**

X	Trade	Certification Numbers (Contractor & Qualifier Numbers)
	Plumbing	
	Electrical	
	HVAC	
	Asbestos	
	Lead Abatement Company	
	NOTE: For the following trades please provide your UDC Certificate and Qualifier Number	
	Roofing	
	Windows/Doors	
	Insulation and Weatherization	
	Rough Framing	
	Siding/Trim	
	Foundation Repairs/ Foundations	
	Masonry	
	HVAC Contractor	
	NOTE: The following trades do not require state licensure or registration	
	Hardwood floor refinishing	
	Flooring installation	
	Kitchen cabinets	
	Painting	
	Landscaping	
	Concrete Work	
	Garage Building	
	Tree trimming and removals	
LEAD LICENSES		
	Lead Company Number	
	Lead Safe Renovator Number(s)	
	Lead Safe Worker Number(s)	
	Lead Supervisor Number(s)	
OTHER TRADES		



IV. Insurance and Liability Required

All contractors must provide proof of insurance and list Racine Revitalizations Partnership, Inc. as a certificate holder along with the City of Racine. RRP may change required insurance at its discretion and upon the recommendation and requirements of funding sources and management.

Liability and Insurance. The Contractor shall not bid or commence work until the contractor has obtained all certificates of insurance required under this paragraph and they have been acknowledged as received by the Racine Revitalization Partnership, Inc.

Unless otherwise specified in this Agreement, the Contractor shall, at its sole expense, maintain in effect at all times during the performance of the Work, insurance coverage with limits not less than those set forth below with insurers and under forms of policies set forth below.

- **Worker's Compensation and Employers Liability Insurance-** The Contractor shall cover or insure under the applicable Wisconsin labor laws relating to worker's compensation insurance, all of their employees in accordance with the law in the State of Wisconsin. All subcontractors and material men shall furnish to the Contractor and the Owner evidence of similar insurance for all of their respective employees unless such employees are covered by the protection afforded by the contractor.

The Contractor shall provide statutory coverage for work related injuries and employer's liability insurance with limits of \$500,000 each accident, \$500,000 disease policy limit, and \$500,000 disease each employee.

- **Commercial General Liability and Automobile Liability Insurance.** The Contractor shall provide and maintain the following commercial general liability and automobile liability insurance:

Coverage - Coverage for commercial general liability and automobile liability insurance shall be at least as broad as the following:

- Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 0001)
- Insurance Services Office (ISO) Business Auto Coverage (Form CA 0001), covering Symbol 1 (any vehicle)
- **Limits -** The Contractor shall maintain limits no less than the following:
 - **General Liability -** One million dollars (\$2,000,000) per occurrence (\$2,000,000 general aggregate if applicable) for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the project/location (with the ISO CG 2503, or ISO CG 2504, or insurer's equivalent endorsement provided to Racine Revitalization Partnership, Inc. or the general aggregate including product-completed operations aggregate limit shall be twice the required occurrence limit.
 - **Automobile Liability -** One million dollars (\$2,000,000) for bodily injury and property damage per occurrence limit covering all vehicles to be used in relationship to the Agreement.
 - **Total Liability –** Two Million dollars (\$2,000,000) for bodily injury, personal injury and property damage per occurrence in excess of coverage carried for Employers' Liability, Commercial General Liability and Automobile Liability as described above.
 - The contractor shall file with the Owner a certification of insurance containing a ten (10) day notice of cancelation.

Note: The required limits of liabilities may be obtained with primary liability policies or in combination with an umbrella excess third party liability policy.



V. Responsibility

Please answer the following questions by circling yes or no. If you answer yes, please provide a written explanation. A “yes” answer does not mean automatic disqualification, however, failure to be candid and/or failure to provide accurate information may result in automatic disqualification. Answers shall apply to all members and officers of the partnership, LLC, LLP, or corporation.

Do you currently have pending litigation against you?	Yes	No
Have you or any member of the firm been convicted of a felony or any crime related to contracting?	Yes	No
In the past 7 years have you filed for bankruptcy? (If yes, please attach an explanation and indicate any debt to suppliers that was discharged)	Yes	No
Do you have any outstanding liens or judgments against you?	Yes	No
Have you or any member of your firm had any drug or other criminal related convictions in the past 7 years?	Yes	No
Are you delinquent on your property or income taxes?	Yes	No
Are you delinquent on child support? If yes, name the case number(s)	Yes	No
Do you have any open cases with Wisconsin Department of Consumer protection?	Yes	No
Have you received any fines or disciplinary action from Wisconsin Department of Health Services?	Yes	No
Have you or any employee, owner or other party with interest in your company appeared on the SAM debarred list?	Yes	No



VI. Client Sensitivity/Consent and release of Information

Racine Revitalization Partnership, Inc. takes great care to ensure its employees and contracted representatives are respectful and sensitive to the issues and needs of our homeowners. All homeowner information shall remain confidential and shall not be used for personal or business gain beyond the scope of the contract entered with RRP.

I/We hereby authorize and consent to Racine Revitalization Partnership, Inc. and their agents and employees to gather and assemble all information pertaining to background checks records and information that may materially affect the ability to execute the work as defined by individual the contract entered.

All members of the firms shall sign below attesting the information provided in this application is true and correct to the best of their knowledge.

Dated the _____ day of _____, 20__.

Signature: _____ Print Name: _____ D.o.B.: _____ Date: _____

Signature: _____ Print Name: _____ D.o.B.: _____ Date: _____

Signature: _____ Print Name: _____ D.o.B.: _____ Date: _____

Signature: _____ Print Name: _____ D.o.B.: _____ Date: _____

Signature: _____ Print Name: _____ D.o.B.: _____ Date: _____

Signature: _____ Print Name: _____ D.o.B.: _____ Date: _____



CONTRACTOR QUALIFICATION POLICY

I. General

It is the intent of Racine Revitalization Partnership, Inc. when undertaking real estate rehabilitation projects to create a pool of responsible, qualified contractors to bid on projects. Attached is the form required to be completed by contractors to be considered for the list of approved contractors. Staff will check tax status and for any recent judgments or changes of status prior to signing a contract or at least yearly.

II. Requirements

- a. Applicant Information. The contractor must provide contact information about the business including type of business, FEIN, or social security numbers & W-9 forms. Or work is funded by grant dollars and requires the use of a DUNS number. This can be obtained by going to http://www.whitehouse.gov/omb/grants/duns_num_guide.pdf or by calling 1-877-753-1444.
- b. Staff needs to ensure the contractor can provide quality work. References must be provided so staff can review the quality of past work. Substandard work will be grounds for disqualification or dismissal.
- c. Trade certification. Each trade requires, by Wisconsin Administrative Codes COMM 5 and DHS 163, certain registry and certifications, in addition the City of Racine needs to ensure contractors are licensed to do certain work. Any contractor that may disturb painted or varnished surfaces, after April 22, 2010 must be a certified Lead-Safe Company and have on staff a Certified Lead-Safe Renovator. More information can be found on the lead regulations at www.dhs.wisconsin.gov/lead. Information on certificates or registrations needed for building trades can be found at www.dps.wi.gov/Licenses-Permits/Credentialing/Trades-Professions.
- d. Insurance. The contractor must provide proof of insurance as indicated in the application. These values may be updated periodically. Staff will conduct annual (or more frequent, at the discretion of staff) checks on insurance and will contact contractors with any change in requirements.
- e. Responsibility. Racine Revitalization Partnership, Inc. has an obligation to its homeowner clients, the federal government and taxpayers to make sure its contractors are responsible, and RRP needs to minimize risks to our homeowner's. A "yes" answer to any of the questions will not automatically disqualify a contractor. Contractors shall provide written explanation for staff to review any questions receiving a "yes" answer.
 - i. Litigation. Contractors may be disqualified for current litigation directly related to a rehab project and until the case is concluded. Contractor's file can be reconsidered after a court has made a final decision concerning the litigation.
 - ii. Felony. Contractors may be disqualified for a felony directly related to contracting or fraud, or other crime related to Contractor's honesty or truthfulness.
 - iii. Bankruptcy. Contractors may be disqualified for recent bankruptcy related to the renovation business. Bankruptcy concerning personal matters such as personal medical bills will not be held against the contractor.



- iv. Judgments and liens. Judgments and liens may need to be satisfied prior to qualification. If agreed upon by staff and the contractor, proof of a payment plan via direct payment or garnishment may satisfy this provision. RRP staff retains the right to determine whether a payment plan or garnishment plan is acceptable for prequalification purposes.
- v. Contractors must be current on property and income taxes.
- vi. Contractors delinquent on child support may be subject to garnishment by the State of Wisconsin and should be aware of that possibility.
- vii. Contractors convicted on citation from the City of Racine Building Inspection Department are subject to being disqualified.
- viii. Staff will review cases and complaints made to Wisconsin Consumer Protection regarding contract work done in the past.

III. Disqualification

Applicants will be notified in writing if they are disqualified to be on the contractor bid list. Staff decisions may be appealed in writing to Racine Revitalizations Partnership's Executive Director within 30 days of disqualification. RRP's Program Committee will make the final decision. Contractors may re-apply after 6 months of being notified of disqualification.

IV. Probation

If a contractor is not fulfilling obligations pursuant to contracted obligations, RRP Staff, at its sole discretion, may place the contractor on probation for a period of 3 months. Staff shall notify the contractor in writing of the probation. During probation, the contractor may only have one contract at a time to ensure problems have been remedied. Contractors may appeal in writing to the RRP Program Committee regarding being placed on probation, and the right to a final determination of probationary status shall be vested solely in RRP's Program Committee. Probation may be extended by either staff or the Program Committee, depending on the circumstances at the end of the period of probation.

V. Revocation

Contractors not fulfilling obligations of a contract or providing substandard work will be notified in writing of their revocation from RRP's approved bidder list by staff. If the status is revoked, contractors may not reapply to be on the bidder list for 12 months. Contractors may appeal in writing to the RRP Program Committee if their status is revoked. The right to a final determination shall be vested solely in the CEO. Contractors may re-apply after the 12-month period is over, if accepted they would be on probation for the 6 months.



CLIENT SENSITIVITY POLICY

All persons doing business with or as Racine Revitalization Partnership, Inc. are asked to adhere to the following guidelines when either interacting with homeowners, or speaking about them when on the worksite or in public:

1. Take time to meet and introduce yourself to the homeowner before unloading tools and supplies. Take the time to explain who you are, who you are with, and what you are doing today. RRP takes great care to keep homeowners informed, but sometimes they need reminders.
2. Keep reactions to yourself that might hurt or insult the family when speaking about the condition of the house. Be cautious in your use of language to avoid alarming the family unnecessarily. Using terms like “repair” or “replace” instead of “tear out” or “gut” will help to minimize the family’s stress level.
3. Jokes about a homeowner’s ethnicity are never permitted.
4. Be sensitive to the family’s need for space and privacy. Ask before venturing into new areas of the home. Remember, you are a guest.
5. Ask for permission from the homeowner prior to taking any photos on the worksite. They have already signed a waiver to allow this, but RRP still asks the question.
6. Place drop cloths on the family’s belongings before you start work in a room. Each day put things back the way you found them before you leave. Treat them with respect.
7. Do not mention homeowner’s names, addresses, or other identifying characteristic when away from the worksite, in public, or to other homeowners. It’s important to maintain their privacy and safety. If people ask where you’re working, use a generic response like “Racine Revitalization Partnership” has multiple projects in progress”
8. Please refrain from smoking inside the home. If you elect to smoke outdoors, please do so away from entrances to the home and open windows.
9. Be careful about conversations about project costs and budgets with the homeowner. Avoid them if possible, but if necessary, they should be held in a general context, never with specific dollar amounts. Always refer budget questions to the RRP office.
10. When you are in the home, homeowners may ask for additional work to be done. Their concerns should be listened to and validated, but it should be clear to the homeowner that RRP staff needs to have the final discussion with them about scopes of work. All work must be approved in writing by RRP staff on the scope document.
11. When you are in the home, you may see additional work outside the approved scope of repairs that could be done. Please be mindful that conversations with homeowners about home maintenance and repairs have the potential of being misinterpreted as verbal agreements with RRP, which will cause additional stress for the homeowner.



Obtaining a DUNS Number

A Guide for Federal Grant and Cooperative Agreement Applicants

The Federal government requires that all applicants for Federal grants and cooperative agreements with the exception of individuals other than sole proprietors, have a DUNS number. (See policy at: http://www.omb.gov/grants/grants_docs). The Federal government will use the DUNS number to better identify related organizations that are receiving funding under grants and cooperative agreements, and to provide consistent name and address data for electronic grant application systems.

I. Data Universal Number System (DUNS) Number

- The Data Universal Numbering System (DUNS) number is a unique nine-digit identification number provided by Dun & Bradstreet (D&B).
- The DUNS Number is site-specific. Therefore, each distinct physical location of an entity (such as branches, divisions, and headquarters) may be assigned a DUNS number. Organizations should try and keep DUNS numbers to a minimum. In many instances, a central DUNS number with a DUNS number for each major division/department/agency that applies for a grant may be sufficient.
- In order to provide on-the-spot DUNS number assignment, the requestor should do this by telephone. (See telephone number below.)

II. Obtaining a DUNS Number

- You should verify that you have a DUNS number or take the steps needed to obtain one as soon as possible, if there is a possibility you will be applying for future Federal grants or cooperative agreements. There is no need to wait until you are submitting a particular application.
- *If you already have a DUNS number.* If you, as the entity applying for a Federal grant or cooperative agreement, previously obtained a DUNS number in connection with the Federal acquisition process or requested or had one assigned to you for another purpose, you should use that number on all of your applications. It is not necessary to request another DUNS number from D&B. You may request D&B to supply a family-tree report of the DUNS numbers associated with your organization. Organizations should work with D&B to ensure the right information is on the report. Organizations should not establish new numbers, but use existing numbers and update/validate the information associated with the number.
- *If you are not sure if you have a DUNS number.* Call D&B using the toll-free number, **1-866-705-5711** and indicate that you are a Federal grant applicant/prospective applicant.

D&B will tell you if you already have a number. If you do not have a DUNS number, D&B will ask you to provide the information listed below and will immediately assign you a number, free of charge.

- *If you know you do not have a DUNS number.* Call D&B using the toll-free number, **1-866-705-5711** and indicate that you are a Federal grant applicant/prospective applicant. D&B will ask you to provide the information listed below and will immediately assign you a number, free of charge.



III. Managing Your DUNS Number

- D&B periodically contacts organizations with DUNS numbers to verify that their information is current. Organizations with multiple DUNS numbers may request a free family tree listing from D&B to help determine what branches/divisions have numbers and whether the information is current. Please call the dedicated toll-free DUNS Number request line at **1-866-705-5711** to request your family tree.
- D&B recommends that organizations with multiple DUNS numbers have a single point of contact for controlling DUNS number requests to ensure that the appropriate branches/divisions have DUNS numbers for Federal purposes.
- As a result of obtaining a DUNS number you have the option to be included on D&B's marketing list that is sold to other companies. If you do not want your name/organization included on this marketing list, request to be de-listed from D&B's marketing file when you are speaking with a D&B representative during your DUNS number telephone application.

Obtaining a DUNS number is absolutely **Free** for all entities doing business with the Federal government. This includes grant and cooperative agreement applicants/prospective applicants and Federal contractors. Be certain that you identify yourself as a Federal grant applicant/prospective applicant.

IV. To Obtain Your DUNS Number

- Please call the dedicated toll-free DUNS Number request line for Federal grant and cooperative agreement applicants or prospective grant applicants at: 1-866-705-5711

The number is staffed from 8 a.m. to 6 p.m. (local time of the caller when calling from within the continental United States) Calls placed to the above number outside of those hours will receive a recorded message requesting the caller to call back between the operating hours.

- The process to request number takes about 5-10 minutes.
- A DUNS number will be assigned at the conclusion of the call.
- You will need to provide the following information:
- Legal Name
- Headquarters name and address for your organization
- Doing business as (DBA) or other name by which your organization is commonly known or recognized
- Physical Address, City, State and Zip Code
- Mailing Address (is separate from Headquarters and/or physical address)
- Telephone Number
- Contact Name and Title
- Number of Employees at your physical location