



# Ingham County Land Bank Fast Track Authority

3024 Turner Street • Lansing, Michigan 48906 • phone (517) 267-5221

## CONTRACTOR APPLICATION

Company Name: \_\_\_\_\_

Type of Contractor: \_\_\_\_\_ Federal EIN: \_\_\_\_\_

Submit a separate and completed application with all required documentation for each trade your company is licensed to perform (i.e. Residential Builder, Maintenance and Alteration Contractor, Plumbing, Electrical or Mechanical).

**Include copies of ALL licenses and certifications for owners and employees.** Copies must be readable, especially the ID numbers. Also include a **copy of Certificate of Insurance** with General Liability, Workers Compensation and Commercial Vehicle Insurance.

Company Physical Address: \_\_\_\_\_  
Street Address (and/or PO Box) City, State, Zip code

Company Mailing Address: \_\_\_\_\_  
Street Address (and/or PO Box) City, State, Zip code

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Email Address: \_\_\_\_\_ Year business started: \_\_\_\_\_

Corporation  Partnership  Sole Proprietor  LLC

**NOTE:** If a corporation or partnership, attach a copy of the incorporation, partnership or LLC documents. If "Doing Business As" a name other than the owner's name, provide a copy of the DBA registration. Provide information below for the owner(s):

Name	% of Ownership	Title	Social Security Number
_____			
Address (Street, City, State, Zip)			Phone Number
_____			
Name	% of Ownership	Title	Social Security Number
_____			
Address (Street, City, State, Zip)			Phone Number
_____			



- Yes  No  Is your company certified as a Minority Owned Business by the Michigan Minority Development Council? If yes, please provide certification.
- Yes  No  Is your company certified as a Women Owned Business by the Michigan Women Business Council? If yes, please provide certification.
- Yes  No  Does your company qualify as a Section 3 Business Concern? ([www.hud.gov/offices/fheo/section3/section3.cfm](http://www.hud.gov/offices/fheo/section3/section3.cfm)) If yes, attach your Certification for Business Concerns Seeking Section 3 Preference and other appropriate documents.
- Yes  No  Is this your primary occupation? If no, please explain: \_\_\_\_\_  
\_\_\_\_\_
- Yes  No  Have you or your business ever filed for bankruptcy? If yes, please explain: -  
\_\_\_\_\_
- Yes  No  What other businesses have you owned or operated in the past? List reasons for change: \_\_\_\_\_  
\_\_\_\_\_
- Yes  No  Do you or your business own property in the City of Lansing?
- Yes  No  Do you or your business own property in Ingham County?
- Yes  No  If yes, are all property taxes and business taxes with the City of Lansing and/or Ingham County current?
- Yes  No  Do you have business, personal or family relationships with any of the County Board of Commissioners or Ingham County Land Bank staff? If yes, please list: \_\_\_\_\_
- Yes  No  Are you interested in only doing a specific type or size of work? (Example: only small jobs, roofs, electrical, etc.) If yes, please specify: \_\_\_\_\_
- Yes  No  Will you warranty your work for up to two (2) years?
- Yes  No  Could you acquire a Performance Bond for contracts over \$100,000 or Irrevocable Letter of Credit in the amount of \$10,000 or more?
- Yes  No  Is your firm Renovation, Repair and Painting certified with the Environmental Protection Agency? (This is a requirement for working in our program in the area of building.) If yes, provide your EPA Certification, as well as certification for RRP trained workers. If no, you must become certified before beginning work in our program if this law applies to your business.
- Yes  No  Are you licensed to apply for and receive building permits? Do you have any unresolved complaints pending against your license? If so, please explain:  
\_\_\_\_\_



List other cities in which your firm or principals have had offices in: \_\_\_\_\_

What other finance, construction or real estate related businesses are your owners involved with?

**Note on Lead Certification:** *Though the Ingham County Land Bank does not require General Contractors on their bidders list to be a Certified Lead Abatement Contractor or certified to perform Interim Controls, most jobs will require this certification. Failure to gain these certifications and/or certificates will greatly impede the number of jobs you are asked to bid.*

List all employees and their lead paint certification level. Include a copy of their State of Michigan Certification or Safe Work Practices Certificate: \_\_\_\_\_

Is your company a Lead Abatement Contractor per the State of Michigan? Y  N  If yes, provide a copy of the State of Michigan Certification.

Please check any category below that would reflect the status of the business owner. This is for statistical purposes; however, they are required for reports on projects using federal funds.

- White
- Black or African American
- Amer. Indian or Alaskan Native
- Asian
- Native Hawaiian or Other Pacific Islander
- Amer. Indian or Al. Native & White
- Asian & White
- Black or African American & White
- Amer. Indian or Al. Native & Black or African American
- Other Multi-Racial

Total Number of Employees? \_\_\_\_\_ # who are minority: \_\_\_\_\_ and # who are women: \_\_\_\_\_.

THE UNDERSIGNED CONTRACTOR CERTIFIES THAT THE INFORMATION GIVEN HEREIN IS SUBSTANTIALLY CORRECT AND FURTHER AGREES:

1. That ALL work will be performed in accordance with the technical specifications and completed with quality workmanship, subject to final inspection and approval by Ingham County Land Bank.
2. That if the work performed by the contractor is found to be unsatisfactory by the Ingham County Land Bank or if contract relations between the contractor, homeowner, or other parties are found to be unsatisfactory, the administering agency may remove the contractor's name from the approved list, with such accompanying publicity as it deems necessary.
3. That proof of General Liability Insurance in the amount of \$1,000,000.00, Workers Compensation Insurance (when required by law) in the amount of \$1,000,000.00 and Vehicle Liability Insurance (when required by law) in the amount of \$1,000,000.00 listing the Ingham County Land Bank as an additional insured, will be provided to this office at the time of application and throughout the term of work performance with the Ingham County Land Bank.



4. That copies of all Contractors, Journeyman or Masters Licenses will be provided to this office at time of application and throughout the term of work performance with the Ingham County Land Bank.
5. That you, the contractor, will abide by the regulations stated in 24 CFR 570.67, as follows:
  - Executive Order 11245 as amended, regarding non-discrimination in employment pertaining to all parts including Equal Employment and Contracting Opportunities.
  - Executive Order 13279 (67 FR 77141, 3 CFR 2002) regarding Equal Protection of the Laws for Faith-Based and Community Organizations
  - Contractor agrees to implement these regulations, including furnishing all information and reports as required by the Executive Order 11246 of Sept, 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant there to, per 41 CFR Chapter 60.
  - Contractors shall comply with Section 3 Requirements of the Housing and Urban Development Act of 1968, per 24 CFR Part 135.
6. That all work performed under this program will be done in conformance with all applicable codes and zoning regulations.

**Conflict of Interest:** I certify that I have disclosed all relationships with elected officials, board members or staff of the City of Lansing, Ingham County or the Ingham County Land Bank Fast Track Authority.

Penalty for false or fraudulent statements: U.S.C. Title 18, Sec. 1001, provides: "Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly falsifies . . . or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statements or entry, shall be fined not more than \$10,000 or imprisoned not more than five years or both."

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

**Business References & Established Credit References:** THREE (3) REQUIRED for each. Include local banks and/or material suppliers. **Note:** For Lowes, Home Depot or Menards please attach most recent statement.

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_



**Customer References:** List name, address, and phone number of at **least three (3) recent customers (work performed in the past year)**, who have had work completed by your firm. Be sure the reference is appropriate for the kind of work you are applying for. If submitting multiple applications, provide references for each kind of work.

<p>Client Name: _____</p> <p>Phone #: _____ Amt: \$ _____</p> <p>Address: _____</p> <p>_____</p> <p>Work done: _____</p> <p>Date Completed: _____</p>	<p>Person spoken to: _____</p> <p>Type of work done: _____</p> <p>Timely finishing job? Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>Recommend to others? Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>How problems resolved, warranty/workmanship, other comments:</p> <p>_____</p> <p>_____</p>
<p>Client Name: _____</p> <p>Phone #: _____ Amt: \$ _____</p> <p>Address: _____</p> <p>_____</p> <p>Work done: _____</p> <p>Date Completed: _____</p>	<p>Person spoken to: _____</p> <p>Type of work done: _____</p> <p>Timely finishing job? Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>Recommend to others? Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>How problems resolved, warranty/workmanship, other comments:</p> <p>_____</p> <p>_____</p>
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## AUTHORIZATION FOR RELEASE OF INFORMATION

The undersigned authorizes the Ingham County Land Bank Fast Track Authority to contact any financial institution or material suppliers, as listed under "Credit and Business References", to obtain credit or business information deemed necessary to verify my eligibility to participate as an "Approved Contractor" for the Ingham County Land Bank Fast Track Authority Programs.

The undersigned also authorizes the Ingham County Land Bank Fast Track Authority to share business, credit and work reference information, along with other information contained within this application document with other partner agencies that may include City of Lansing, Ingham County Housing Commission, Capital Area Housing Partnership, and others.

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

