

**MONTGOMERY COUNTY LAND BANK
CONTRACTOR REQUEST FOR QUALIFICATIONS**

BACKGROUND INFORMATION: The Montgomery County Land Bank (MCLB) is an Ohio non-profit corporation and acts as an agent of Montgomery County. The organization's mission is to address distressed real estate. MCLB currently has renovation programs to reposition qualifying vacant, abandoned property. MCLB wishes to expand its renovation program to include broader and more complex residential renovations. MCLB is soliciting a Request for Qualifications with the intent to contract for construction services. Multiple contractors will be selected as eligible pre-qualified bidders for future projects. Your company is being invited to submit the following Statement of Qualifications. Thank you in advance for your participation.

PLEASE PROVIDE THE INFORMATION BELOW AND SUBMIT ALL REQUIRED DOCUMENTATION.
FOR QUESTIONS, CALL OUR OFFICE AT (930) 531-6921.

NOTE: APPROPRIATE LICENSES, CERTIFICATES OF INSURANCE, CERTIFICATES OF OHIO WORKERS' COMPENSATION ARE REQUIRED TO BE CONSIDERED FOR OUR APPROVED CONTRACTOR LIST.

See Section B item 7 for more detail.

A. COMPANY PROFILE

Business Name: _____

Owner(s): _____

Contact Person(s): _____

Business Address: _____

Business Phone: _____ Federal Tax ID: _____

Email: _____ Website: _____

Cell Phone: _____ Main Office Phone: _____

Type of Business: Corporation Sole Proprietorship Partnership LLC Other (Explain): _____

Business Categories (Please check all that apply): _____

___ DBE (Disadvantaged Business Enterprise)

___ MBE (Minority Business Enterprise)

___ WBE (Women-Owned Business Enterprise)

___ SBE (Small Business Enterprise)

___ Other (Please List Classification): _____

B. EXPERIENCE AND COMPETENCY

1. Describe trades and the types of construction in which your company has expertise to perform.
(Check all that apply):

Plumbing HVAC Electrical Painting/Siding Roofing
 Masonry Carpentry General Contractor New Construction

2. Are you currently working with or able to sub-contract required permits through trade professionals registered with the City of Dayton? (Check all that apply):

Plumbing HVAC Electrical Gas Water/Sewer
 Building (renovation) Building (new construction) Other: _____

3. Number of years your company has been in business: _____ Date Incorporated: _____

4. Have you contracted under any other name(s): Yes No

If yes, list the following information below: Company Name, Address, Dates of Operation

- a. _____
b. _____

5. LICENSES HELD: Please list the type of trades licenses you possess, if any, and the corresponding identification number.

License: _____ Number: _____ Expiration Date: _____
License: _____ Number: _____ Expiration Date: _____
License: _____ Number: _____ Expiration Date: _____

- 6. Licenses. Please attach copies of all current trade licenses you currently hold.**

7. To be considered as a MCLB approved contractor, our policy **requires insurance** be carried by all contractors in the following manner: *Provide evidence of commercial general liability insurance, against all claims for bodily injury, death and damage to property in the following limits: Not less than One Million Dollars (\$1,000,000) for injuries, including accidental death, to any one (1) person, and not less than Two Million Dollars (\$2,000,000) per occurrence, and; in an amount not less than One Million Dollars (\$1,000,000) per occurrence for property damage and automobile liability insurance with a combined single limit not less than One Million Dollars (\$1,000,000) for each person and not less than Two Million Dollars (\$2,000,000) per accident.*

Proof of insurance coverage in at least the above amounts attached: _____

8. MCLB policy requires Workers Compensation be carried by all contractors.

Proof of Workers Compensation coverage attached: _____

9. Does your company have experience with historical structures? Yes No

If yes, please describe type of project in *Section D. Project History and References.*

NOTE: Contractors are required to comply with **EPA LEAD-BASED PAINT RENOVATION, REPAIR AND PAINTING RULES.** If any project is subject to prevailing wage requirements, all contractors will be required to comply with such requirements.

C. CAPACITY

1. What is your current lead time to start a project? _____
2. What type of work do you typically have Sub-contractors do? (Check all that apply):
 Plumbing HVAC Electrical Siding Roofing
 Masonry Painting Carpentry Drywall
 New Construction Other: _____
3. Please provide a list of the Sub-contractors you have typically used in the last two years (attach a sheet if needed).

D. Project History and References		
Provide an individual summary for up to 5 major projects completed in the last two years using the following tables. In the Type of Work Performed space, include the types of skills/permits the project required (as you indicated in Section B). Also check if the project was in a historic neighborhood or not. If the company has previous experience with MCLB, please include the most recent project on which the company worked with MCLB. By providing the following information, it is understood and accepted that the MCLB at its discretion may contact the indicated client references.		
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Project # 1		Type of Work Performed
Client Name: _____	Contract Value \$ _____	_____
Location: _____	Start Date: ____ / ____ / ____	_____
POC Name: _____	End Date: ____ / ____ / ____	_____
Phone#: _____	Historic Property: ____	_____
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Project # 2		Type of Work Performed
Client Name: _____	Contract Value \$ _____	_____
Location: _____	Start Date: ____ / ____ / ____	_____
POC Name: _____	End Date: ____ / ____ / ____	_____
Phone#: _____	Historic Property: ____	_____
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Project # 3		Type of Work Performed
Client Name: _____	Contract Value \$ _____	_____
Location: _____	Start Date: ____ / ____ / ____	_____
POC Name: _____	End Date: ____ / ____ / ____	_____
Phone#: _____	Historic Property: ____	_____

Project # 4		Type of Work Performed
Client Name: _____	Contract Value \$ _____	_____
Location: _____	Start Date: ____ / ____ / ____	_____
POC Name: _____	End Date: ____ / ____ / ____	_____
Phone#: _____	Historic Property: ____	_____
Project # 5		Type of Work Performed
Client Name: _____	Contract Value \$ _____	_____
Location: _____	Start Date: ____ / ____ / ____	_____
POC Name: _____	End Date: ____ / ____ / ____	_____
Phone#: _____	Historic Property: ____	_____

E. CERTIFICATION AND PERMISSIONS

I, the undersigned, hereby apply to be registered on your Qualified Bidders List. I certify that to the best of my ability the information listed above is true and correct. By my signature, I authorize MCLB to verify information supplied and obtain credit information and reports.

I agree that in consideration for being placed upon the Qualified Bidders List, I will comply with the following conditions on all rehabilitation/construction work performed on properties located within the designated areas regardless of whether federal financing is or is not used by the owner:

- a. To use only contract forms previously approved by the program.
- b. That if work performed by the contractor is found to be unsatisfactory by MCLB in MCLB’s sole discretion, or if contract relations between the contractor, homeowner or other parties are found to be unsatisfactory as determined in MCLB’s sole discretion, that MCLB will have the unilateral right to remove the contractor’s name from the Qualified Bidders List, and the contractor will have no claims against MCLB and/or the homeowner in connection with such removal.
- c. That work shall be performed in accordance with MCLB General Specifications Guidelines, subject to such inspections as deemed necessary by MCLB.
- d. That MCLB minimum liability insurance amounts will be provided as long as my firm remains on the Qualified Bidders list.
- e. Workers' Compensation, where required, will be provided. Must show certificate of up to date B.W.C.
- f. That the contractor will abide by the Equal Opportunity provisions of the Civil Rights Act.

Authorized Signature: _____

Date: _____

Print Name/Title: _____

Upon completion of the pre-qualification application and necessary attachments, attach a current W-9 tax form and submit to:

**Montgomery County Land Bank
130 W. Second Street, Ste 1425,
Dayton, OH 45402**

or send via email with all attachments to info@mclandbank.com.