



CLARK COUNTY WASHINGTON

www.clark.wa.gov

COMMUNITY SERVICES
HOUSING PRESERVATION

1601 E Fourth Plain Blvd, Bldg 17
PO Box 5000
Vancouver, WA 98666-5000
564.397.2130

Dear Contractor:

The Housing Preservation Program through Clark County provides low-income, senior, and disabled residents with funds for needed repairs to their homes. As such, we are constantly seeking the addition of qualified construction companies for our program.

We invite your firm to apply as a qualified contractor to bid on future projects that may be of interest to you and your firm. At your earliest convenience, please return the following documents to our office:

- (1) A completed and signed application, which is enclosed.
- (2) A copy of your L & I license.
- (3) A copy of your Washington State business license.
- (4) Copies of EPA-certified lead training certificates for your firm and/or employees, *(if applicable)*.
- (5) Copies of any special certificates or licenses (i.e., asbestos removal, electrical, etc.), *(if applicable)*.
- (6) Copies of your insurance certificate(s) with Clark County Housing Preservation listed as the Certificate Holder.
- (7) A copy of your contractor security bond.

Once your application has been reviewed and you are deemed an 'approved' contractor for the County, you will receive notice via email. You will also receive an email from the County Auditor's Office, with a link to Workday (our payment software), requesting that you create an account and submit payment/invoicing information to the County in order to receive payment for work completed on County projects. We no longer request this information in hard-copy format; this is an automated, online process.

If you have any questions regarding the application and/or the process, please call me at (564) 397-7811.

Sincerely,

//signed//

Dawn Lee, Program Assistant
Housing Preservation Program
Community Housing & Development (CHAD)

Enclosures



For other formats, contact
the Clark County ADA Office

Voice 564.397.2322
Fax 564.397.6165

Relay 711 or 800.833.6388
Email ADA@clark.wa.gov



proud past, promising future

CLARK COUNTY
WASHINGTON

**Department of Community Services
Housing Preservation Program
Contractor Application**

Business Name

Contact Name

Mailing Address

City, State, zip code

Office Number

Fax Number

Cellular Number (if different from office)

Uniform Business Identifier

WA License Number

IRS Employee ID Number

E-mail Address

Owners Driver's License No./Expiration

Type of Organization

- Individual Proprietorship
- Corporation

- Partnership
- LLC or LLP

License Type

- Residential Commercial General Contractor
- Specialty Contractor, Type _____

Do you have or will you be hiring employees? Yes No

Do any of the principal owners consider themselves low-income? (Please refer to Section 3 letter.)

- Yes No

Do you have any other state or federal certifications (Minority, Woman-Owned, Hispanic, etc.)?

- Yes No (If yes, please list certificates and ID numbers below.)

Have any of the principal owners or officers ever been previously registered in Washington as a contractor? Yes No (If yes, please provide information below.)

Other Business Name

Other Registration Number

Please Provide Copies of Certificates and Insurance

Bonding Company

Name

\$ _____
Coverage amount

Expiration Date

Liability Insurance Company

Name

\$ _____
Coverage amount

Expiration Date

Vehicle Insurance Company

Name

\$ _____
Coverage amount

Expiration Date

Pollution Insurance

Name

\$ _____
Coverage amount

Expiration Date

Have you ever failed to complete any work awarded to you?

Yes No

Have you ever defaulted on a contract?

Yes No

Have you ever been debarred, suspended, or disqualified by the U.S. Department of Housing and Urban Development, or by any agency receiving HUD or other Federal funds, from performing or submitting bids for construction work?

Yes No

If you answered yes to any question, please explain on a separate sheet of paper.

READ BEFORE SIGNING:

The Housing Preservation Program reserves the right to verify any or all of the information given above. This includes the listed contractors, firms, and references listed. If the Clark County Housing Preservation Program is not satisfied with the sufficiency of information, it may reject the placement of prospective bidders or require additional information.

I certify that all information is true and correct, and authorize the release of information from all named individuals and businesses to the Clark County Housing Preservation Program. Failure to provide true and correct information may lead to denial of the application.

I have read the *General Conditions and Performance Standards* dated September 24, 2013.

Printed Name

Title

Signature

Date