

# **OAKLAND COUNTY NEIGHBORHOOD AND HOUSING DEVELOPMENT**

## **CONTRACTOR APPLICATION**

**OAKLAND COUNTY NEIGHBORHOOD & HOUSING DEVELOPMENT  
1200 NORTH TELEGRAPH ROAD, 34E  
PONTIAC, MI 48341-1032**

OAKLAND COUNTY NEIGHBORHOOD & HOUSING DEVELOPMENT

**CONTRACTOR APPLICATION FOR HOME  
IMPROVEMENT PROGRAM**

Dear Contractor:

Thank you for your inquiry to participate in the Oakland County Home Improvement Program (HIP). The continued success of this program depends on professional and qualified contractors such as you.

To qualify as a HIP contractor you must provide the following documents to our office;

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| <ul style="list-style-type: none"><li>• <b>Contractors' Qualification Statement</b> (see attachment pages 2-4)</li><li>• <b>Proof of adequate insurances</b> (see attachment page 3)</li><li>• <b>Lead Abatement certificate from the State of Michigan</b></li><li>• <b>Current Michigan Residential Builders License</b></li></ul> |
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This information must be sent to our office to be considered for the HIP Contractors Bid List. Prior to receiving invitations to bid, all new contractors must attend an orientation meeting to the Home Improvement Program. The meeting will introduce your company to HIP staff and important contractor procedures contained in the HIP Contractors Manual. You will receive a copy of this manual at the meeting. We will notify you of the date, time and location of this meeting.

To remain eligible to bid, you must keep your Residential Builders License, Lead Abatement Contractor License and insurance current and on file at the Oakland County Neighborhood & Housing Development Office.

If you have questions, please call Joe DelMorone, Supervisor, Field Services, at (248) 830-9411 or email at [delmoronej@oakgov.com](mailto:delmoronej@oakgov.com) or call toll free at 1-888-350-0900 x 80493.

Completion of this form is required prior to bidding Oakland County Neighborhood & Housing Development projects.

**THE UNDERSIGNED CERTIFIES:**

**THAT** all statements and all responses to questions made hereinafter are true and correct.

COMPANY NAME \_\_\_\_\_

COMPANY ADDRESS:

STREET \_\_\_\_\_

CITY \_\_\_\_\_

MI ZIP CODE \_\_\_\_\_

TELEPHONE \_\_\_\_\_ FAX NO. \_\_\_\_\_ MOBILE NO. \_\_\_\_\_

OWNER/QUALIFYING OFFICER: \_\_\_\_\_

EMPLOYER ID OR SOCIAL SECURITY NUMBER \_\_\_\_\_

THE FOLLOWING INFORMATION IS REQUESTED FOR FEDERAL STATISTICAL REPORTING PURPOSES ONLY. THIS INFORMATION APPLIES TO THE OWNER/QUALIFYING OFFICER OF THE COMPANY.

**RACE/ETHNIC/SEX**

_____ American Indian or Alaskan Native	_____ White
_____ Asian or Pacific Islander	_____ Other (Specify) _____
_____ Black	_____ Male
_____ Hispanic	_____ Female

**THE UNDERSIGNED FURTHER AGREES:**

**THAT** the partnership, DBA and corporation is licensed by the State of Michigan in accordance with Act 383, 1965, Section 338, 1505

**THAT** your Michigan State Residential Builder's License No. \_\_\_\_\_ is current and will be maintained.

**(COPY OF BUILDERS LICENSE & LEAD ABATEMENT CONTRACTOR CERTIFICATE IN INDIVIDUAL'S OR COMPANY'S NAME MUST BE SUBMITTED TO THE OAKLAND COUNTY NEIGHBORHOOD & HOUSING DEVELOPMENT).**

**THAT** necessary insurances are on file with the Oakland County Community & Home Improvement Division and kept current. **CERTIFICATES OF INSURANCE MUST NAME OAKLAND COUNTY NEIGHBORHOOD & HOUSING DEVELOPMENT AS CERTIFICATE HOLDER.**

The following minimum insurance coverage is required.

**Commercial General Liability Insurance in the minimum amount of \$500,000 combined single limit per occurrence including coverage for:**

- a. Independent Contractor
- b. Products and Completed Operations

**Auto Liability coverage in the minimum amount of \$500,000 combined single limit per occurrence with coverage for:**

- a. Hired Auto
- b. Non-Owned Auto
- c. No-Fault as required by State Law

**Workers Compensation coverage as required by law and Coverage B - Employers Liability Coverage in the minimum amount of \$100,000.**

**THAT** the work will be performed in accordance with Oakland County's minimum specifications and subject to a clear final inspection by the Neighborhood & Housing Development.

**THAT** work will be performed in conformance with all applicable local codes and regulations and that contractors are responsible to obtain all permits required by the local communities and

**THAT** if the work performed by the contractor is found to be unsatisfactory by Oakland County Neighborhood & Housing Development, or if relations between the contractor, homeowner or other parties are found to be unsatisfactory, that Oakland County Neighborhood & Housing Development may remove the contractor's name from the contractor list.

# OAKLAND COUNTY HOME IMPROVEMENT PROGRAM WORK AREAS

July 1, 2014

HOLLY Twp HOLLY Vig	GROVELAND Twp  <b>1</b>	BRANDON Twp ORTONVILLE Vig	OXFORD Twp OXFORD Vig	ADDISON Twp LEONARD Vig  <b>2</b>
ROSE Twp	SPRINGFIELD Twp	CLARKSTON City INDEPENDENCE Twp	ORION Twp LAKE ORION Vig	OAKLAND Twp
HIGHLAND Twp	WHITE LAKE Twp  <b>3</b>	KEEGO HARBOR City SYLVAN LAKE City	AUBURN HILLS City PONTIAC City WATERFORD Twp	ROCHESTER City ROCHESTER HILLS City
MILFOR Twp MILFORD Vig	WALLED LAKE City WIXOM City COMMERCE Twp WOLVERINE LAKE Vig	WEST BLOOMFIELD Twp ORCHARD LAKE Vig	BLOOMFIELD Twp. BLOOMFIELD HILLS City BIRMINGHAM City  <b>4</b>	CLAWSON City TROY City
LYON Twp SOUTH LYON Twp	NOVI City NORTHVILLE City	FARMINGTON City FARMINGTON HILLS City	BEVERLY HILLS Vig FRANKLIN Vig LATHRUP VILLAGE City SOUTHFIELD City	BERKLEY City FERNDAL City HAZEL PARK City HUNTINGTON WOODS City OAK PARK City MADISON HEIGHTS City PLEASANT RIDGE City ROYAL OAK Twp ROYAL OAK City

The Oakland County Neighborhood & Housing Development Program staff has divided the county into four Home Improvement Program Work Areas for your transportation and working convenience. Please specify the area(s) in which you want to work. You may choose one area, all four areas, or any combination of areas (i.e., Area 1 and Area 4). Note, you will only receive bids for home improvement jobs located in the area(s) you have specified. A few communities do not participate in this program. For more information on Home Improvement Program Work Areas, please contact the Field Services Supervisor at (248) 830-9411.

## CONTACTORS CERTIFICATION OF APPLICATION

The answer to the foregoing questions and all statements therein contained is true and correct.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

By \_\_\_\_\_  
(Signature of owner or qualifying officer)

Being duly sworn, deposes and says that he/she is the \_\_\_\_\_  
(Title)

Of \_\_\_\_\_:  
(Company Name)

**NOTARY:**

SUBSCRIBED AND SWORN BEFORE ME THIS DAY, 20

**NOTARY PUBLIC:** \_\_\_\_\_

\_\_\_\_\_  
COUNTY, MICHIGAN

**ACTING IN \_\_\_\_\_ COUNTY**

## MY COMMISSION EXPIRES

**NEIGHBORHOOD & HOUSING DEVELOPMENT PROGRAM**  
**FIFTY-SEVEN PARTICIPATING COMMUNITIES**

<b>CITIES</b>			
Auburn Hills	Berkley	Birmingham	Bloomfield Hills
Clarkston	Clawson	Farmington	Farmington Hills
Ferndale	Hazel Park	Huntington Woods	Keego Harbor
Lathrup Village	Madison Heights	Northville	Novi
Oak Park	Orchard Lake Vlg	Pleasant Ridge	Pontiac
Rochester	Rochester Hills	Royal Oak City	South Lyon
Southfield	Sylvan Lake	Troy	Walled Lake
Wixom			
<b>TOWNSIDPS</b>			
Addison	Bloomfield	Brandon	Commerce
Groveland	Highland	Holly Twp	Independence
Lyon	Milford Twp	Oakland	Orion
Oxford Twp	Rose	Royal Oak Twp	Springfield
Waterford	West Bloomfield	White Lake	
<b>VILLAGES</b>			
Beverly Hills	Franklin	Holly Vlg	Lake Orion
Leonard	Milford Vlg	Ortonville	Oxford Vlg
Wolverine Lake			

## **SUMMARY OF QUALIFICATIONS FOR CONTRACTORS**

- I. Completed Contractor's Qualification Statement (see attachment pages 2-4)
2. Proof of adequate insurances (see attachment page 3)
3. Lead Abatement Certificate from State of Michigan (go to [www.michigan.gov/leadsafe](http://www.michigan.gov/leadsafe) web site and scroll down to lead professionals and click on the certification process).
4. Current Residential Builders License.

## **PLEASE RETURN YOUR COMPLETED APPLICATION PACKAGE TO:**

**OAKLAND COUNTY NEIGHBORHOOD AND HOUSING DEVELOPMENT  
ATTENTION: JOE DELMORONE  
1200 NORTH TELEGRAPH ROAD, 34E  
PONTIAC, MI 48341-1032**