



CITY OF
Tulsa
A New Kind of *Energy*™

CONTRACTOR APPLICATION

WORKING IN NEIGHBORHOODS (WIN) HOUSING DIVISION

175 East Second Street, Suite 480
Tulsa, OK 74103

Telephone
918.576.5552

Fax
918.223.8414

Website
www.CityofTulsa.org/Housing

Email
housing@cityoftulsa.org

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Housing Division
WORKING IN NEIGHBORHOODS

Potential Contractor,

Thank you for showing interest in our Housing Assistance Program, attached are several documents, please read all pages in their entirety.

Please follow these instructions to the letter to assist our department in streamlining the contractor's application process.

1. Application form
 - a. Read and fill this form out completely, signatures required
2. General Release and Contractor Guidelines Acknowledgement form
 - a. Read, sign, and notarize
3. General Release form for AmericanChecked Inc.
 - a. Read, complete form, and sign
4. Contractor Guidelines
 - a. Read entire document, keep for your records
5. Insurance verification
 - a. Have your insurance fax a "Certificate of Insurance" to 918.223.8414, the certificate holder should be:
City of Tulsa - WIN/Housing
175 E 2nd St Suite 480
Tulsa, OK 74103

Once all of the above listed items are taken care of you will need to fax or scan and email the entire application (5 pages) to 918.223.8414. Once your application is received a staff member will contact you to acknowledge our receipt and let you know what the next step will be.

If you have any questions, please do not hesitate to contact our office.

Sincerely,

Brant Pitchford
Housing Supervisor
Working in Neighborhoods (WIN)
918.576.5630 office
918.223.8414 fax

Contractor Application Programs and Requirements

Emergency Repair Grant

A \$5,000 maximum grant to very low income residents to make emergency repairs to conditions that threaten the health and safety of the occupants, the resident must own and occupy the residence, reside within the city limits and qualify financially. *Areas of service: Electrical, Plumbing, Roofs, Heating, Sewer lines*

Contractor information:

This program has around 300 – 350 projects every year. The projects vary from Electrical, Plumbing, Roofing, Heat and Air, to some General Contractor contracts for various interior repairs.

Requirements:

- General Liability Insurance
- Workers Comp (unless the contractor is self employed and has an exempt affidavit)
- Not De-Barred (HUD has a list of De-Barred contractors, you company cannot be on this list)
- Email Address (Your email address must have the ability to print PDF files)
- Required License/Registrations (*Electricians, Plumbers, Mechanical and Roofers*)
- All work has a one year full warranty required

Rehabilitation Loan Program

A \$35,000 maximum rehabilitation loan available for moderate to very low income residents to assist citizens with home repairs, weatherization, and energy efficiency, each residence is given a rigorous inspection to include Lead Based Paint (LBP), Electrical/Mechanical/Plumbing (EMP), Structural, and interior repairs. The resident must own and occupy the residence, reside within specific targeted zones of the Tulsa city limits and qualify financially. This is a loan program that is either deferred until the residence changes ownership or the resident is set up on a payment plan based on their income. *Areas of service: Lead Based Paint, Electrical, Plumbing, Security (doors and windows), Roofs, Heating, Interior issues, Weatherization.*

Contractor information:

This program has around 30 – 40 projects every year. The projects are awarded to General Contractors that are capable of managing these projects in a responsible manner. The contractor must be able to finance a minimum of 70% of the project before receiving any funding. These projects are a turn key contract, therefore the General Contractor must be able to hire sub-contractors and be responsible for paying those sub-contractors.

Requirements:

- General Liability Insurance
- Workers Comp (unless the contractor is self employed and has an exempt affidavit)
- Not De-Barred (HUD has a list of De-Barred contractors, you company cannot be on this list)
- Email Address (Your email address must have the ability to print PDF files)
- Required License/Registrations (*Electricians, Plumbers, Mechanical and Roofers*)
- Lead Base Paint training, certificates and firm with EPA
- All work has a one year full warranty required

Contractor Application

Working In Neighborhoods Department – Housing Division

Firm Information

PRINT CLEARLY AND LEGIBLY

Name of Firm: _____ **Legal description**
Street Address: _____ Corporation
City ST Zip Sole Proprietorship
Telephone: _____ Cell: _____ Partnership
Employer's Fed. I.D. No. _____ DUNS #: _____
(Obtain at <http://fedgov.dnb.com/webform>)
Email for bidding: _____

Social Security # for all company owners: _____

Number of years in Business: ____ Number of Employees: ____ Office staff ____ Field staff

Type of Company:

General Construction Plumber Electrician Mechanical Roofer

License No. or Registration No.: _____ Expires: _____

Identify all individuals who own or share ownership of this firm:

<u>Name</u>	<u>Race*</u>	<u>Sex</u>	<u>% of ownership</u>
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*Black/African American, Alaskan Native, Asian, Native Hawaiian, Hispanic, Native American, Pacific Islanders, White

Identify all individuals who are authorized to sign bids and agreements (other than owners listed above):

<u>Name</u>	<u>Phone</u>	<u>Title</u>
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Insurance information:

Amount of General Liability Insurance: _____ \$500,000 for each occurrence and \$1,000,000 aggregate minimum

Amount of Worker's Compensation: _____ State minimum required

Amount of Auto Liability _____ State minimum required

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Fax this page to 918.223.8414

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www.cityoftulsa.org

Criminal/Legal History:

Have any members of the firm been sued within the past 18 months by sub-contractors, suppliers or customers?

Yes No If so, please attach an additional page explaining the details and outcome.

Has any of the owners of the company ever been convicted of a felony?

Yes No If so, please attach an additional page explaining the details and outcome.

References – all references will be contacted by WIN staff and confirmed

Supplier or Sub-Contractor

	Supplier/Sub contractor	Description	Telephone	Contact
1.				
2.				
3.				
4.				

List Three (3) Customers you have completed work in the past 12 months

	Name	Description of work	Telephone	\$ Amount
1.				
2.				
3.				

Comments: (list any additional comments you would like our agency to know about your company)

Fax this page to 918.223.8414

General Release and Contractor Guidelines Acknowledgement Form

I (print name) working for and representing (print company name) hereby acknowledge the receipt of the City of Tulsa Working In Neighborhoods – Housing Division, Contractor Guidelines, Version 2.01. I also acknowledge that I will fully examine the Contractor Guidelines and agree to follow the Contractor Guidelines.

I (print name) hereby authorize the City of Tulsa, WIN Department or its designated agents to obtain and receive all record(s) and information pertaining to my eligibility for the bidding on rehabilitation and emergency work for the Housing assistance programs, including my employment, income, (including IRS returns), credit, residency and banking information from all persons, companies, or firms holding or having access to such information. This authorization hereby gives the City of Tulsa, WIN Department or its designated agents the right to request all information that we can or could obtain from any person(s), company or firm on any matter referred to above. I agree to have no claim for defamation, violation of privacy or otherwise against any person or firm or corporation by reason of any statement or information released by them to the City of Tulsa, WIN Department for purposes of the program. The term of this authorization shall commence on the date of signature and be in force for a period of five years commencing on the date first set forth below.

The undersigned certifies that all information in this statement, and all information furnished in support of this statement, is true and complete to the best of the undersigned's knowledge and belief.

Signature	Title	Date
Signature	Title	Date

Notary:

SUBSCRIBED and SWORN to before me this _____ day of _____, 20__.

My Commission Expires: _____



Consumer Report Disclosure & Release

In connection with my employment/volunteerism or application for employment (including contract for services and volunteer work), an investigative consumer report and consumer reports, which may contain public record information, may be requested from AMERICANCHECKED, INC. These reports may include the following types of information: names and dates of previous employers, reason for termination of employment, work experience, accidents, academic history, professional credentials, drugs/alcohol use, information relating to my character, general reputation, personal characteristics, mode of living, educational background, or any other information about me which may reflect upon my potential for employment gathered from any individual, organization, entity, agency, or other source which may have knowledge concerning any such items of information. Such reports may contain public record information concerning my driving record, workers' compensation claims, credit, bankruptcy proceedings, criminal records, etc., from federal, state and other agencies which maintain such records.

I authorize AMERICANCHECKED, INC. to prepare a consumer report or investigative consumer report about me and disclose such to the requesting company. For the purpose of determining my eligibility for employment, retention, promotion or suitability as a volunteer. If the requesting company is placing me with another entity, I consent to the report being provided to such other entity. If hired, contracted or accepted as a volunteer, this authorization shall remain on file and shall serve as ongoing authorization for the procurement of consumer reports at any time during my employment/volunteerism or contract period. I have been provided a copy of the summary of the rights of the consumer pursuant to the Fair Credit Reporting Act (FCRA).

I hereby fully release and discharge AMERICANCHECKED, INC., their respective affiliates, subsidiaries, directors, officers, employees, agents and attorneys thereof, and each of them, and any individual, organization, entity, agency, or other source providing or receiving information to AMERICANCHECKED, INC. from all claims and damages arising out of or relating to any investigation of my background for employment/ volunteer purposes. This release is valid for all federal, state, county and local agencies, authorities, previous employers, military services and educational institutions.

By signing below, I certify that I have read and fully understand this release, that prior to signing I was given an opportunity to ask questions and to have those questions answered to my satisfaction, and that I executed this release voluntarily and with the knowledge that the information being released could affect my being hired, my employment/volunteerism, or my eligibility for promotion.

Today's Date _____ Signature _____

Print your full name _____

For purposes of gathering this information, I agree to supply the following information, which may be required by law enforcement agencies and other entities for positive identification purposes when checking records. It is confidential and will not be used for any other purpose.

Print other last names you have used _____

Current Address _____ How long? _____

City _____ State _____ Zip _____

Social Security No. _____ Date of Birth _____

Driver's License No. _____ State Issuing License _____

- California, Minnesota and Oklahoma Applicants Only: I request a free copy of any consumer report ordered on me.

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Notice To All Applicants

You have the right to receive, upon your written request within a reasonable period of time, (not to exceed 30 days) a complete and accurate disclosure of the nature and scope of the investigation requested. You have the right to make a request to AMERICANCHECKED, INC., upon proper identification, to request the nature and substance of all information in its files on you at the time of your request, including the sources of information, and the recipients of any reports on you that AMERICANCHECKED, INC. has previously furnished within the two-year period preceding your request. AMERICANCHECKED, INC. may be contacted by mail at 4870 S. Lewis Ave., Ste. 120, Tulsa, Oklahoma, 74105, or by phone at (800) 975-9876.

Notice to California Applicants

Under California law, the consumer reports we order on you for employment purposes within the State of California are defined as investigative consumer reports. These reports may contain information on your character, general reputation, personal characteristics and mode of living. Under section 1786.22 of the California Civil Code, you may view the file maintained on you by AMERICANCHECKED, INC. during normal business hours. You may also obtain a copy of this file upon submitting proper identification and paying the costs of duplication services, by appearing at AMERICANCHECKED, INC. in person, by mail, or by telephone. AMERICANCHECKED, INC. may be contacted by mail at 4870 S. Lewis Ave., Ste. 120, Tulsa, Oklahoma, 74105, or by phone at (800) 975-9876. The agency is required to have personnel available to explain your file to you and the agency must explain to you any coded information appearing in your file. If you appear in person, a person of your choice may accompany you, provided that this person furnishes proper identification

Consumer Signature _____

Company Name: _____

Attached to this disclosure is a written summary of your rights under the Fair Credit Reporting Act (FCRA) as prepared by the Federal Trade Commission.

Fax this page to 918.223.8414

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AmericanChecked, Inc.

Section 4

FCRA SUMMARY OF RIGHTS

Para informacion en espanol, visite www.ftc.gov/credit o escriba a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identify theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

Keep this page for your records

- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation, Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051