

CONTRACTOR'S APPLICATION PACKET
ALTOONA REDVELOPMENT AUTHORITY LAND BANK
HOUSE BUILDING AND REHABILITATION PROGRAMS

CONTRACTOR'S APPLICATION

ALTOONA REDEVELOPMENT AUTHORITY LAND BANK

HOUSE BUILDING AND REHABILITATION PROGRAM

All questions must be answered and the information given must be clear and comprehensive. If necessary, questions may be answered on separate attached sheets. Additional information may be submitted. This application must be notarized.

1. Name of Firm: _____
____ Sole Proprietorship ____ Partnership ____ Corporation ____ Limited Liability Company
Provide supporting documentation listing owner(s) and person(s) authorized to execute on behalf of the firm.
2. Address _____

3. Federal Tax Identification Number or Social Security Number _____
4. Telephone No. _____ Cell No. _____
Web Address _____ Fax No. _____
5. Minority Business Enterprise ____ Yes ____ No (if yes provide Certification)
Womens Business Enterprise ____ Yes ____ No (if yes provide Certification)
Disadvantaged Business Enterprise ____ Yes ____ No (if yes provide Certification)
VOSBE (Veteran Owned Small Business ____ Yes ____ No (if yes provide Certification)
SBE (Small Business Enterprise) ____ Yes ____ No (if yes provide Certification)
Other (specify) _____

Race	#Non-Hispanic	#Hispanic
White		
Black/African American		
Asian		
American Indian/Alaskan Native		
Native Hawaiian/Other Pacific Islander		
American Indian/Alaskan Native & White		
Asian & White		
Black/African American & White		
Am. Indian/Alaskan Native & Black/African Am.		
Other Multi-Racial		

6. When was firm organized? _____
7. Number of Employees: Full Time _____ Part Time _____
8. List the sub-contractors the firm works with (plumbing, electrical and mechanical)

9. Copy of the Bureau of Consumer Protection Registration.

Registration No. _____

10. Copy of the City's Business Privilege License

11. Has the firm ever defaulted on, or failed to complete, a contract?

____ Yes ____ No

If yes, please explain _____

12. List three major projects recently completed in the Altoona or Blair County area. Please list the approximate cost, date of completion, address and phone number of an individual we can contact.

- a. _____

- b. _____

- c. _____

14. General background, such as experience of co-workers, including officers, and other information showing ability to work in rehab-property improvement construction.

15. Supplier References (**attach two written references indicating credit status**).

- a. _____
- b. _____

SEND INFORMATION TO:

Eric Luchansky, Director
Altoona Redevelopment Authority Land Bank
Dept. of Planning & Community Development
1301 Twelfth Street, Suite 400
Altoona, PA 16601
Telephone (814) 949-2470
Fax (814) 949-0372

The Undersigned hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the Altoona Redevelopment Authority Land Bank, in verification of the recitals comprising this statement of Contractor's Application-Qualifications:

Name of Company, Partnership, or Corporation

By _____ Title _____

(Signature)

Date _____

ACKNOWLEDGEMENT

COMMONWEALTH OF PENNSYLVANIA:

COUNTY OF _____ :

On this, the ____ day of _____, A.D., 20__, before me a Notary Public, in and for said State and County, personally came the above-named _____ being duly sworn deposes and says that he is _____ of _____ and that the answers to the foregoing questions and all statements therein contained are true and correct.

Subscribed and sworn to before me this ____ day of _____, 20__.

Signature

My commission expires _____ Notary Public

ATTACHMENT I

AGREEMENT

This Agreement is made and executed in duplicate this ___day of _____, **20__**, by and between the ALTOONA REDEVELOPMENT AUTHORITY LAND BANK hereinafter called "LB", and

hereinafter designated as "Contractor".

WHEREAS, Contractor has submitted an Application-Qualification Statement to be approved to participate in the LB Building and House Building and Rehabilitation Program; and

WHEREAS, LB has approved Contractor for participation in such program on the condition that Contractor permit the City to withhold a portion of each contract price as a performance guarantee in lieu of a performance bonding requirement; and

WHEREAS, the parties desire to confirm such understanding in writing.

(a) In the event the LB determines that any building or rehabilitation work done by Contractor is faulty and needs to be corrected, LB shall give written notice to Contractor of the specific corrections which must be made. Contractor shall perform such corrections to the satisfaction of the LB within ten (10) working days after receiving such written notification.

Failure on the part of the Contractor to timely correct or replace such faulty work shall result in the elimination of the Contractor from continued and further participation in LB activities. The Altoona Redevelopment Authority Land Bank shall give written notice to Contractor of elimination therefrom.

Contractor shall hold and save harmless the LB from any and all loss, cost, liability, claim and damage of any kind, nature or description arising under this Agreement or any matters pertaining thereto.

Contractor's rights and obligations hereunder shall extend to Contractor, his or her agent, servants and employees, as well as his or her successors and assigns.

IN WITNESS WHEREOF, the parties execute this Agreement on the above-mentioned date.

By _____

Altoona Redevelopment Authority Land Bank

By _____

Contractor

Attachment II

Equal Employment Opportunity Certification

The undersigned, on behalf of _____ is an Equal Opportunity Employer and will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, disability, age, gender identity, genetic information, sexual orientation, military status (past, present or future) or any other characteristic protected by law.

As used herein, the phrase “shall not discriminate” applies without limitation to the following: (1) Recruitment, whether by advertising or other means; (2) compensation, whether in the form of rates of pay, or other forms of compensation; (3) selection for training, including apprenticeship; and (4) promotion, upgrading, demotion, downgrading, transfer, laying off and termination.

In the event of non-compliance with this Equal Employment Opportunity Certification, contracts for work through the City of Altoona’s Housing Rehab Programs may be cancelled, terminated or suspended in whole or in part, and _____ (Company Name) may be removed from the Approved Contractors List.

_____ (Company Name) shall include the provisions of this Equal Employment Opportunity Certification in every subcontract, sublease or purchase order related to its contract with the City of Altoona so that such provisions will be binding upon each subcontractor, sublessee or vender.

By: _____