



J. RYAN McMAHON II
COUNTY EXECUTIVE

COUNTY OF ONONDAGA

COMMUNITY DEVELOPMENT DIVISION

ongov.net

MARTIN SKAHEN
DIRECTOR

Contractor Application Packet

This office has a policy whereby the contractor must furnish proof of the following insurance coverage and be listed as additional insured.

The CONTRACTOR covenants and agrees that it shall see that its Insurance Carrier(s) are made aware of and includes the following endorsement, on each policy or certificate of insurance:

Workman's Compensation Employer's Liability Insurance

1. Statutory coverage required by law;
2. Employer's liability—\$1,000,000 each occurrence.

Comprehensive General Liability Insurance

1. Public liability—including accidental death, premises, products, completed operations and contractual;
2. Bodily injury liability—\$1,000,000 each occurrence
3. Property Damage Liability—\$1,000,000 each occurrence
4. Coverage for explosion, collapse and underground hazards is included under property damage liability.

The CONTRACTOR guarantees that all subcontractors hired possess, or will obtain, the appropriate insurance as described above.

The above policies will not expire and/or nonrenewal or be cancelled for any reason, or restricted in coverage, until at least thirty (30) days prior written notice by certified mail has been given to:

Onondaga County Community Development Division
421 Montgomery St.
Syracuse NY 13202.
(315) 435-3558
leadtraining@ongov.net



CONTRACTORS NOTE

The purpose of this document is to give contractors an overview of the various Onondaga County Community Development housing rehabilitation programs. Please take the time to familiarize yourself with the policies and procedures outlined.

Your knowledge of the county's housing rehabilitation programs, policies, and procedures will improve your chances of being awarded community development jobs and expedite processing of contracts and payments.

The Onondaga County Community Development Division (OCCD) receives primary funding from the Department of Housing and Urban Development (HUD) and New York State, to develop, implement, and operate residential rehabilitation programs throughout Onondaga County. These programs are offered to low- and moderate-income residents in various areas. The majority of Community Development funding is spent countywide for Lead Hazard Reduction. OCCD also funds programs for the elderly and disabled (SHAPE-UP, RAMP). Community Development administers the following programs:

REHABILITATION PROGRAMS

Lead Hazard Reduction Grant Program (LHG) is a program to reduce lead paint hazards in privately owned, residential structures throughout Onondaga County in which the resident is of low-income and there is the presence of a child in the home. Lead hazards are often found on painted window frames, wood siding, and painted doors. Common repairs provided by the program are new windows, doors, and siding. Funds for other health and safety related hazards may also be available. The LHG program is administered by Onondaga County Community Development with funding from the US Department of Housing and Urban Development.

SHAPE-Up Program (Safe Housing Assistance Project for the Elderly) is a countywide housing rehabilitation grant program for low-income elderly and handicapped homeowners. Qualified applicants are eligible for a maximum grant of \$15,000 to remove/repair health and safety hazards, and preserve the structural soundness of their homes. This does not mean that every home will need or is entitled to the maximum grant. Only work outlined in OCCD's specifications is eligible for payment.

Ramp Program is a countywide grant program that installs exterior ramps and/or modifies bathrooms to improve handicap accessibility. Applicants can be either homeowners or tenants. The maximum grant is \$15,000.

Commercial Rehabilitation Program is a 50/50 matching grant. This program is designed to revitalize the central business districts of target areas. The maximum grant available is \$15,000; however jobs range anywhere from \$5,000 to \$100,000. Only exterior, structural, and weatherization improvements can be included in the Commercial Program.



FAQ

How will contractors be selected for a job?

Contractors will be selected to bid on rehabilitation cases based upon their type of work/skills required for the job (roofing, painting, heating, etc.), and the geographic areas in which they are willing to work.

Do contractors have to respond to every bid request?

Any contractor failing to respond to three consecutive bid requests may be disqualified and removed from the bidding file. Businesses are not required to submit bids on each job—only to notify Community Development by telephone, email, or mail of their decision not to bid.

What must contractors do to submit a bid request?

Each contractor selected to bid will receive a copy of the Work Specifications describing the rehab work to be performed. New Contractors are required to visit the job site and fully inform themselves of work items and conditions described in the specs. Contractors must submit their bids in a sealed envelope with the job name, case number and address in the lower left-hand corner of the envelope, no later than 4:30 PM of the due date. No bids will be accepted after this time.

Contractors are required to itemize Community Development bids. One price should be given for each numbered item(s) listed on the specifications. The sum of the itemization must equal the job price listed on the Bid Cover Sheet. It is the contractor's responsibility to obtain and include the cost of all permits/certificates/approvals in the bid price. Failure to follow these steps may result in bid rejection.

Contractors are encouraged to contact Community Development for clarification of any work items. However, when estimating a Community Development job: Always bid the job as the specification is written. Any necessary adjustments/substitutions/changes will be negotiated following the job award.

When will bids be reviewed?

Bids will be opened within 2 days after the due date and reviewed for: prices on each item of work specified, whether the bid proposal is a reasonable bid, and the contractor's signature. Contractors may withdraw their bid requests by contacting Community Development in writing by 4:30 PM of the due date.

Community Development reserves the right to reject any and all bids, if rejection is in the best interest of the program. Rebids may be sent out and may include, but are not limited to, the contractors who originally submitted estimates.



How will contracts be awarded?

All contracts will be awarded within five days of the bid opening. Awards will be based on the lowest reasonable bid, performance of the contractor on previous Community Development jobs, and number of OCCD jobs the contractor currently has under contract if applicable.

How does work begin?

Each bidding contractor will receive an award or a non-award letter listing the bid results. The successful bidder will receive an award letter listing a proposed Proceed Date, a copy of his bid, and any other necessary paperwork. Community Development staff will prepare the Notice to Proceed, and the mortgages (if applicable). The Housing Inspector will meet with the contractor to sign the paperwork and discuss the job. It is the Contractor's responsibility to secure any/all necessary building permits before the start of work.

What is the job timeline?

Contracts for the rehabilitation programs are between the contractor and the homeowner. The contractor will begin work within ten (10) calendar days from the date of the notice to proceed. The contractor is allowed 30 working days thereafter to complete the job. Completion of the work must be in accordance with the conditions, plans, and specifications of the contract. Community Development may grant time extensions under certain circumstances.

What are the terms of work and material requirements?

The contractor is solely responsible for all construction means and methods, adhering to plans and specifications, protection of persons and property, and the work of all employees and subcontractors. All materials used on the job will be new unless otherwise stated in the specifications. It is understood that all work shall be performed and completed in a professional, workman-like manner.

What happens if change orders are needed?

Change orders shall be used to document any change in work specifications, price, materials, or other deviations from the original contract provisions. Change Orders are not valid without **prior** approval from the Project Coordinator and must be signed by the homeowner, contractor and inspector.

Are progress payments available?

Progress payments are available on a case by case basis. The contractor must also demonstrate the ability to complete the rehab work within the requirements of the contract.

Are partial payments available?

Partial payments are available, on a case by case basis, when the rehabilitation work cannot be completed due to circumstances beyond the contractor's control (weather conditions, material delay, etc.).



Why might a contractor be terminated?

Any contractor in violation of their contract will be given notice of the violation(s) and ten calendar days to make necessary corrections or arrangements to correct the problems. If the contractor fails to do so, he will be declared in default and the contract will be terminated. Community Development will proceed to have the work completed by another contractor using any monies originally designated for the terminated contractor. Contractors who have been found in default of their contract(s) are ineligible to bid any Community Development work. Only upon approval by the Project Coordinator can a contractor again become an active bidder.

Is there a required final inspection upon job completion?

All contractors must contact Community Development and request a final inspection. A complete inspection of the work specified will be conducted to verify that all work has been completed and meets Community Development's program standards. If the work completed is not satisfactory, the contractor will be notified and given ten days to correct the problem(s).

Community Development guarantees work for one year from the date of the final inspection by Community Development. Any defects that appear within this one-year period due to defective or improper workmanship or materials will be promptly corrected/repared/replaced by the contractor at his sole expense. The contractor will also provide the homeowner with all manufacturers' warranties on materials and equipment furnished under the rehabilitation programs.

When does a contractor receive final payment?

Once all specified work is completed and approved by the Community Development Housing Inspector, the contractor should submit a final bill and any certificates or approvals required to Community Development.

Clearance testing will be done on jobs that involved lead hazard reduction. No final payment will be issued until acceptable clearance levels are obtained. Additional clearance testing may become the financial responsibility of the contractor if initial clearance testing results in failure.

Payment is issued to the contractor by the County Comptrollers Department on behalf of Community Development. No payment will be made to the contractor without the proper approvals/certificates on file (i.e.: W-9, plumbing or UL certificates).

Certain Community Development programs may require financial participation by the homeowner. In this situation, the homeowner will provide the contractor with the remaining balance.



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Dear Contractor,

Onondaga County Community Development is always looking to expand its approved contractor list. Approved contractors are entitled to receive bid opportunities for our county wide housing and commercial rehabilitation programs. Community Development programs are funded by the state and federal governments and are administered at the county level.

If your company would like to participate in our bidding process, please complete the form below. Community Development must receive a copy of your insurance certificate and your RRP Firm Certificate. If you would like to bid on projects involving lead hazards (or lead removal) Community Development must also receive your Lead Abatement Supervisor's Certificate. See enclosed for insurance requirements.

The majority of Community Development's programs involve lead hazard reduction work at pre-1978 homes with lead hazards. As a result, contractors are required to be trained in appropriate methods for dealing with lead hazards. For grant work on our Lead Hazard Reduction Program, all contractors must be certified with an EPA Abatement Supervisor certificate in addition to an EPA Renovation, Repair and Painting (RRP) firm certificate. Please provide any and all related certifications and training certificates.

Complete and return to Onondaga County Community Development
Remember to include copies/scans of all applicable documents. Questions? Call (315) 435-3558.

By email: cd@ongov.net

Drop off in person: Carnegie Building, 335 Montgomery St. 2nd Floor, Syracuse, NY 13202

Submit by US Mail: Onondaga County Community Development
John H. Mulroy Civic Center, 421 Montgomery St, Syracuse, NY 13202



Firm Name _____

Business Address _____

City, State, Zip _____

Business Phone(s) _____
(Include all cell phones, fax, etc.)

Names and Addresses of All Owners and Partners

_____	_____
_____	_____
_____	_____

Please list your Federal ID # _____ Or Social Security # _____
(the number that you use for the business on your tax form)

Is your firm a MBE?	Y N	NYS Certified?	Y N	Number of years in business:
Is your firm a WBE?	Y N	NYS Certified?	Y N	_____

All contractors MUST have EPA Certification under the Renovation, Repair, and Painting (RRP) regulation. Please provide a copy of the firm certificate as well as for trained individuals.

Is your firm and/or employees certified by the EPA in regards to any other lead-based paint activities?

Y N Explain _____

Any other lead-based paint awareness training?

Y N Explain _____

If yes to either, please provide a copy of all relevant certificates.

List all licenses currently held by the contractor (include number(s) and expiration date(s)).



References (List names, complete addresses, and phone numbers of four recent customers.)

1. _____
2. _____
3. _____
4. _____

List all types of work your firm can perform (Be specific!).

Check the programs you would like to participate in:

Housing rehabilitation program

Commercial rehabilitation program

Home ownership program (Vacant house rehabilitation)

THE UNDERSIGNED CONTRACTOR CERTIFIES that all information given herein is correct and further agrees:

- 1) That the undersigned contractor agrees to maintain in a current status all licenses as required by the State of New York;
- 2) That the work will be performed in accordance with all codes, standards, zoning regulations and specifications, subject to a clear final inspection by the Community Development Division;
- 3) That if work performed by the Contractor is found to be unsatisfactory by the Community Development Division or if contract relations between the contractor and homeowner are found to be unsatisfactory, the contractor's name may be removed from the approved list;
- 4) That required insurance will be provided; and
- 5) That contractor will abide by U.S. Department of Housing and Urban Development regulations pertaining to equal employment opportunity.

Applicant's Signature _____ **Date** _____