

**CONTRACTOR INFORMATION BOOKLET**

**For**

**ONONDAGA COUNTY COMMUNITY DEVELOPMENT DIVISION**

**REHABILITATION PROGRAMS**

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**CONTRACTORS NOTE**

THE PURPOSE OF THIS BOOKLET 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.

## **IMPORTANT INFORMATION FOR CONTRACTORS**

The Onondaga County Community Development Division receives funding from the Department of Housing and Urban Development (HUD), 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 on countywide rehabilitation programs for the elderly and handicapped (SHAPE-UP, HPG, RAMP) and a neighborhood rehabilitation partial grant program (NRP/AHC). The NRP program targets low and moderate income communities. The Onondaga County Community Development Division (CD) administers the following programs, in selected towns and villages.

### **REHABILITATION PROGRAMS**

**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 \$10,000 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 CD's specifications is eligible for payment.

**CONTRACTORS TAKE NOTE: THE PROGRAM WILL ONLY PAY FOR WORK AUTHORIZED BY COMMUNITY DEVELOPMENT STAFF. ADDITIONAL WORK/EXTRAS/FAVORS WILL BE THE FINANCIAL RESPONSIBILITY OF THE HOMEOWNER**

**HPG PROGRAM (HOUSING PRESERVATION GRANT PROGRAM)** is for low income homeowners available in various towns and villages throughout the county. Qualified applicants are eligible for a maximum rehabilitation grant of \$10,000.

**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 \$5,000.

**NRP/AHC PROGRAM (NEIGHBORHOOD REHABILITATION PROGRAM)** is a partial grant rehabilitation program designed to preserve and improve substandard and deteriorated housing in target areas. Qualified homeowners are eligible based on income, family size, and the cost of rehabilitation work their homes require. Jobs average from \$6,000-\$10,000.

**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 \$10,000, however jobs range anywhere from \$5,000 to \$100,000. Only exterior, structural, and weatherization improvements can be included in the Commercial Program.

**ADDITIONAL FUNDING** up to \$10,000 is available for our residential programs for lead hazard reduction on a per job basis and is run in conjunction with our rehabilitation programs. Community Development will conduct a Risk Assessment and perform all necessary paint/surface testing.

## CONTRACTOR PARTICIPATION

Any contractor wishing to participate in the various rehabilitation programs offered by Community Development must complete a Contractor Data Form. Contractors must supply proof of comprehensive liability insurance coverage of \$500,000 for bodily injury and \$500,000 coverage for property damages.

**For any job over \$20,000, Community Development increases the insurance requirements \$1,000,000**

To insure contractors are competent and reliable, Community Development will verify references listed on the Contractor Data Form and check with local consumer agencies. Upon approval, contractors will be added to the rotating bid file.

### CONTRACTOR PARTICIPATION

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

Any contractor failing to respond to two consecutive bid requests will 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 or mail of their decision not to bid.

Each contractor selected to bid will receive a copy of the Work Specifications describing the rehab work to be performed. **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 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. Faxed proposals will be rejected.

Contractors are required to itemize Community Development bids. One price should be given for each trade/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.

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

Bids will be opened the morning after the due date and reviewed for: prices on each item of work specified; addition or deletion of any item(s); list of subcontractor(s); whether the bid proposal is a responsible bid; and the contractor's signature. Contractors may withdraw their bid requests by contacting Community Development in writing by 4:30 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 will include, but not be limited to the contractors who originally submitted estimates.

All contracts will be awarded within two days of the bid opening. Awards will be based on the lowest responsible bid, performance of the contractor on previous Community Development jobs, number of CD jobs the contractor currently has under contract, and homeowner preference.

## **START OF WORK**

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, Lead-Based Paint Certificate, and the contract(s). 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.**

## **TIME OF PERFORMANCE**

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 thirty 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.

## **WORK IN PROGRESS**

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.

**CHANGE ORDERS** shall be used to document any change in work specifications, price, materials, or other deviations from the original contract provisions. However, change orders are not valid unless they are in writing and signed by the homeowner, the contractor and Community Development.

**PROGRESS PAYMENTS** are available when contracts exceed \$20,000. The contractor must also demonstrate the ability to complete the rehab work within the requirements of the contract.

**PARTIAL PAYMENTS** are available when the rehabilitation work cannot be completed due to circumstances beyond the contractor's control (weather conditions, material delay, etc.).

**CONTRACTOR TERMINATION** 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 Rehabilitation Supervisor can a contractor again be an active bidder.

**FINAL INSPECTION** 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).

Contractors must guarantee their work for one year from the date of the final acceptance 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.

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

Clearance testing will be done on jobs that involved lead hazard reduction. No 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.: plumbing or UL certificates).

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

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