

**American Rescue Plan Act (ARPA)
CONTRACTOR
QUALIFICATION
MANUAL
2022**



**NEIGHBORHOOD
REVITALIZATION DIVISION**

**CITY OF DECATUR
1 Gary K. Anderson Plaza, Decatur, Illinois 62523**

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I) PROGRAM OVERVIEW

The City of Decatur's Neighborhood Revitalization Division (NRD) maintains a list of qualified contractors. The four contractor categories we recognize for the American Rescue Plan Act programs are:

- 1) **Prequalified Contractor** = One who is eligible to perform contractor work per the general requirements given in this document on page 8.
- 2) **Qualified Contractor** = One who has fulfilled all of the general requirements given on page 8 and has successfully completed work for the city.
- 3) **Certified Lead Contractor** = One who has fulfilled all the qualification standards given on page 8, successfully completed work for the city, and holds a valid Illinois Lead Abatement Contractor license.
- 4) **Disqualified Contractor** = A disqualified contractor is a contractor who has failed to meet all the prequalification standards or who has failed to successfully complete a contract agreement through the AMERICAN RESCUE PLAN ACT Program. They have been temporarily or permanently denied participation in city projects due to one or more of the reasons listed on page 6.

To participate as a contractor in the American Rescue Plan Act Owner Occupied Grant Program bidding process, a general contractor must:

- 1) Submit a completed Contractor's Certification Application Form (page 17) which provides information regarding the company structure.
- 2) Provide the name of insurance carrier(s) for general liability, auto and workers' compensation coverage.
- 3) Provide work references.
- 4) General contractors must have an active Unique Identity ID (SAM) number and cage code (see page 31). The contractor must be listed in the Sam.gov program with no issues.

II) OBJECTIVES

Some of the objectives of this program include:

1. To remove unhealthy or hazardous housing conditions in low- and moderate-income areas.
2. To use American Rescue Plan Act (ARPA) funds as a catalyst to encourage residents of low- and moderate-income neighborhoods to improve their homes and community.

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3. To revitalize and preserve the existing housing stock.
4. To enable low- and moderate-income families to rehabilitate their homes.
5. To reduce utility costs of low- and moderate-income families, by incorporating energy conservation systems into housing rehabilitation programs.
6. To preserve and increase the property values in low- and moderate-income neighborhoods.
7. To encourage employment and training opportunities for residents and minority persons through the opportunity to bid on housing rehabilitation programs.
8. To create sustainable mixed-income neighborhoods in the urban core.

Eligible activities for the owner-occupied rehabilitation program include, but are not limited to:

1. Roofs, porches, and exterior stairs/steps.
2. Foundation and structural improvements.
3. Accessibility improvements for occupants with disabilities.
4. Repair/replacement of mechanical systems.
5. Lead remediation.
6. Exterior painting, trim and or fascia.
7. Tuck point and/or masonry.
8. Driveways and retaining walls.

In order to assist the recipient property owner, the city's Neighborhood Revitalization Division (NRD) shall establish and maintain a current list of rehabilitation contractors who are both prequalified and qualified to perform and are interested in performing rehabilitation activities under the provisions of the city's rehabilitation programs.

III) PREQUALIFICATION

The following procedures will be used to establish a list of prequalified contractors:

1. Insurance information.

2. Names and addresses of at least two or more customers for whom the contractor has performed housing or commercial rehabilitation work.
3. Roofing license number.
4. Authorization permitting the city to directly verify all of the requirement information (see pages 19-20).

Those rehabilitation contractors deemed by the city to provide the information previously described shall be placed on a list of **prequalified contractors**.

Special consideration may be extended to new, minority or female contractors who have limited rehabilitation experience. In an effort to give all contractors a reasonable opportunity to prove their reliability, all of the information provided will be gathered and verified by the American Rescue Plan Act (ARPA) Neighborhood Program Specialist. Since such contractors have limited work or credit experience, they may be placed on the city's eligible list of rehabilitation contractors on a probationary basis and may be given the opportunity to bid on projects not to exceed \$30,000. The probationary period shall consist of two (2) various projects. If all specified rehabilitation activities are completed properly and promptly in accordance with the city's work write-up (as amended), their probationary status will be lifted, and such contractors will be treated identically to any other qualified rehabilitation contractor.

IV) QUALIFICATION

Qualified contractor status indicates that, to the best of American Rescue Plan Act staff's knowledge, the contractor has the technical competency and financial ability to successfully complete American Rescue Plan Act projects. Qualified contractor status indicates the contractor has successfully completed an ARPA project(s) and is a contractor in good standing. Qualified Contractors Must:

1. Submit Contractor Certification Application (page 17).
2. Submit Subcontractor Information Form if necessary (page 19).
3. Complete Employer Report Form (page 29) for Equal Employment Opportunity purposes.
4. Provide address and contact information for one current rehabilitation of greater value than \$25,000.00 and completed within the past twelve months.
5. Provide proof of insurance to the limits required by the standard contract and agreement used by the American Rescue Plan Act program or able to secure such insurance and license as required by the state and/or the city in this manual (see General Requirements, page 8).

6. Be capable of meeting a minimum construction standards inspection, which includes but is not limited to quality of workmanship, job site cleanliness, appropriate work attire, and site safety practices as determined by the NRD or the Economic and Community Development division's Assistant Director. The minimum standard inspections will be performed on both the ongoing project and the completed project as provided by the contractor.
7. Demonstrate a history of securing permits as are required by local standards.
8. The contractors must submit a Subcontractor Information Form if applicable. The subcontractors will be held to the same standards as the general contractors. Subcontractors will be required to be registered and active with a Unique Identity ID (SAM) number and Cage Code (see page 31).
9. Maintain good standings with all federal and state agencies and conduct consistent with public policy. This holds true for general contractors and subcontractors alike.

V) LEAD CERTIFICATION

“To conduct any lead services, including lead inspection, lead risk assessment, lead hazard screens, lead mitigation, or lead abatement work and supervision, in a regulated facility in Illinois, individuals must be licensed (<https://www.zackacademy.com/lead-paint-removal-license-illinois>).”

1. **Lead Supervisors** – oversee the removal of lead.
2. **Lead Workers** – perform the removal of lead.
3. **Company Registration** – All employees must receive proper training certifications and the company must register with the State of Illinois as a Lead Abatement Contractor.
4. General Contractors may hire a Lead Abatement Contractor as a subcontractor for any lead work that needs to be completed if not licensed to do so themselves.

To participate in the American Rescue Plan Act (ARPA) Program's bidding process as a Lead Abatement Contractor, the following must be submitted annually:

1. Contractors Application Form which provides information regarding the company structure.
2. Insurance carrier(s) for general liability, auto, and workers compensation coverage including lead liability riders.

General contractors must be licensed by the Illinois Department of Public Health to perform work as a Lead Abatement Contractor. The contractor must have an acceptable past performance record. The contractor is required to have an active Unique Identity ID (SAM) number and Cage Code. The contractor must be listed in the Sam.gov program with no issues.

VI) DISQUALIFICATION

Maintenance of the city's American Rescue Plan Act (ARPA) Qualified Contractor List shall be the exclusive responsibility of the NRD's ARPA staff. Rehabilitation contractors may be denied participation in city projects by the city's ARPA staff on either a temporary or a permanent basis for one or more of the following reasons:

1. Provision of false or misleading information.
2. Inadequate construction experience or expertise.
3. Poor references.
4. Failure to meet federal requirements.
5. Poor workmanship.
6. Violation of contract start date or completion date.
7. Misrepresentation of pay requests.
8. Unapproved material substitution.
9. Unreasonable/unexplained delays.
10. Unsatisfactory work and unsatisfied complaints.
11. Abuse of change order provisions.
12. Failure to perform work in accordance with specification and contract period.
13. Inability to secure or failure to maintain required insurance, bond, licenses or permits.
14. Failure to comply with contract provisions.
15. Failure to pay subcontractors in a timely fashion.
16. Failure to respond to justifiable complaints of recipient property owners concerning rehabilitation work performed.
17. Disqualified by any federal or state agency, or any other city department.
18. Insufficient financial resources to complete work.

19. The contractor's financial insolvency, bankruptcy, or other condition which has resulted in a monetary loss to a property owner or the City of Decatur.
20. Outstanding debt owed to the City of Decatur.
21. Lack of proper/current lead documentation (applicable to Lead Certified Contractors only).
22. Abandonment of a rehabilitation job or failure to complete specified rehabilitation activities within the specified period.
23. Conviction of a criminal offense in connection with the rehabilitation work to be performed or associated with the payment of funds administered by the city's American Rescue Plan Act staff.
24. Collusion between the homeowner, contractor, subcontractor, or others involving an effort to fix a bid or involving kickbacks or an effort to defraud any party in violation of local, state, or federal law.
25. Unprofessional and/or unethical conduct or practices by the contractor, subcontractor or their employees.
26. Discrimination, racial or sexist statements, offering of bribes and/or kickbacks, or drugs/alcohol use on the job site.
27. Discrimination against or denial of employment to any person in the performance of any rehabilitation based on race, color, national origin, age sex, handicap, belief, or political affiliation in violation of the Title V and VII of the Civil Rights Act and the Age Discrimination Employment Act. (29 USC 794).

The City of Decatur's American Rescue Plan Act staff's goal is to work with qualified and reputable contractors and subcontractors. Rules are established to disqualify those entities (contractors, subcontractors, etc.) who do not meet the requirements and/or responsibilities to the homeowner or the American Rescue Plan Act Rehabilitation Programs through the City of Decatur.

When such violations or failures have occurred with a contractor or subcontractor the following may occur:

1. Temporary denial to bid on any projects.
2. Suspension.
3. Immediate exclusion from bidding projects based on evidence of wrongdoing.

The contractor will be notified prior to deletion from the list. He/she will have ten (10) days to appeal.

VII) GENERAL REQUIREMENTS

1. Contractor must not have current unpaid collections or open judgments with the City of Decatur.
2. The contractor must provide proof of adequate liability insurance and worker’s compensation in the form of a Certificate of Insurance, as described below in #3. The worker’s compensation insurance shall cover all employed persons engaged in work under the rehabilitation or construction contract to the full statutory limits stipulated in the Illinois
3. Worker’s Compensation Act. The minimum acceptable levels of coverage are as follows:

INSURANCE TYPE	MINIMUM LIABILITY AMOUNTS
Commercial General Liabilities	
General Aggregate Minimum Limit	\$2,000,000.00
Products-completed Operations Aggregate Minimum Limit	\$2,000,000.00
Each Occurrence Minimum Limit	\$1,000,000.00
Commercial Automobile Liability	
Bodily Injury & Property Damage Minimum Limit (Each Occurrence)	\$1,000,000.00
Lead Liability Insurance (Lead Contractors)	
Lead liability insurance minimum for lead abatement operations (Each Occurrence)	\$1,000,000.00

4. It shall be the contractor’s responsibility to provide or require similar insurance for each subcontractor. The contractor shall provide evidence that each subcontractor carries insurance in the amount shown prior to the time a contract is signed.
5. The contractor must obtain all required construction permits prior to starting work and must arrange for any required code inspections during the rehabilitation. Copies of the final inspections (mechanical, plumbing, electrical, and structural) must be provided to the American Rescue Plan Act project staff at the time of a progress or final pay request.
6. The contractor must be in good standing with other local, state and federal programs.
7. All workmanship must conform to the program's general specifications and all city codes and ordinances.
8. Contractor proposals are subject to rejection for noncompliance with any program requirements. Acceptance shall be at the discretion of the homeowner and the American Rescue Plan Act project staff. Proposals varying by more than 10% from the American Rescue Plan Act Housing Rehabilitation Specialist’s preliminary cost estimate may be subject to rejection.

9. The general contractor shall not be permitted to "assign the contract" to another rehabilitation firm without the express written consent of the recipient property owner and the American Rescue Plan Act staff.
10. The general contractor is ultimately responsible for the bid and its contents, which encompasses the entire project. This includes site familiarity, inspection and review of the write-up items, measurements, and quantities as well as those listed by all subcontractors within the bid document.
11. After a mandatory walk-thru, bid proposals should be submitted to the City of Decatur's Economic & Community Development department (Civic Center, 3rd floor) **on or before** the identified bid deadline. All bids should be signed and sealed in an envelope. A bid opening will be held. Bids will be tabulated and reviewed for accuracy. Bid will be reviewed for responsiveness to the bid specifications, qualifications of the bidder, and performance history on other contracts held through the City of Decatur.

VIII) CONTRACTING PROCEDURES

This section sets forth the city's general requirements and procedures with respect to rehabilitation contracts for work to be performed under the city's ARP Rehabilitation Programs. It shall be the city's policy that every rehabilitation project financed under the city's American Rescue Plan Act programs shall be undertaken only through a written contractual agreement between a general contractor and the recipient property owner.

The rehabilitation contract shall consist of a single document signed by the general contractor and accepted by the recipient property owner. The rehabilitation contract shall identify the specifications for the work to be performed in accordance with the American Rescue Plan Act's work write-up (or as amended).

The American Rescue Plan Act staff shall prepare, with the advice and consent of the city attorney, a set of provisions and general conditions for use in all rehabilitation contracts. A listing of the provisions to appear in the general conditions for such rehabilitation contract at a minimum shall include:

1. The initiation of any rehabilitation work covered by a contract is subject to the issuance of a Notice to Proceed (page 28) signed by the contractor and the American Rescue Plan Act staff.
2. The contractor must begin the work specified within 10 calendar days after the issuance of a duly executed Notice to Proceed.
3. The contractor must satisfactorily complete the rehabilitation activities within a specified number of days after the issuance of a Notice to Proceed.

4. The contractor or subcontractors are responsible for obtaining all permits required to complete the work identified in the bid specification. All permits are required **prior** to the start of rehabilitation on the identified items. The Building Inspections Division should be contacted for related inspections on these items. The contractor or subcontractor may also schedule a consultation with the inspector (mechanical, plumbing, electrical, or structural) to determine what permits and inspections are required.
5. The City of Decatur will **not** advance funds for materials or unperformed or incomplete items in the work write-up. However, the City of Decatur has partnered with Land of Lincoln Credit Union to provide access to capital for contractors to purchase materials needed to perform rehabilitation projects, at an interest rate of 3.25% plus a 1% administration fee. Contractors are not required to take these loans, but they are available if needed. Once a contractor is awarded a rehabilitation contract, he or she may automatically be approved for the contractor's loan program.
6. Progress payments are allowed for the completed work after inspection. The progress or final payments due the rehabilitation contractor will be paid after the American Rescue Plan Act staff receives the contractor's invoice, inspection reports, and all required lien waivers. The homeowner **must** initial the items on a progress payment request and initial/sign the Final Inspection Report saying that the work has been satisfactorily completed. It is the responsibility of the contractor to schedule the review of the work with the homeowner and the American Rescue Plan Act staff. All requests for payments must be dated and approved by the American Rescue Plan Act staff.
7. The general contractor shall be required to obtain and maintain, for a period corresponding with the life of the contract, contractor's bodily injury and property damage insurance sufficient to cover both existing and completed operations and products (See General Requirements, item 2).
8. The general contractor shall be required to abide by all applicable federal, state and local regulations, including equal employment opportunity requirements and lead-based paint restrictions.
9. The general contractor shall keep the premises reasonably clean and orderly during the course of work and remove all debris at the completion of the work. Once materials or equipment have been removed and replaced as a part of the work activities specified, such items shall be the property of the general contractor.
10. The general contractor shall guarantee the work performed for a period not less than one year from the date of final acceptance of all activities specified in the city's work write-up. Furthermore, the contractor shall furnish to the recipient property owner all manufacturers and suppliers' written guarantees and warranties covering materials and equipment furnished under the rehabilitation contract.
11. The general contractor and homeowner shall provide the American Rescue Plan Act staff or other municipal representatives with access to the property in question for the purpose of examining and inspecting the rehabilitation work performed under contract.

12. The recipient property owner will cooperate with the contractor to facilitate the performance of specified work activities, including the removal and replacement of rugs, coverings, furniture, etc. as necessary, and if applicable.
13. For consideration of specified payment, the contractor proposes to furnish all the materials and labor described in accordance with the work write-up, contract, and the general conditions specified earlier.
14. In general, the city's Neighborhood Revitalization Department attempts to correct a variety of housing deficiencies through specified rehabilitation activities. Before such activities can be undertaken in a professional manner, local rehabilitation contractors and skilled tradespeople must be identified and attracted to the city's program. In keeping with the city's desire to have such work performed expeditiously and to the highest quality standards possible, it shall be the city's policy to have all rehabilitation work undertaken by reliable contractors and subcontractors.

IX) BIDDING

On every rehabilitation job undertaken with American Rescue Plan Act funds, the following procedures will be adhered to for the *Invitation to Bid*:

1. On behalf of the property owner, two or more contractors from the lists of prequalified and qualified contractors will be invited to bid on the rehabilitation work to be performed.
2. Only sealed bids will be accepted by the Economic and Community Development Department (ECD), on behalf of American Rescue Plan Act, from all interested contractors. Sealed bids are to be delivered to the ECD Department (Civic Center, 3rd floor) on or before the identified bid deadline.
3. The contractor's bid must include line-item descriptions for both material and labor and include a total project cost (see example below).

Example of bid:

Address: _____		
	Bid	
	Labor	Materials
Water Heater	\$ _____	\$ _____
Replace Roof	\$ _____	\$ _____
Sub-Total	\$ _____	\$ _____
Total Project Cost	\$ _____	

4. Bid opening shall be held at the previously established appointed time, date, and location selection by the American Rescue Plan Act staff in the invitation to bid and shall be open to all interested parties.

BIDDING INSTRUCTIONS:

1. Prices must be given individually by work item number. In all cases where architectural specifications and drawings are required to obtain a building permit, copies of these documents must be included in the proposal submitted to the homeowner for review by the American Rescue Plan Act staff. Whenever fixtures and equipment are relocated, a general floor plan indicating the new locations must be included if requested. **The contractor’s bid must include line-item descriptions for both material and labor and include a total project cost.**
2. If the rehabilitation project requires lead work, please see the related item listed below for details.
3. It is the responsibility of the contractor and the homeowner to discuss and make the final color selections for the items being replaced such as paint, siding, shingles, etc.
4. Once construction has begun the contractor will receive payment according to one of the following schedules:
 - a) **Schedule A** - Full payment upon satisfactory completion of all work and submission of all subcontractor and contractor lien waivers.
 - b) **Schedule B** - Progress payments based upon the level of work completed. Lien waivers must be submitted for any subcontractor and/or contractor.
 - c) **Schedule C (Contractor Loan Program)** - The American Rescue Plan Act Program offers a Contractor Loan Program for those prequalified, qualified and lead certified contractors who may not have the funds on hand to cover the cost of materials for these American Rescue Plan Act program opportunities. If your bid proposal is accepted for a project, you will be able to apply for a low interest loan through Land of

Lincoln Credit Union. This loan is for the amount of the bid plus a 1% administration fee. Upon approval of your loan, you will be eligible to draw only the cost of the materials up front. Upon completion of the project, receipt of passing permit inspections, and confirmation from both the American Rescue Plan Act Housing Rehabilitation Specialist and the property owner that the work was completed satisfactorily, a letter will be provided to allow the draw of the balance of the loan amount. You are not required to take the full amount of the loan.

5. Upon receipt of the pay request by the American Rescue Plan Act (ARPA) Neighborhood Program Specialist, the Housing Rehabilitation Specialist will review the work completed. If the work has been satisfactorily completed and the homeowner has signed the Inspection Report, a one-party check issued in the name of the construction company will be requested. The construction company will be mailed the check from the Financial Management Department.

The following regulations apply to all bid openings:

1. All submitted bids that are in excess of 15% of the city's estimated rehabilitation cost may be disqualified.
2. The lowest responsive and responsible bid shall be accepted unless extenuating circumstances can be documented which justify action to the contrary.
3. The bidder selected shall be notified by American Rescue Plan Act staff in writing within seven calendar days of the bid opening.
4. All bidding contractors shall be notified in writing by the American Rescue Plan Act Neighborhood Program Specialist of the outcome of the bid opening within 10 calendar days of the bid opening.

Award of the rehabilitation contract will take place at the contract signing, which should be performed within fifteen calendar days of the bid opening. Contractors will not be required by the city to honor their bids for more than thirty calendar days. Extenuating circumstances may force extensions of these periods. Every federally funded project requires the city staff to verify the contractor's eligibility prior to the contract signing. The verification must occur on the date the contract is to be signed and can be verified on-line at <http://sam.gov>. The eligibility verification must be printed, dated, and signed by the city staff.

Contract documents shall be prepared by the American Rescue Plan Act Neighborhood Program Specialist and executed by the recipient property owner and the rehabilitation contractor. Executed contracts shall be prepared in triplicate and distributed as follows:

- 1) Executed copy to the rehabilitation contractor selected.
- 2) Executed counterpart to recipient property owner.

- 3) Executed original for American Rescue Plan Act Rehabilitation file.

X) CONTRACTING POLICY & CONTRACTOR QUALIFICATION PROCEDURES

Contracting Policy

1. The City of Decatur shall, to the greatest extent feasible, utilize minority and female owned contractors and material suppliers on housing rehabilitation projects. The City of Decatur encourages general contractors awarded a bid for housing rehabilitation to use subcontractors who are located in Decatur, minority or female owned and/or who employ residents of Decatur.
2. The contractor shall take affirmative action to ensure that employees and applicants for employment are treated correctly without regard to race, color, religion, sex, national origin, age or disability. These actions apply to employment, promotion, demotion, recruitment, termination, layoff, compensation and selection for training or apprenticeship programs.
3. No contract will be made to any business or organization in which an immediate family member of a person, in an administrative position, may benefit as identified by the federal, state, and or local government. No employee or elected official shall solicit or accept gratuities, favors or anything of value from potential contractors, subcontractors, or suppliers. These rules exist to avoid conflict of interest under this program.
4. Contracts will be awarded to general contractors who submit the lowest responsible bid as set forth in the Instruction to Bidders and contract documents. It is the right of the City to reject all bids deemed not responsible and/or bids not within 15% of the NRD staff estimate of the cost of the project by the NRD. Should a homeowner desire general improvements outside the scope of the bid specification, the homeowner will be directly responsible for the payment of the additional work. This work should be performed after the completion of the work identified in the bid specification.
5. The Neighborhood Revitalization Division staff will prepare the Construction Contract and the Notice to Proceed as well as the documents (agreement, mortgage, note, truth and lending) required for the homeowners' closing. A construction conference is held. The contractor, homeowner, American Rescue Plan Act Housing Rehabilitation Specialist (HRS) and the American Rescue Plan Act Neighborhood Program Specialist (NPS) shall be present. City staff will review the write-up and contract with both the contractor and homeowner present. Meeting notes will be taken for the file. At this time, the contractor should schedule with the homeowner a date to select or have selected colors, etc.

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If you have any questions regarding program requirements, you should direct questions to Connie Farrar-Hamilton either by phone at 217-450-2350 or by e-mail at cfarrar@decaturl.gov.



City of Decatur, IL
Neighborhood Revitalization Division
Economic and Community Development Department

AMERICAN RESCUE PLAN ACT
Contractor Certification Application

Please provide the following information:

Business Name: _____

Business Address: _____

Owner/Representative: _____

Type of Business (check one):

Corporation Partnership Sole Proprietorship

List of Officers and/or Owners:

Name _____ Title _____

Address _____

Home Phone _____ Cell Phone _____

Email _____ Years in Business _____

Years of Construction Experience _____

List of Officers and/or Owners:

Name _____ Title _____

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Address _____

Home Phone _____ Cell Phone _____

Email _____ Years in Business _____

Years of Construction Experience _____

List of Officers and/or Owners:

Name _____ Title _____

Address _____

Home Phone _____ Cell Phone _____

Email _____ Years in Business _____

Years of Construction Experience _____

List of Officers and/or Owners:

Name _____ Title _____

Address _____

Home Phone _____ Cell Phone _____

Email _____ Years in Business _____

Years of Construction Experience _____

Name, Address & Phone for Business References (Banks, Suppliers, Etc.)

Name, Address & Phone for Recent Customers (people you've provided services for)

Name, Address & Phone of Established Credit Firms

Insurance Carrier

Agency: _____

Agent's Name: _____

Address: _____

Phone Number: _____

The undersigned certifies that all the information in the Contractor Certification and attachments furnished in support of the certification, is true and complete to the best of the undersigned's knowledge and belief. The undersigned is aware that any falsification of any of the information is grounds for disqualification from the program. The undersigned is being considered as a contractor for the City of Decatur Neighborhood Revitalization Division's Rehabilitation Programs. The undersigned agrees in full of the following:

- The contractor will abide by all the terms of the Contractor's Qualification Manual.
- The contractor will abide to the Equal Opportunity provisions of the Civil Rights Acts.

- The contractor agrees to maintain and provide documentation of Liability Insurance, Lead Liability Insurance, and Workman’s Compensation.
- The contractor agrees to comply with the terms of all contracts, forms, and other documents agreed to and signed by the contractor.
- The contractor understand the Neighborhood Revitalization Division has the authority to place contractors on the disqualified list or suspend the contractor when the contractor’s responsibilities are not fulfilled to the homeowner or the City of Decatur.
- The contractor agrees to perform work in a professional manner, in accordance with the work write-up, general specifications, and all applicable City, State, and Federal codes and zoning regulations. It is further agreed the work is subject to progress and final inspections by the City of Decatur.

***The contractor understands this form must be completed and returned to the Neighborhood Revitalization Division, City of Decatur, 1 Gary K. Anderson Plaza, Decatur, Illinois 62523 in order to participate in the Rehabilitation Programs as a Contractor.**

Firm’s Name	
Title	
Printed Name	
Authorized Signature	
Date	

City of Decatur, IL
Neighborhood Revitalization Division
Economic and Community Development Department

AMERICAN RESCUE PLAN ACT

Subcontractor Information

The federal government is changing the unique identifier used by entities from the D-U-N-S Number to the Unique Entity ID (SAM), generated by SAM.gov. **Effective April 4, 2022, the D-U-N-S Number has been removed and the Unique Identity ID (SAM) is now the authoritative identifier.** This ID is used within SAM.gov and other government award and financial systems to identify a unique entity. The transition to the Unique Entity ID (SAM) is a federal government wide initiative. **See the SAM.gov information sheet attached below for more info.**

Company Name: _____

Company Address: _____

Unique Identity ID (SAM) _____

Cage Code _____ License # _____

Check ALL that Apply:

Carpentry Concrete Asphalt Drywall Electrical Flooring HVAC

Insulation Excavating Backfill Lead Painting Roofing Siding

Company Name: _____

Company Address: _____

Unique Identity ID (SAM) _____

Cage Code _____ License # _____

Check ALL that Apply:

Carpentry Concrete Asphalt Drywall Electrical Flooring HVAC

Insulation Excavating Backfill Lead Painting Roofing Siding

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Company Name: _____

Company Address: _____

Unique Identity ID (SAM) _____

Cage Code _____ **License #** _____

Check ALL that Apply:

Carpentry Concrete Asphalt Drywall Electrical Flooring HVAC

Insulation Excavating Backfill Lead Painting Roofing Siding

Company Name: _____

Company Address: _____

Unique Identity ID (SAM) _____

Cage Code _____ **License #** _____

Check ALL that Apply:

Carpentry Concrete Asphalt Drywall Electrical Flooring HVAC

Insulation Excavating Backfill Lead Painting Roofing Siding

Company Name: _____

Company Address: _____

Unique Identity ID (SAM) _____

Cage Code _____ **License #** _____

Check ALL that Apply:

Carpentry Concrete Asphalt Drywall Electrical Flooring HVAC

Insulation Excavating Backfill Lead Painting Roofing Siding

General Contractor Signature: _____

Date: _____

City of Decatur, IL
Neighborhood Revitalization Division
Economic and Community Development Department

AMERICAN RESCUE PLAN ACT

CONTRACTORS FINANCIAL PRIVACY NOTICE

(Only if contractor is self-funding the project, not obtaining the Contractor's Loan through Land of Lincoln Credit Union)

This is notice to you, as required by the Right to Financial Privacy Act of 1978, that the City of Decatur, Neighborhood Revitalization Division – Economic and Community Development Department, has a right to access financial records held by any financial institution in connection with your company.

Financial records involving your transactions will be available to the American Rescue Plan Act Neighborhood Revitalization Division, City of Decatur, Illinois without further notice of authorization, but will not be disclosed or released to another government agency or department, without your consent except as required or permitted by law.

RECEIVED: _____

Contractor's Signature Date

Contractor's Name

Company Name

Address (include city and state)

Business phone # - Business fax # - General/Lead Phone Number

Cell phone #

Email

Unique Identity ID (SAM) Number and Cage Code w/expiration date

RETURN WITH BID

NON-COLLUSION AFFIDAVIT

STATE OF _____

COUNTY OF _____

_____, being first duly sworn, deposes and says that they are _____ (sole owner, partner, president, secretary, etc.) of _____, the party making the foregoing bid; that such bid is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation; that such bid is genuine and not collusive or sham; that said bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that said bidder has not in any manner, directly or indirectly, sought by agreement, communication or conference with anyone to fix the bid price of said bidder or of any other bidder, or to fix any overhead, profit or cost element of such bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract or anyone interested in the proposed contract; that all statements contained in such bid are true; and, further, that said bidder has not, directly or indirectly, submitted their bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid and will not pay any fee in connection therewith to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, or to any other individual except to such person or persons as have a partnership or other financial interest with said bidder in their general business.

Signed:

Title

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

(SEAL)

Notary Public

*The owner reserves the right, before any award of contract is made, to require of any bidder to whom it may make an award of the contract, a duly executed non-collusion affidavit in the form designated above.

City of Decatur, IL
Neighborhood Revitalization Division
Economic and Community Development Department

AMERICAN RESCUE PLAN ACT

Instructions: Enter the following information and select the criteria that applies to certify your business.

Business Information

Name of Business _____

Address of Business _____

Name of Business Owner _____

Phone Number of Business Owner _____

Email Address of Business Owner _____

Preferred Contact Information

Same as above

Name of Preferred Contact _____

Phone Number of Preferred Contact _____

Type of Business (select from the following options):

Corporation Partnership Sole Proprietorship Joint Venture

Select from *ONE* of the following three options below that applies:

- At least 51 percent of the business is owned and controlled by low- or very low-income persons (Refer to income guidelines on page 4).
- At least 51 percent of the business is owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.
- Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers (Refer to definition on page 4).

City of Decatur, IL
Neighborhood Revitalization Division
Economic and Community Development Department

AMERICAN RESCUE PLAN ACT

NOTICE TO PROCEED

Sponsor: City of Decatur, Neighborhood Services Department

Contractor: _____

This is your official Proceed Order for the **American Rescue Plan Act Rehabilitation Program** job listed below:

NO OCCUPANT RELOCATION

You are hereby notified to commence WORK on or after _____. You are to complete the WORK within (28) Calendar days thereafter. The date of completion of all WORK is, therefore _____.

OCCUPANTS WILL BE RELOCATED

You are hereby notified to commence WORK on _____. You are to complete all interior WORK within _____ calendar days thereafter. The date of completion of all WORK is therefore _____.

LEAD MITIGATION PROJECT: No Yes

Property Owner: _____

RECEIPT OF THIS NOTICE TO PROCEED ORDER IS HEREBY ACKNOWLEDGED:

Contractor's Signature: _____ Date: _____

Construction Manager: _____ Date: _____

City of Decatur, IL
Neighborhood Revitalization Division
Economic and Community Development Department

EQUAL EMPLOYMENT OPPORTUNITY-AFFIRMATIVE ACTION PLAN
STATEMENT OF POLICY

It is the policy of this company, _____
to provide equal employment opportunity without regard to race, religion, color, national origin, handicap, age or sex through a program of positive action affecting all employees. In this program, our company carries out the requirements of Federal Executive orders 11246 and 11375, Civil Rights Act of 1964, Equal Employment Act of 1972, and all other applicable laws, and indicates its active support of the principle of equal opportunity in employment.

At present, _____ % of our work force are minorities and _____ % of our work force are females, and we will attempt to utilize minorities and females through a positive, continuing program in all jobs for which we contract in the future. To the greatest extent feasible, our company will utilize local residents who are Section 3 residents, minorities and females regarding any future job vacancies.

It is also our intent to make efforts to purchase supplies or equipment from businesses located in the City of Decatur.

_____ is the official who will be responsible for implementing this policy statements.

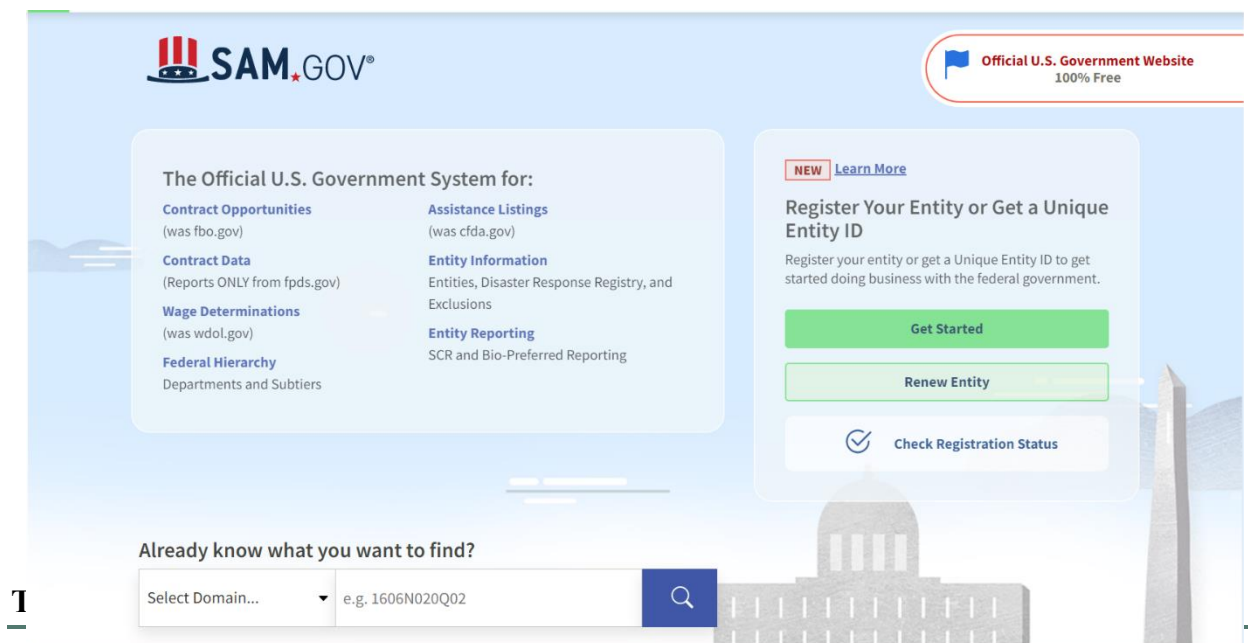
_____ will be designated as the Equal Employment Opportunity Officer in our company, responsible for submission of all required equal employment opportunity documents.

In addition, _____ is hereby authorized to sign payroll as well as this company's officers. (NOTE: If only officers will be authorized to sign payrolls, please fill in "No One" in this space.)

Authorized Signature

Title

Firm



April 4, 2022: Beginning today, the Unique Entity ID from SAM.gov is now the authoritative identifier for those doing business with the federal government. The DUNS Number is no longer valid for federal award identification.

All of the Integrated Award Environment (IAE) systems—SAM.gov, sears, FSRs, FPDS, FAPIIS, and CPARS—as well as all other GSA systems, are now only using the Unique Entity ID to identify entities.

The Unique Entity ID is generated in SAM.gov. If you are registered in SAM.gov (active or not), you already have a Unique Entity ID. It is viewable at SAM.gov. If you are new to SAM.gov and will be registering for the first time, you will get your Unique Entity ID (SAM) during registration.

Here is a snapshot of what's new at SAM.gov as of April 4, 2022:

- The DUNS Number has been removed and the Unique Entity ID is now the identifier of record for all entities in IAE systems.
- SAM.gov generates the Unique Entity ID, which will be used in federal award systems.
- SAM.gov searches, contract data, ad hoc reports, Application Programming Interfaces (APIs), and extracts use the Unique Entity ID. You will no longer find the DUNS number in any SAM.gov searches, views, or extracts.
- Entities now make updates to their legal business name and physical address through SAM.gov. Once you select Create Incident through the update entity information workflow, you will monitor the status of your ticket in your SAM.gov Workspace or in the Federal Service Desk (FSD.gov) instead of going to Dun & Bradstreet.
- Entities registering for the first time will be assigned a Unique Entity ID as part of the registration process.