

Community Development Contractor Information

Contractors will be pre-qualified by the Community Development Division to participate in the Rehabilitation programs by completing an Application form and submitting all documents required. This information will be placed in our Current Contract registry files. All documents must be updated annually to be considered current. General Contractors and Licensed Contractors are invited to apply.

One of the conditions for continued participations is the maintenance of a good credit record. If any judgments are executed or liens are filed against you for any reason whatsoever, you should immediately notify the Community Development Grant administrator.

Comprehensive liability insurance is required in the amount of not less than one hundred thousand dollars (\$100,000), three hundred thousand dollars (\$300,000) for bodily injury including death and fifty thousand dollars for property damage as required by Housing Finance Agency. Workman's compensation is also required. Evidence of such insurance, shall be submitted to the Community Development Division prior to beginning any work.

A **Cash bid/performance bond of \$750.00** paid by cash or certified check shall be deposited by the contractor prior to the bid opening, and held in escrow by the City of Wilson as long as the contractor continues to do rehabilitation work in the City of Wilson/County of Wilson. This bond may be used by the City to affect any necessary repairs as specified in the contract in the event that the contractor does not provide the initial work specified in the work write-ups. All work will be covered under a warranty not to exceed a one-year period.

Contracts will be awarded, usually to the **lowest responsible bidder**, taking into consideration the administrative rules to ensure timely performance, by the Community Development Division on behalf of the owner within 10 days after bid opening. Each contractor is responsible for submitting a **line by line estimate** of the work to be done as specified in the work write-up to be considered as part of the bid opening. **Please note this must be completely filled out, breakdown of unit cost and total cost.**

Information needed to participate in the City of Wilson Rehabilitation program:

- * **Complete Application**
- * **\$750 Bid deposit (before one can bid)**
- * **Insurance documents**
- * **General contractors license, RRP certification**