



REQUEST FOR QUALIFICATIONS Contractor Pre-Qualification Applications

Construction Contracts

To All Interested Parties:

Attached is a copy of a Contractor Pre-Qualification Application for the Broome County Land Bank Corporation. ("BCLBC" or "Land Bank"). These services are needed for the Land Bank's various housing rehabilitation programs. Contractor services are being solicited at this time to assist the Land Bank in its Local Program Administrator ("LPA") responsibilities of project implementation for New York State Homes & Community Renewal's ("HCR") Vacant Rental Program ("VRP") grant, SHARS No. 20240448. Contractors identified as a result of this solicitation will likely be utilized in future grant-funded programs as well as projects funded by Land Bank program income.

The BCLBC was awarded nearly \$1 Million in V-RIP funding to improve and rehabilitate up to twenty (20) vacant housing units and other vacant spaces, including commercial spaces, that are currently uninhabitable or unmarketable into safe, quality, and affordable rental units. These repairs and improvements may include, but are not limited to: health and safety improvements, correction of code violations and/or updating spaces to meet residential standards, accessibility modifications, environmental remediation, and other repairs determined by the BCLBC as necessary to rehabilitate vacant units.

Interested contractors, of all trades, should complete the attached application and submit with all required documentation to the BCLBC by the initial deadline of January 15, 2025. Please note that the BCLBC will continue to accept any applications after the deadline on a rolling basis until all V-RIP funds are exhausted, or the maximum number of units have been rehabilitated. The BCLBC reserves the right to open and close this solicitation periodically according to the needs of the Land Bank.

The BCLBC will utilize submitted applications to develop a list of pre-qualified contractors to complete scopes of work under the terms of the BCLBC's various grant programs. Specifically for V-RIP, following responsible property owners identified and awards considered and approved by the BCLBC Board of Directors, a scope of work will be developed for each project by BCLBC Construction Managers. All pre-qualified contractors will be presented with said scopes of work and are encouraged to provide a cost quote in order to undertake and complete said work. The BCLBC anticipates awarding projects to the lowest quoted responsible contractor. Please take note that the BCLBC's V-RIP program allows property owners to select a contractor that is not the lowest quoted responsible contractor but the BCLBC will only reimburse the property owner up to the amount of the lowest quote.

The BCLBC reserves the right to award, or not award, multiple projects to the same contractor at the same time. Simultaneous awards will be based on size and scope of each individual project, and contractor(s) ability to complete said work by necessary deadlines. Following completion of the work performed, the BCLBC and their respective construction manager assigned to the project will review the work for completeness and

code compliance, and prior to any payment issued. If the work is satisfactory, the contractor shall submit their invoice for review to the respective construction manager. Once approved by the construction manager, the BCLBC will issue payment. If work is found unsatisfactory, the contractor shall have the ability to correct any work completed. If work is not corrected, the contractor will be removed for the BCLBC's list of pre-qualified contractors.

The Land Bank is an Affirmative Action/Equal Opportunity Employer. Section 3 Residents, Section 3 Businesses, Minority Business Enterprises, Women Business Enterprises, Small Business Enterprises, Service-Disabled Veteran Owned Businesses and Labor Surplus Area Firms are encouraged to submit applications.

Should you have any questions, please contact us at 607-778-6001. Digital copies of applications are acceptable.

Please submit Applications to:

Jessica Haas, Executive Director
Broome County Land Bank Corporation
60 Hawley Street, 5th Floor
Binghamton, New York 13901-1766
Jessica.Haas@BroomeCountyNY.gov

Attachments:

BCLBC V-RIP Contractor Pre-Qualification Application





BCLBC V-RIP CONTRACTOR PRE-QUALIFICATION APPLICATION

Date: _____

Company Name: _____

Contact Person: _____

Business Address: _____

Telephone: Business: _____ Personal: _____

Principals: _____
(Authorized Signatories)

Type of Contracting: _____

Number of Years in Business: _____

Contractor Requirements:

- 1. Proof of NYS Liability Insurance (\$1,000,000.00)**
- 2. Proof of NYS Worker's Compensation Insurance**
- 3. EPA Lead Hazard Certification (RRP)**
- 4. Three (3) References/Letters of Recommendation**
- 5. Current Form W-9**

Please provide a list of any work completed for non-profit or housing organizations within the last five years:

All Jobs Completed in the Past Twelve Months:

Start Date	Location	Owner	Type of Work	Date Complete	Total Job Cost

Please provide a list of material suppliers:

The undersigned contractor certifies that all information given herein is correct and that the information may be verified from any source and further agrees:

- I. To maintain current status of all licenses as required by the Broome County Land Bank Corporation (BCLBC).
- II. That the contractor will perform the work in accordance with the description of work, general specification and all applicable state codes and local zoning regulations and be subject to a final inspection by the BCLBC or a duly authorized representative.
- III. That if the work performed by the contractor is found to be unsatisfactory or if the contract relations between the contractor, homeowner, or other interested parties are found to be unsatisfactory, the BCLBC may remove their name from the list of qualified contractors without notice.
- IV. That proof of required Liability Insurance, Worker’s Compensation, and EPA Lead Certification are current and will be maintained. Please attach the documentation to this application. Please provide certificates of liability and workers’ compensation insurance.
- V. That, if any D/B/A exists, it is current.

Contractor Name

Date

Contractor Signature