

CONTRACTOR GENERAL INFORMATION

Please fill out the Contractor Application completely and attach original forms when signatures are required. Do not send original contractor licenses—copies only. If you have project related questions, please call Neighborhood and Family Services Housing and Community Development contact telephone 623-333-2700.

General qualifications for inclusion on the City of Avondale Neighborhood & Family Services (NFS) Prequalified Contractors List are:

- A. **LICENSE:** The Contractor must have a current contractor's license issued by the Arizona Registrar of Contractors. The license classification must be appropriate for the type(s) of bid(s) the contractor will submit. All work must be completed in a professional workmanlike manner in compliance with the workmanship standards of the Registrar of Contractors as established by Arizona statute, with all applicable laws, statutes, ordinances, building codes or rules and regulations.
- B. **EXCLUSIONS:** All Contractors are required to have an Unique Entity ID registered in **sam.gov**. Neither Contractors nor its principals, agents or subcontractors that are presently debarred, suspended, or proposed for debarment to the U.S. Department of Housing or Urban Development (HUD) Debarment (and Excluded Parties) list or declared ineligible or voluntarily excluded from participation in the transaction evidenced in any contract by any federal department or agency shall be placed on the Prequalified Contractors List.
- C. **EQUAL OPPORTUNITY & EMPLOYMENT:** Contractors and all subcontractors shall abide by all Federal, State and local regulations pertaining to equal employment opportunity including:
 - a. The Contractor shall ensure that applicants are employed and employees are treated during employment without regard to their race, color, religion, sex, national origin, age, or disability.
- D. **CONFLICT OF INTEREST:** No contractor or its principals, agents or subcontractors shall have any direct or indirect interest in Housing Rehabilitation projects nor participate in any decision relating to a project contract which is prohibited by law. Any potential or actual conflict of interest must be immediately disclosed to the Housing & Community Development Manager for review.
- E. If you have any procurement process and contract-related questions, please email your questions to ProcurementOffice@avondaleaz.gov.

CONTRACTOR APPLICATION

PLEASE PRINT LEGIBLY

A. Contact Person for this Application

Person:	Telephone:
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B. Company Detail

Name:			
Address:			
City:		City:	Zip Code:
Telephone:	Fax:	Email	
Circle Type of Business: Sole Proprietorship or Corporation or Limited Liability Company or Partnership			
Employer Tax#	State Tax#:	City Tax#	Unique Entity ID#:

C. Principal of company

1)Name:		
Title		
Address:		
City:	State:	Zip Code:
Home Telephone		Mobile Telephone:
Education:		
Related Work Experience:		

2)Name:		
Title		
Address:		
City:	State:	Zip Code:
Home Telephone		Mobile Telephone:
Education:		
Related Work Experience:		

If there are more principals, please attached a separate sheet of paper.

D. Profile of Company

Years in Business:	Number of Employees:	Office:	Field:
AZ Contractor Licenses#, Class(es):			
The following questions apply to any and all the principals:			
1. Have you ever held a contracting license in another state? Yes or No:			
If Yes, which State(s)?		License Number:	
2. Have you ever had a contractor's license or home improvement license revoked or suspended? Yes or No:			
If Yes, provide details (attach separate sheet if necessary)			
3. Have you ever had a contractor's license or home improvement license under another name/ Yes or No:			
If Yes, provide details (attach separate sheet if necessary)			
4. Are you related by blood or marriage to any City of Avondale employee? Yes or No:			
If yes, provide name(s) and department(s)			
5. Does this company qualify as a woman owned business enterprise (51% or more ownership)? Yes or No:			
6. Does this company qualify as a minority owned business enterprise (51% or more ownership)? Yes or No:			
Circle ethnicity of majority owner: 1. White American 2. Black American 3. Native American Indian/Alaskan 4. Hispanic American 5. Asian/Pacific Islander 6. Hasidic Jew			
7. Is your company certified as a Small or Disadvantaged Business Enterprise with any jurisdiction? Yes or No:			
If yes, please circle one: SBD or DBE What is your effective date? What is your expiration date?			

E. Subcontractors that have done work for you. If you are a subcontractor, then list generals you have done work for.

Subcontractor/General	Trade/License#	Contact Person	Telephone
1.			
2.			
3.			

F. Projects you have completed within the last two years. Include any government agencies or non-profits that you have done work for and funding source such as NSP, CDBG, ADOH, HOME City General Fund.

Reference 1 – Company or Agency Name:		
Type of Work Performed:		Contract Start and End Dates:
		Average Project Size by Dollar Amount:
Client Name:	Client Email:	Client Phone Number:
funding source:		

Reference 2 – Company or Agency Name:		
Type of Work Performed:		Contract Start and End Dates:
		Average Project Size by Dollar Amount:
Client Name:	Client Email:	Client Phone Number:
funding source:		

Reference 3 – Company or Agency Name:		
Type of Work Performed:		Contract Start and End Dates:
		Average Project Size by Dollar Amount:
Client Name:	Client Email:	Client Phone Number:
funding source:		

G. Provide a typed statement to identify any contracts or subcontracts held by the Contractor or officers of the Contractor have been terminated within the last five years. Include information on any claims arising from a contract which resulted in litigation or arbitration within the last five years. Briefly describe the circumstances and the outcome or, if not applicable, indicated as such.

- a. Provide a typed statement on one (1) page letter size paper, title “Contractor Application Section G”

H. Provide a typed statement regarding the firm’s familiarity and capability of compliance with City’s standard insurance requirements and contract documents.

- a. Provide a typed statement on one (1) page letter size paper, title “Contractor Application Section H”

By submitting a Contractor Application, the submitting Contractor certifies that it has reviewed the administrative information and draft of the terms and conditions in the applicable Agreement and, if awarded an Agreement, agrees to be bound thereto.

Signature

Title

Date

Print Name
