

CONTRACTOR INSTRUCTIONS

General Instructions:

1. (If applicable) The Contractor must meet all county and State licensing requirements. This also requires that proof of adequate liability insurance and workmen's compensation coverage be provided.
2. The Contractor must obtain all required building permits prior to starting work.
3. All workmanship must conform to the Program's guidelines, county codes, and be of acceptable quality.

Documents:

Contractor's Data Sheet: Complete this form if you have not worked for the _____ housing programs within the past _____ months.

Initial Property Inspection Form: This report was prepared by the Construction Advisor who inspected the property. It identifies eligible work items to be included in your proposal. Additional work items cannot be covered under Program funds.

Contractor's Proposal Form: This form should be used by the contractor to prepare a proposal to complete the items identified in the Initial Property Inspection Form.

General Specifications: Program requirements pertaining to acceptable materials and workmanship.

Instructions:

1. Complete the enclosed Contractor's Proposal Form stating all the work you will do and the cost. Prices should be given individually by work item. Materials, equipment, and fixtures to be furnished must be identified by manufacturer's name. *Your proposal must be prepared on the bid forms provided to you.*
2. Return your completed proposal along with the supporting documents to the homeowner as soon as possible.
3. The homeowner will then review your proposal and others and select a contractor. The program will review and approve the bids selected by the owner. In order for your proposal to be considered, it must include all requested work items, conform to the program's specifications, and the cost must be reasonable. The Construction Advisor may call to explain needed revisions to the proposal that should be worked out between you and the homeowner.
4. You are not authorized to begin work until you receive a Notice to Proceed, which will be given to you by the homeowner, along with the signed Homeowner/Contractor Agreement.

Please make sure your completed package is returned to the homeowners with:

- a. Bid Form
- b. Contractor Proposal Form
- c. Contractor Data Sheet (if you have not performed work for _____ within the past _____ months)
- d. Proposed list of subcontractors
- e. (If applicable) Proof of required insurance coverage