



DATE: May 4, 2023

TO: Contractors for Energy Related Repair and Weatherization

FROM: MVAC – Housing Services Department

SUBJECT: Contractor Application

Please complete the attached Contractor's Application Form and return it to our office in the enclosed envelope. This form is kept on file for all Contractors who would like to continue doing work on projects funded through Minnesota Valley Action Council.

If you are currently bidding on a project or doing any repairs financed through MVAC, we will be unable to award any bid or make payments until you return this completed application along with a copy of your current Minnesota Contractor's License and Bond Certificate and your Insurance Certificate. Please note the Contractor Site Access Policy (keep for your records).

The Weatherization Program is required to adhere to the Standard Work Specifications (SWS). All contractors are also required to adhere to SWS. The SWS can be found at <https://sws.nrel.gov/>. It will be the contractor's responsibility to review and follow all standards applicable to their trade.

The Energy Related Repair (ERR) Program is required to adhere to Mechanical Equipment and Work Standards in Chapter 9 of the Energy Assistance Program Policy Manual at <https://mn.gov/commerce/industries/energy/service-providers/eap/>.

Failure to have this application on file with MVAC will result in projects not being proceeded or will delay payments.

Please return this application and licenses/certificates by _____

Thank you.

MINNESOTA VALLEY ACTION COUNCIL
HOUSING SERVICES DEPARTMENT
Contractor Application Form

This form will be maintained on file for each Contractor that applies to perform contracted home repairs on any weatherization or energy related project funded through Minnesota Valley Action Council. Completion of this form puts the Contractor on an approved list for weatherization or energy related projects. Contractors may be removed from this list for any of the following reasons.

- a) poor workmanship
- b) receiving three or more poor evaluations from clients
- c) failure to follow program specifications
- d) failure to meet project deadlines

Name of Firm: _____
Address of Firm: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Name of Firm's Owner: _____
Name of Person Writing Bids: _____
Firm's Phone Numbers: Business Hours: _____
After Hours/Emergency # _____
Fax Number: _____
E-mail address: _____
Website address: _____
Social Security # _____
Minnesota Tax ID: _____
Federal Employer ID# _____
Best way to contact you and/or to request/receive bids: Mail Email (secure) Text
Available for Emergencies: Yes No

1) **FOUNDING DATE:**
Year that your firm was established: _____

2) **AREAS OF EXPERTISE:**
Type of work qualified to do, and years of experience:
Attic & Sidewall Insulations: _____ Chimney Repair: _____
Heating and Ventilation: _____ Plumbing: _____
Electrical: _____ Other: _____
Work on Mobile Homes: Yes No
Work on Gas Stoves: Yes No
Bid on Window AC's: Yes No
Bid on Heat Pumps: Yes No

3) **CERTIFICATIONS:**
State Certified:
 Targeted Group (TG) Economically Disadvantaged (ED) Veteran-Owned (VO)
Certified:
 Disadvantaged Business Enterprise Minority-owned Business Woman-owned Business

4) INSURANCE: Attach a copy of your Certificate of Insurance to this application.

As a Contractor, you agree that you will at all times during the term of this Agreement have and keep in force a comprehensive general liability policy covering any injury and/or property damage caused by any negligent act or omission on the part of the contractor, its agents, servants or employees in the performance of or with relation to any of the work or services provided to be performed or furnished by the Contractor under the terms of this Agreement.

Coverage for bodily injury shall be an amount of not less than \$300,000 per occurrence. Property damage limits shall be an amount of not less than \$100,000 per occurrence.

This comprehensive general liability policy will include, but not be limited to, the following coverage: premises, operations, products, completed operations hazard, broad form blanket contractual, broad form property damage, and coverage for acts of independent contractors. Explosion, collapse, and underground (SCU) hazards inclusion shall be deleted when work performed under the agreement shall involve such risk or exposure. The policy shall also include an endorsement naming Homeowner/MVAC as additional insured in regard to the acts of the Contractor. The Contractor further agrees to maintain a workers' compensation policy for employees.

Additional liability insurance required shall include a comprehensive automobile policy including owned, non-owned, and hired vehicles in an amount of not less than \$300,000 bodily injury and property damage combined single limit OR \$100,000/\$300,000 bodily injury and \$50,000 property damage.

5) CONTRACTOR'S LICENSE, BOND CERTIFICATE AND INSURANCE CERTIFICATE: Attach a copy of your licenses/certificate to this application.

MVAC will need a current copy of your License, Bond, and Insurance Certificate on file to award a bid to you. Please submit this information to expedite the bid awarding or payment process. No proceeds to work or payments will be sent until MVAC has all this information regarding your firm on file.

6) SERVICE AREA:

Attached is a map of our service area (Region Nine). Locate on this map the geographic area you would be willing to travel within to perform rehabilitation work for Minnesota Valley Action Council.

7) REFERENCES:

List three job references from previous jobs and the type of work you did for them.

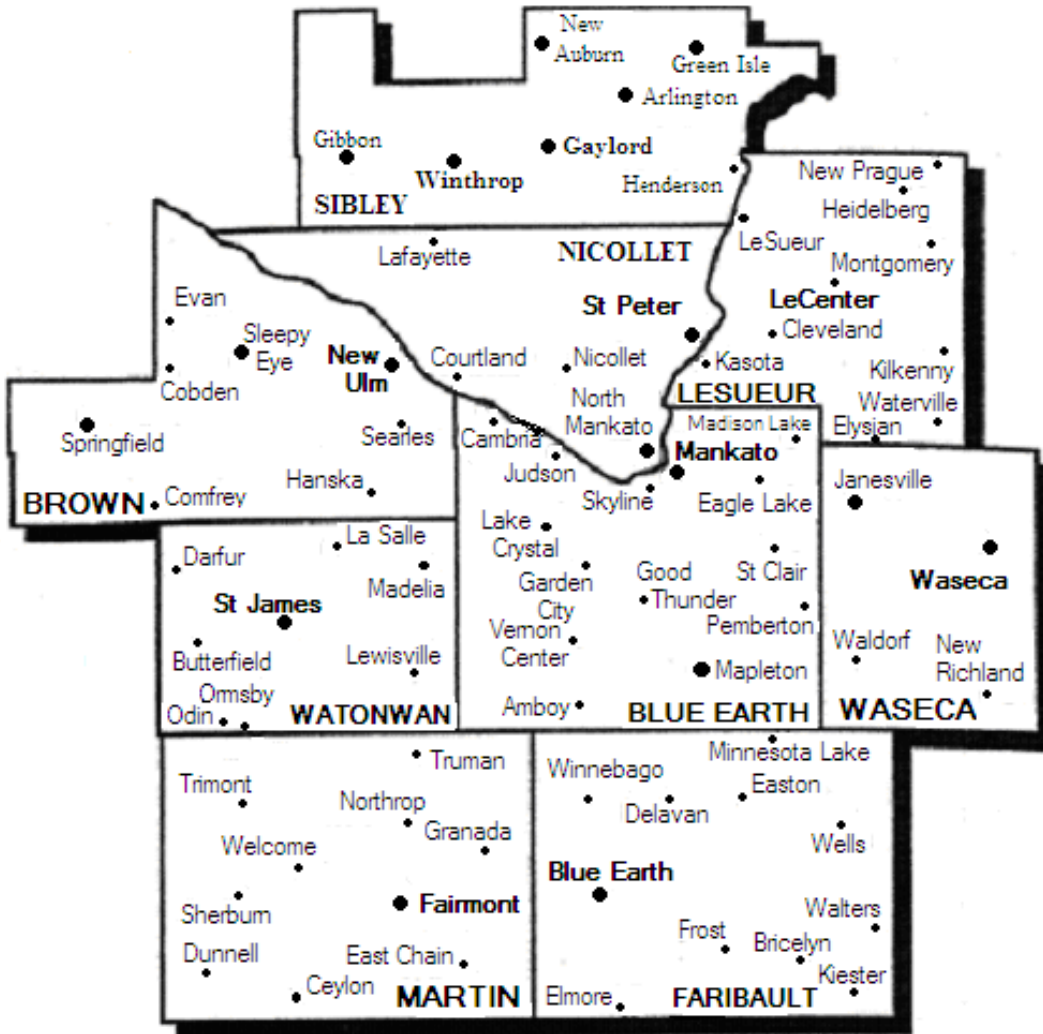
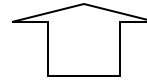
	NAME	PHONE	TYPE OF WORK
A)	_____	_____	_____
B)	_____	_____	_____
C)	_____	_____	_____

8) PAYMENT SCHEDULE:

Invoices will be approved for payment only after a MVAC representative has inspected the project (exception for Energy Related Repairs) and we have a signed lien waiver (upon request) for a proceeded project. Also, if a permit is required (upon request) for project a copy must be on file. The inspection shall determine the quality of workmanship and compliance of work regarding the Weatherization or Energy Related specifications given to the Contractor at the time of the bid.

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Contractor's Signature _____ Date _____



Place an X in front of the counties you are willing to work in:



- | | | |
|-------------------------------------|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> Blue Earth | <input type="checkbox"/> Le Sueur | <input type="checkbox"/> Sibley |
| <input type="checkbox"/> Brown | <input type="checkbox"/> Martin | <input type="checkbox"/> Waseca |
| <input type="checkbox"/> Faribault | <input type="checkbox"/> Nicollet | <input type="checkbox"/> Watonwan |

OR if not entire counties please indicate the miles from location willing to work