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CLERK OF THE COUNCIL
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CITY OF SANTA ANA

20 Civic Center Plaza • P.O. Box 1988
Santa Ana, California 92702
www.santa-ana.org

Community Development Agency
714-647-5360

RE: Contractor's Interest List for Future Rehabilitation Projects

To Whom It May Concern:

The City of Santa Ana's Community Development Agency is currently soliciting applications from qualified contractors to participate in several residential rehabilitation programs offered by the City. The programs offered by the City include a rehabilitation program for Single Family Homes and Mobile Homes.

After conducting an inspection of the home improvements required, City staff will complete a detailed work write-up and release "Notice to Bidders" soliciting bids for each project.

To be included on the City of Santa Ana's contractor's interest list, please complete the enclosed forms and return them to:

City of Santa Ana – Community Development Agency
Housing & Neighborhood Development
20 Civic Center Plaza M-26
Santa Ana, CA 92702

Should you have any questions, please contact Ray Lirette at (714) 667-2256.

Sincerely,

Daisy Perez
Housing Programs Analyst

SANTA ANA CITY COUNCIL

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**Request for Qualifications
CONTRACTOR BID LIST
City of Santa Ana Residential Rehabilitation Programs**

BACKGROUND

The City of Santa Ana administers residential rehabilitation programs designed to assist eligible property owners with necessary repairs. Contractors interested in working with the property owner participating in the City's programs are encouraged to complete and submit the following application and requested documentation. Once the application and documentation is reviewed and approved by staff, the contractor's name and contact information will be placed on a bid list provided to the property owners.

GENERAL INFORMATION

Company Name (DBA)		
Name	Title	
Address		
City	State	Zip
Telephone #	Mobile #	
Email	Fax	
Contractor License #		Classification
Contractor License #		Classification
Specialty License	Fed. Tax I.D. #	
Contractor Gender*	Contractor Ethnicity*	

*Optional Information

REQUIRED LICENSES & CERTIFICATES

State of California Contractors License(s)

- **B-General**
- **C47-General Manufactured Housing Contractor (For Mobile Home Contractors)**

Please attach a copy of your license(s) to this application.

EPA Certificate

Please attach a copy of your certificate to this application.

City of Santa Ana Business License

Note: Contractor is not required to obtain a City of Santa Ana Business License in order to be placed on the bid list. However, if a contractor's bid is selected, the license will be required prior to signing a contract.

REQUIRED INSURANCE

General Liability Insurance

Combined limit of at least \$1,000,000 per occurrence.

Please attach a copy of your certificate to this application.

Workers Compensation Insurance

Limit of at least \$1,000,000 per accident.

Please attach a copy of your certificate to this application.

Additional Insured Endorsement

Note: An Additional Insured Endorsement naming the City of Santa Ana as additional insured is not required in order for a contractor to submit a bid, but will be required if the contractor's bid is selected by the property owner.

CONTRACTOR'S ACKNOWLEDGEMENT AND CERTIFICATION

<p><u>Federal and/or Local Debarment</u> I certify that I have never been debarred from participating as a contractor in any federal or local housing program.</p>	Contractor's Initials
<p><u>Financial and Physical Capacity</u> I acknowledge that program funds can only be released for work that is satisfactorily completed. I certify that I have the financial and physical capacity to cover the initial cost of material, labor and supervision to commence work and complete the project in accordance with the contract and scheduled draws.</p>	Contractor's Initials
<p><u>Bid List</u> Placement on the bid list does not guarantee that I will be awarded a project. All bids submitted through the program will be evaluated for compliance by the City. Bids that are complete and determined to be within 10% of the City's cost estimate will be forwarded to the homeowner. Final selection of the bid and award is made by the homeowner.</p>	Contractor's Initials
<p><u>License, Certificate and Insurance Documents</u> I acknowledge that I am responsible for providing the City current license, certification and insurance documents with every bid that I submit.</p>	Contractor's Initials
<p><u>Removal from Bid List</u> I acknowledge that the City may remove my name from the bid list if I fail to maintain required licenses, certificates and insurance; fail to respond to a bid invitation without prior notice; fail to comply with the contract; or fail to remedy defects during the warranty period.</p>	Contractor's Initials

By signing below, I certify that the information that I have provided with this application is true and accurate to the best of my knowledge:

Contractor's Name (Print)

Contractor's Signature

Date

Please submit your application to:

City of Santa Ana – Community Development Agency
Housing & Neighborhood Development M-26
20 Civic Center Plaza / PO Box 1988
Santa Ana, CA 92702

EMAIL: rlirette@santa-ana.org

Thanks for your interest in working with homeowners participating in the City's Residential Rehabilitation Programs.

If you have any questions, please contact Ray Lirette at (714) 667-2256

COSA STAFF USE ONLY

<i>State License B:</i>	<i>State License C47:</i>	<i>EPA Certificate:</i>	<i>Other:</i>
<i>GL Insurance:</i>	<i>WC Insurance:</i>	<i>SAM Check:</i>	
<i>Approved:</i>		<i>Declined:</i>	
<i>Comments:</i>			