



CITY OF COLLEGE STATION

Community Development Office

P. O. Box 9960

1207 Texas Avenue

College Station, Texas 77842

**APPLICATION FOR INCLUSION**  
to the  
**APPROVED CONTRACTORS LIST**  
for  
**Residential New Construction**  
**Residential Remodeling/Rehabilitation**  
**Commercial Remodeling/Rehabilitation**

Phone: 979.764.3778

Fax: 979.764.3785



CITY OF COLLEGE STATION  
Community Development Office  
P. O. Box 9960  
1207 Texas Avenue  
College Station, Texas 77842

**APPLICATION FOR INCLUSION ON APPROVED CONTRACTOS LIST**

Name of Firm: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Fax number: \_\_\_\_\_

Employee I.D. #, Tax #, or SS # \_\_\_\_\_

Type of organization: \_\_\_\_\_

(Sole Proprietorship, Partnership, Corporation, etc.)

Person authorized to execute documents: \_\_\_\_\_

\_\_\_\_\_

Names of employees:

(include titles)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How long in business: \_\_\_\_\_

Is your firm a Disadvantaged Business Enterprise / Woman-owned Business Enterprise? If so, please check appropriate box:  DBE  WBE

Is your firm a certified Section 3 business? (Please check one)  Yes  No

List one banking reference: \_\_\_\_\_

List two credit references (open accounts where building materials are purchased). Please give names and phone numbers:

List two completed projects for each construction category you desire approval (i.e. Residential New Construction – **New**; Residential Remodeling/Rehabilitation – **Rehab**; and Commercial Remodeling/Rehabilitation – **Comm.**) Give date completed and name and phone number of owner:

\_\_\_\_\_  
New / Rehab / Comm (circle one)

\_\_\_\_\_  
New / Rehab / Comm

List of local subcontractors previously used:

Name	Address	Phone	Skill/Service
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Insurance Carriers:

Commercial: \_\_\_\_\_

Workman's Comp \_\_\_\_\_

Auto: \_\_\_\_\_

**FORWARD CURRENT INSURANCE CERTIFICATES TO:**

CITY OF COLLEGE STATION  
ATTN: COMMUNITY DEVELOPMENT OFFICE  
1207 TEXAS AVENUE  
COLLEGE STATION, TEXAS 77840  
PHONE: 979-764-3779  
FAX: 979-764-3785

**RELEASE:** I hereby authorize the College Station Community Development office to make inquiries of the above listed references pertaining to my application for placement on the approved contractor's list.

I furthermore authorize these references listed to provide such information as the City of College Station may request. I also expressly give permission for the City of College Station Community Development Office to exchange such information as obtained during the making of these inquiries as may be determined by the Community Development staff to be necessary and proper.

\_\_\_\_\_  
Contractor's Signature of Release

**REHABILITATION PROGRAM PROCEDURES – BASIC SUMMARY**

1. Owner and Community Development Office prepare specifications. Owner given specifications and approved contractor's list and asked to solicit bids, to be returned to the Community Development Office on behalf of the Owner by the specified date. OWNER REQUIRED TO SOLICIT AT LEAST THREE CONTRACTOR BIDS.
2. Owner and Community Development office will review bids and select contractor. Contractor selection based primarily on lowest responsible bidder, providing that bidder is either on approved list or makes application and is accepted prior to contract execution. THE SELECTION OF THE CONTRACTOR IS AT THE OPTION OF THE OWNER, PROVIDING THAT COMMUNITY DEVELOPMENT OFFICE APPROVAL IS SECURED.
3. **ALL** proposed changes to the accepted original bid shall be reviewed and approved by the Community Development Office.

4. Contractor and Owner will meet Community Development Staff for Pre-construction Conference to review project and execute appropriate documentation. NOTE THAT THE CITY OF COLLEGE STATION COMMUNITY DEVELOPMENT OFFICE HAS CERTAIN FUNCTIONS DURING THE IMPLEMENTATION OF THE CONTRACT WORK THESE AREAS ARE AS FOLLOWS:
  - A) Designee of the Federal Government. Since the project work is partially or wholly funded with federal grant revenues, the City is required to supervise the construction work in order to protect the integrity of such federal assistance. ANY AND ALL REHABILITATION WORK COMPLETED AND PAYMENT REQUESTED MUST BE APPROVED BY THE COMMUNITY DEVELOPMENT STAFF AND THE OWNER. IN ANY DISPUTE BETWEEN THE CONTRACTOR AND OWNER, THE DECISION OF THE COMMUNITY DEVELOPMENT STAFF WILL BE BINDING ON BOTH PARTIES.
  - B) **Escrow Agent.** The Community Development Office will handle the disbursement of funds on behalf of the Owner to **The Contractor**. Payment requests are to be submitted on the forms provided.
  - C) **Owner's Representative.** The Community Development Office, as the owner's representative, shall have full authority to approve or disapprove all materials, craftsmanship, construction techniques, and changes to the original contract.
5. Contractor will be required to place a one year warranty on all construction work; beginning on the date of project completion, as specified on the final inspection report.

#### **REQUIREMENTS FOR INCLUSION ON APPROVED CONTRACTOR'S LIST**

1. Satisfactory banking, credit and client references.
2. Meets all insurance and bonding requirements specified by the City of College Station Community Development Office.
3. Satisfactory completion of all previous CDBG assisted rehabilitation contracts.
4. Satisfactory project craftsmanship verified by the Community Development Staff.

#### **TERMS FOR REMOVAL FROM APPROVED CONTRACTOR'S LIST**

1. Repeated unsatisfactory work in conjunction with CDBG rehabilitation contracts; repeated failure to repair or correct warranty item in a timely and adequate manner.
2. Abandonment of job or any action or inaction which causes a monetary loss to Owner or CDBG program.
3. Failure to respect the authority of Owner or the City of College Station Community Development Office pursuant to the implementation of specified rehabilitation work.
4. Loss of sound financial standing.

5. Suspension from bidding on other city-sponsored projects.
6. Inclusion on HUD's "List of Debarred Contractors".
7. Non-compliance with requests for warranty repairs on completed projects. Repeated failure to repair or correct warranty items in a timely and adequate manner.
8. Behavior that could be considered as coercion or intimidation to the program staff or program participants; or illegal acts perpetrated by contractor, his employees, or his subcontractors.
9. Unauthorized substitution of specified materials or construction methods that deviate from the specified scope of work or the Community Development's "Construction Specifications Manual."
10. Failure to comply with contractual obligations on other projects.
11. Other reasons which may be determined by the Community Development Staff as being in the best interest of the Owner or the Community Development Program.

**APPLICATION FOR INCLUSION ON APPROVED CONTRACTOR'S LIST**

I respectfully request that my name/firm be included on the list of eligible contractors furnished to prospective program participants by the Community Development Office in conjunction with federally assisted residential construction activities. In addition, I understand the terms for removal from the approved contractor's list, as stated on page 5.

I understand that the listing is no intended to exclude any otherwise qualified contractors, and the projects may be approved by the City where the Owner has selected contractors other than those appearing on the eligible contractor's list. It is my further understanding, however, that any approval of a non-list contractor is subject to a determination by the Community Development Office that the contractor would, in fact, meet applicable requiriements imposed by the program.

I have received a copy of standard "Construction Specifications Manual" for Housing Assistance Programs for the City of College Station, Texas.

\_\_\_\_\_  
 Contrator \_\_\_\_\_  
 Date

**ACTION TAKEN:**

- Approved** for New / Rehab / Comm \_\_\_\_\_  
City of College Station      Date
- Rejected** for New / Rehab / Comm \_\_\_\_\_  
City of College Station      Date
- Deferred** for New / Rehab / Comm \_\_\_\_\_  
City of College Station      Date

Notes on Action Taken: \_\_\_\_\_