



## CITY OF FRISCO HOUSING REHABILITATION PROGRAM CONTRACTOR POLICIES AND PROCEDURES

The City of Frisco, Texas offers a Housing Rehabilitation Program, funded by Community Development Block Grant (CDBG) from the U.S. Department of Housing and Urban Development (HUD). The Housing Rehabilitation Program is administered by the Community Development Division at 6101 Frisco Square Blvd., Frisco, Texas. All contractors participating in this program are expected to comply with these policies and procedures. Non-compliance may result in suspension from the program.

To be eligible to participate in projects funded with CDBG funds, a general contractor must satisfy the following requirements:

1. Must have been in business for at least one year as a general contractor in the City of Frisco or surrounding area.
2. Not be debarred or suspended or otherwise excluded from or ineligible for participating in Federal Assistance Programs. Must be registered with [www.sam.gov](http://www.sam.gov).
3. Must submit a complete and acceptable contractor's application. (See attached)
4. Must have the financial ability to perform a project as evidenced by a letter of reference from a financial institution.
5. Maintain insurance requirements set by the City of Frisco. If awarded the City of Frisco will be added to the insurance coverage.
6. Must have worker's compensation or sign a release of liability with the City.
7. If awarded, will have to submit a W-9.

Once an application is approved, the businesses contact information will be added to the program's database to receive notice of bid opportunities for future projects. For each project, a request for quote will be available online or by email, based on a work write-up prepared by the Community Development Division staff.

If your business wins the bid, the Community Development Division staff will prepare contract documents to be executed by the homeowner and the contractor. However, work may not begin until a *Notice to Proceed* has been issued. Contractors must obtain all permits that are required to perform the work. In addition, all contractors and subcontractors must possess such licenses as are required by state and local authorities in order to perform such functions as are subject to licensing.

A copy of the General Specifications for the City of Frisco Housing Rehabilitation Program is available upon request. Should you have any questions, please don't hesitate to call us at 972.292.5108 or email [CommDevDiv@friscotexas.gov](mailto:CommDevDiv@friscotexas.gov). We look forward to working with you.

## **BID PROCESS**

Staff will email the bid specifications for each job to all contractors on our list, and all bids will be returned to the Community Development Division. A specific time for a **mandatory** walk-through of the house will be coordinated. Contractors will be given enough advance notice to make arrangements for all sub-contractors to attend the walk-through with them.

The contractor who submits the lowest and best reasonable bid will be selected. All bids must be line-item--each item of the Work Description will be itemized separately, and then totaled for the complete bid.

Contractors are limited to work on no more than three (3) City of Frisco Housing Rehabilitation Program jobs at any given time. Any contractor with three contracts under construction will not be contacted to bid on additional projects.

## **SECTION 3: ECONOMIC OPPORTUNITIES FOR LOW-INCOME FAMILIES**

Contractors shall to the greatest extent feasible provide economic opportunities in the form of employment and/or training to qualified low- and very low-income persons residing in public housing developments, utilizing Housing Choice Vouchers or other low- and very low-income eligible persons residing in the City of Frisco. The policy shall result in a reasonable level of success in the recruitment, employment, and utilization of low- and very-low-income residents and other eligible persons and business by contractors working on contracts partially or wholly funded with the United States Department of Housing and Urban Development (HUD) monies. The City shall examine and consider a contractor's potential for success by providing employment and business opportunities to low- and very-low-income eligible persons prior to acting on any eligible proposed contract award.

A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing, with preference for both targeted workers living in the service area or neighborhood of the Development and Youthbuild participants, as defined at 24 CFR Part 75 ("**Section 3 Regulations**").

B. The parties to this contract agree to comply with HUD's regulations in Section 3 Regulations, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the Section 3 Regulations.

C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause and will post copies of the

notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in Section 3 Regulations, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations Section 3 Regulations. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in Section 3 Regulations.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of Section 3 Regulations require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under Section 3 Regulations.

F. Noncompliance with HUD's regulations in Section 3 Regulations may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

## **CONTRACTS**

After a contractor has been selected, the Community Development Division will complete a **Contract Award**. This award document will determine the effective date and length of the contract.

Contract documents will be signed in a closing meeting by the homeowner, contractor, and staff. The contractor will be required to sign a **Construction Contract** and **Notice to Proceed**. These are legal documents that protect the contractor and the homeowner. (All contracts are available for review in the Community Development office.) Contractors will also be required to complete a **“Sub-Contractor listing” PRIOR** to the contract signing. This will provide our office with a full and complete listing of all persons or entities that will render services or supply materials in connection with the work and save the contractor from having to remember to submit the form after

the closing is complete. If a contractor does not submit the form before the closing, we will cancel the closing until the form is received. It is required that the contractor will be ready to start work one week after the closing within reason. Delays in starting after one week are grounds for choosing another contractor.

## **CONSTRUCTION & WARRANTY**

**Before work starts on a project that requires an inspection, as determined by the Work Description, a copy of the permit from the Building Inspection Department must be submitted to the Community Development Division.** If a copy of the permit is not received by the time work begins, as determined by the Notice to Proceed, the job will be stopped by the City staff until a copy of the permit is submitted.

While work is in progress, the contractor must request that the Building Inspection Department make the required plumbing, electrical, mechanical, and final inspections. Other inspections will be performed by the Community Development Division staff.

In some cases, electrical, plumbing, and HVAC work may not require a permit from the Building Inspection Department. Even though a permit is not required, all such work must be completed by a licensed electrician, plumber, or HVAC contractor.

No deviations from the specifications will be allowed. For example: if the specifications state you must primer the exterior and then paint with semi-gloss and you do not primer before painting, city staff will stop work and decide the appropriate course of action. You may be required to re-do the work, or you may be held financially responsible for your deviation. Failure to do the work as specified may result in immediate suspension from the program.

## **CHANGE ORDERS**

Any changes to the scope of work must be documented on a Housing Rehabilitation Change Order Form when dollars are involved, or if items are traded. Contractors must submit their request for a contract change in writing to the Community Development Division.

The homeowner, contractor, and city staff will sign this document. **NO WORK OUTSIDE THE WORK DESCRIPTION WILL BEGIN BY A CONTRACTOR OR SUB-CONTRACTOR BEFORE A CHANGE ORDER IS PREPARED BY THE HOUSING REHABILITATION OFFICE AND ALL APPROPRIATE SIGNATURES ARE IN PLACE. THE CHANGE ORDER MUST BE RETURNED TO THE HOUSING OFFICE BEFORE THE WORK IS DONE SO THAT PAYMENT ARRANGEMENTS MAY BE MADE IN OUR ELECTRONIC SYSTEM.**

This is to the contractor's benefit so that the money will be in their payment account when an invoice is submitted. Change Orders will not be paid when the invoice is submitted if the above-mentioned procedure is not used. The City has no responsibility to pay for work that has not been approved on a change order.

Contractors who want to work outside of normal business hours must obtain the homeowner's permission.

## **WARRANTY**

Contractors are required to warranty work to the property for a period of one (1) year. The recipient is responsible for approving and accepting the contractor's work. The City accepts no liability for the project. Any warranty of work performed is between the contractor and the owner; however, if there is a dispute between the Owner and the Contractor as to whether or not a defect in the work exists, such dispute shall be conclusively resolved by city staff.

Contractors are required to provide homeowners with all original paperwork related to the manufacturer's warranty on parts and new materials. The Community Development Division must receive a copy of all warranty information for the owner's file.

One of the requirements of the program is that all sub-contractors must be paid by the contractor. Any contractor who fails to pay a sub-contractor will be suspended and removed from our contractor list for up to three (3) years.

## **PROJECT COMPLETION PROCEDURES**

At the time of job completion, contractors must furnish the homeowner with a one-year written warranty on workmanship and materials. Contractors will be paid directly for 90% of the total contract price, the remaining 10% to be withheld for 30 days if applicable upon submission of the following:

1. Copies of all manufacturers' warranties for materials and parts used on project, including, but not limited to, appliances, roofs, foundation repairs, and HVAC.
2. Signed Final Owner's Acceptance
3. Completed Final Inspection Report from Building Inspection
4. Final Housing Rehabilitation Inspection Report
5. Final invoice and completed Lien Waivers from all parties involved in the project.

Please be aware that the 10% retainage includes 10% of the amount of each change order. For example, if the original contract is for \$10,000, the retainage is \$1,000. If a change order increases the contract to \$12,000, the retainage becomes \$1,200.

## **PAYMENTS**

The contractor is required to provide a copy of the invoice to city staff to review for compliance with policy and project completion including passed Building Inspections. When submitting an invoice for payment, the invoice must have a description of the items that have been completed. Once the contractor, staff, and homeowner have signed off on project completion, invoices can be sent to the City's Finance department for processing. The City of Frisco operates on a net 30 basis.

Contractors will be limited to a total of six draws per job if they request partial payment. Each draw will include 10% retainage which will be paid as the final draw. If the

contractor is requesting partial payments, the invoice will need to be signed by contractor, homeowner, and staff before submission for payment. Any line items included should have passed inspection by Building Inspection prior to your request if applicable. The invoice must include a description of the items that have been completed. The only person who may sign and submit invoices will be the contractor or officer of the corporation. If a contractor would like another representative of the company to handle his/her payments, the contractor must submit a request in writing to the Community Development Division.

## **CONTRACTOR DEFAULT**

In the case where a contractor has been terminated from a job or has quit the job, the City may deduct from the contractor's final pay the amount required to complete the project per the contract Work Description or a revised Work Description. Contractors may be charged for any additional costs above the contract amount, which are necessary to complete the job.

## **SUSPENSIONS**

Contractors may be suspended from the program for up to three years. The Social Service and Housing Board will hear any appeal of a suspension, and their decision shall be final.

The causes for which a contractor may be suspended are as follows:

1. Two failures to complete a job during any 12-month period.
2. Failure to pay sub-contractors.
3. Failure to make a reasonable effort to honor warranties.
4. Consistent failure to complete work within the time allotted by the contract.
5. Consistently poor workmanship.
6. Failure to renew insurance while under contract.
7. Consistent failure to comply with Housing Rehabilitation Program policies.
8. Possession or use of illegal or controlled drugs and/or alcohol on the job by the contractor, contractor's employees, or any subcontractors.
9. Falsifying any information provided on or with the Contractor Application.

## **POLICY WAIVERS**

Waivers of any provisions of this policy may be approved by city staff for good cause and shall be documented in writing.

## **CITY OF FRISCO CONTRACTOR INSURANCE REQUIREMENTS**

Contractors providing good, materials and services for the City of Frisco shall, during the term of the contract with the City or any renewal or extension thereof, provide and maintain the types and amounts of insurance set forth herein. All insurance and certificate(s) of insurance shall contain the following provisions:

1. Name the City, its officers, agents, representatives, and employees as additional insureds as to all applicable coverage with the exception of workers compensation insurance.
2. Provide for at least thirty (30) days prior written notice to the City for cancellation, non-renewal, or material change or modification of any policies, evidenced by return receipt or United States Mail. The words “endeavor to” and “but failure” (to end of sentence) are to be eliminated from the Notice of Cancellation provision on standard ACORD certificates.
3. Provide for a waiver of subrogation against the City for injuries, including death, property damage, or any other loss to the extent the same is covered by the proceeds of insurance.
4. Endorsement applicable to each policy provided.

Insurance Company Qualification: All insurance companies providing the required insurance shall be authorized to transact business in Texas and rated at least “A” by A.M. Best’s Key Rating Guide, or other equivalent rating service(s).

Certificate of insurance: A certificate of insurance evidencing the required insurance shall be submitted with the contractor’s bid or response to proposal. If the contract is renewed or extended by the City, a certificate of insurance shall also be provided to the City prior to the date the contract is renewed or extended.

Type of Contract

Type and amount of Insurance

Special Events

General Liability insurance for personal injury (including death) and property damage with a minimum of \$1 Million Dollars per occurrence and \$2 Million Dollars aggregate, including coverage for advertising injury and products coverage

Statutory Workers compensation insurance as required by state law

(If the contractor serves alcoholic beverages)  
Liquor Liability with a minimum of \$1 Million Dollars per Occurrence and \$2 Million Aggregate.

(If high risk or dangerous activities) Umbrella Coverage or Liability Excess Coverage of \$ 2 Million Dollars

(If automobile or limousine service is involved even if volunteers) Automobile Liability with a minimum of \$1 Million Dollars combined single limit.

Public Works and Construction

General Liability insurance for personal injury (including death) and property damage with a minimum of \$1 Million Dollars per occurrence and \$2 Million Dollars aggregate, including advertising injury, products coverage and (XCU) Explosion, collapse and underground (If high risk or dangerous activities) Umbrella Coverage or Excess Liability Coverage of \$2 Million Dollars

Statutory Workers compensation insurance as required by state law

Professional Services

Professional Liability Insurance with a minimum of \$1 Million Dollars per occurrence and \$2 Million Dollars aggregate.

(If size or scope of project warrant) Umbrella Coverage or Excess Liability Coverage of \$2 Million Dollars

Statutory Workers compensation insurance as required by state law



**CITY OF FRISCO  
HOUSING REHABILITATION PROGRAM  
CONTRACTOR APPLICATION**

**If you need more room to answer questions, please attach additional sheets**

Complete Name of Company: \_\_\_\_\_

Company Owner (s): \_\_\_\_\_

Complete Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

Federal ID (Tax) Number: \_\_\_\_\_

Social Security Number (If Sole Proprietorship): \_\_\_\_\_

Social Security Number (If Partnership): \_\_\_\_\_

How long has your company been doing business under this name? \_\_\_\_\_

If the company name has changed, what was the original name (s)

(Company Name) (Address) (Dates)

Is your company a: ( ) Sole Proprietorship

( ) Partnership

( ) Corporation

If your company is a corporation, corporate charter number \_\_\_\_\_

If not incorporated in Texas, where \_\_\_\_\_

Attach a copy of Certificate of Incorporation and Articles of Incorporation

If your company is a partnership, please list the names and addresses of the partners below. If your company is a corporation, list the officers of the corporation below, along with their titles and addresses.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

What is the company's average monthly earnings? \$ \_\_\_\_\_

Have you ever failed to complete any work or defaulted on a contract awarded to you?  
If so, when, where, and why? \_\_\_\_\_

References:

Bank – What is the amount of your line of credit through your bank? \_\_\_\_\_

Name	Address	Account No.	Approx. Balance
------	---------	-------------	-----------------

Material Suppliers

Name	Address	Type of Material	Charge Account
------	---------	------------------	----------------

Sub-Contractors

Name	Address	Phone	Type Work
------	---------	-------	-----------

Work in Progress:

List the names, addresses, phone numbers and dollar value of three of your jobs in progress, or jobs finished within the last six months.

Name	Address	Phone	Job Value
------	---------	-------	-----------

Has your company ever been a party to or involved in any action related to discrimination based upon race, color, nationality, sex, religion, handicap, familial status, or national origin? If so, give full details. Yes \_\_\_\_\_ No \_\_\_\_\_

Has the company ever caused a lien for material or mechanical work default payment to be placed against a homeowner? If so, when, where and why? Yes\_\_\_\_ No\_\_\_\_

---

---

---

Have you ever filed bankruptcy?\_\_\_\_\_

Name (s) authorized to sign contracts, bids, contract changes and endorse checks.

Name

Title

---

Personal References

Name

Address

Phone

---

---

---

I/we hereby certify that the above statements are true and complete to the best of my knowledge. I/we further understand that the City of Frisco Community Development Division office will keep all the information confidential and use such information only to verify the qualification of the undersigned as a home improvement contractor. I/we authorize the City of Frisco Community Development Division office to obtain a written credit report on the individual, partnership, or corporation that is applying. The undersigned hereby authorizes and requests any person, firm or corporation to furnish any information requested by the City of Frisco Housing Rehabilitation Program in verification of the recitals comprising this Statement of Qualifications dated \_\_\_\_\_. By signing and returning this form to the Community Development Division office, I acknowledge that my company has received, reviewed, and agrees to abide by the Housing Rehabilitation policies and procedures. I also agree that in the event I fail to follow any existing or future guidelines set forth by the City of Frisco Housing Rehabilitation Program my company may be suspended from the program.

Signature

Title

Date

---

Signature

---

Title

---

Date

**CITY OF FRISCO  
HOUSING REHABILITATION PROGRAM  
CONTRACTOR'S STATEMENT CONCERNING  
NON-USE OF LEAD-BASED PAINT**

I hereby certify that \_\_\_\_\_  
(Name of Company)

will not use lead-based paint in any rehabilitation work performed for the City of Frisco  
Housing Rehabilitation Program.

\_\_\_\_\_  
Signature of Contractor

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_

\_\_\_\_\_  
Date