

**JEFFERSON PARISH DEPARTMENT OF COMMUNITY DEVELOPMENT
GENERAL CONTRACTOR REGISTRATION APPLICATION**

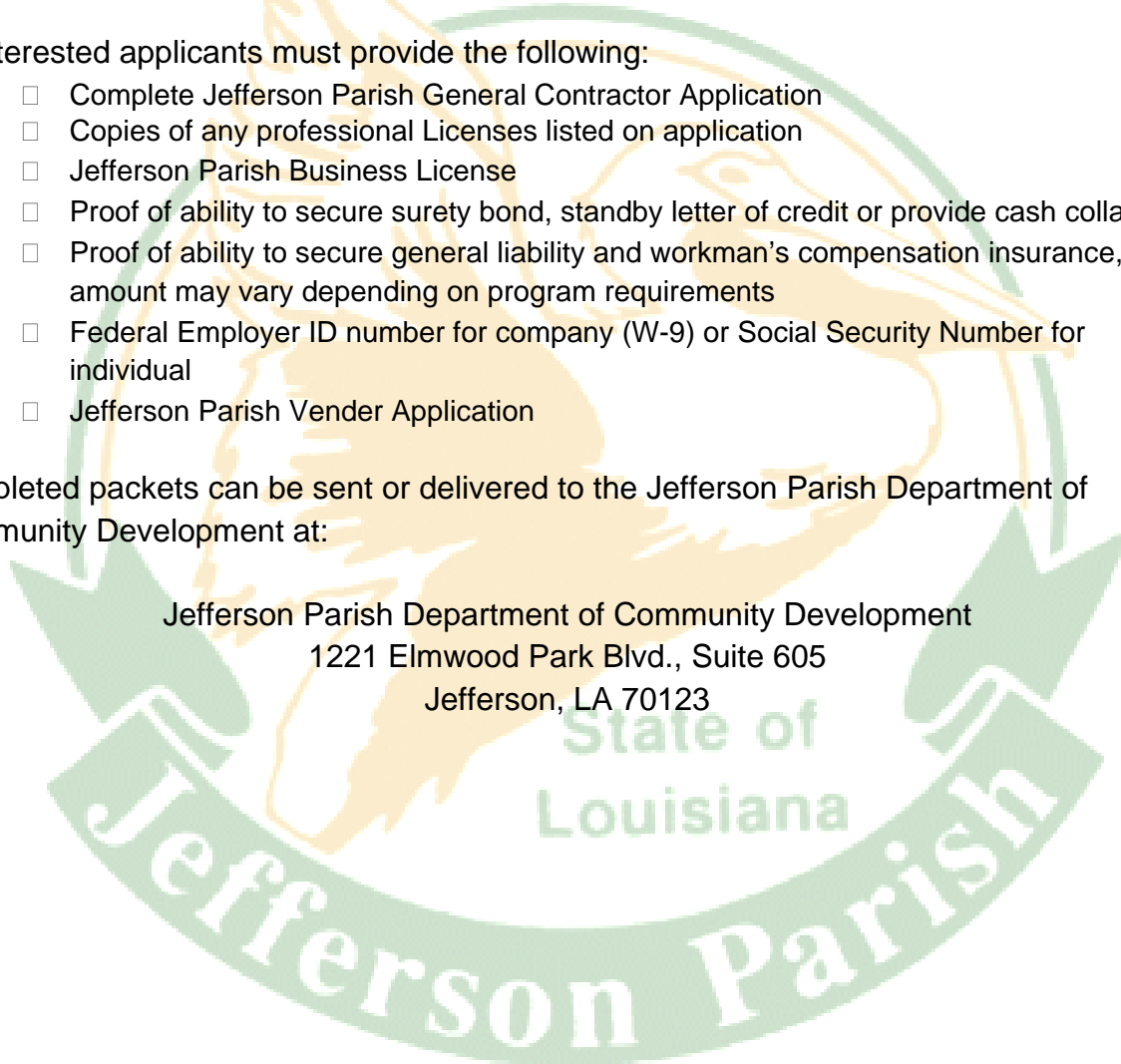
The contents of this application will be considered confidential. If the Jefferson Parish Department of Community Development is not satisfied with the sufficiency of the answers to the application and financial statement, a contractor may not be included in the vetted list of contractors who are considered prospective bidders for JPDCD funded projects.

All interested applicants must provide the following:

- Complete Jefferson Parish General Contractor Application
- Copies of any professional Licenses listed on application
- Jefferson Parish Business License
- Proof of ability to secure surety bond, standby letter of credit or provide cash collateral
- Proof of ability to secure general liability and workman's compensation insurance, amount may vary depending on program requirements
- Federal Employer ID number for company (W-9) or Social Security Number for individual
- Jefferson Parish Vender Application

Completed packets can be sent or delivered to the Jefferson Parish Department of Community Development at:

Jefferson Parish Department of Community Development
1221 Elmwood Park Blvd., Suite 605
Jefferson, LA 70123



JEFFERSON PARISH, DEPARTMENT OF COMMUNITY DEVELOPMENT
GENERAL CONTRACTOR REGISTRATION APPLICATION

Check One: New Application Renewal Application Reinstatement Application

I. General Information

Name of Contractor: _____

Business Address:

Street Address City State Zip Code

Applicant Contact Name: _____ Title: _____

Office Telephone: _____ Email: _____

Cell Phone: _____ Fax: _____

Type of Business: Individual Partnership Joint Venture LLC Corporation Other

If a "Corporation", answer the following:

Incorporation:

Date State

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:

Street Address City State Zip Code

Name: _____ Title: _____

Address:

Street Address City State Zip Code

Name: _____ Title: _____

Address:

Street Address City State Zip Code

Name: _____ Title: _____

Address:

Street Address City State Zip Code

JEFFERSON PARISH, DEPARTMENT OF COMMUNITY DEVELOPMENT
GENERAL CONTRACTOR REGISTRATION APPLICATION

Federal Identification Number
(9-digit IRS 941 Form Employer Number):

Social Security Number (Partnership or Sole Proprietorship Only):

DUNS Number:

Number of years in construction business:

Number of years in the construction business in the State of Louisiana:

Number of years in construction under present business name:

Has your business operated under any other name? Yes No

If yes, list all prior names and dates of operations under those names:

Type of business experience (Check all that apply):

New Construction

Remodeling/Rehabilitation

Lead Remediation

Other

Is your business a US Dept. of Housing and Urban
Development (HUD) certified Section 3 business? Yes No

Section 3 qualifications/registration website at: <https://portalapps.hud.gov/Sec3BusReg/BRegistry/What>

Is your business a certified:

Minority/ Women Business Enterprise (WMBE) Yes No

Small Local Business Enterprise (SLBE) Yes No

II. Licenses and Certifications

**Please provide your license number below and copies of all licenses.
If you do not have any of the following, please place N/A or No in the blank space**

Jefferson Parish Homebuilder's License No.:

Louisiana State Contractor's License No.:

Louisiana State Specialty LBP License No.:

HVAC Contractor License No.:

Electrical Contractor License No.:

Plumbing Contractor License No.:

JEFFERSON PARISH, DEPARTMENT OF COMMUNITY DEVELOPMENT
GENERAL CONTRACTOR REGISTRATION APPLICATION

DEQ Lead Hazard Supervisor Certification No.: _____

List any other licenses or certifications your business possess that are applicable:

If you answer “Yes” to any of the following questions, please attach a separate sheet with a detailed explanation.

1. Have you ever had any of your professional contractor’s licenses revoked? Yes No
2. Have you or your firm been sued, within the past 18 months, by subcontractors, suppliers, or customers? Yes No
3. Are you, or have you ever been a contractor on any federally funded housing or commercial rehabilitation projects? (If yes, attach a separate sheet listing where and when) Yes No
4. Have you or a partner firm ever failed to complete a contraction contract handled in his (her) own name of as a qualifier for another in the past five (5) years? Yes No
5. Within the last five (5) years, has any officer, owner, or partner of your firm ever been an officer or partner of another organization when it failed to complete a construction contract? Yes No
6. Has the company ever caused a lien for material or mechanical work default payment to be placed against a client? If so, when, where, and why? Yes No
7. 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, please provide full details of the claim in an attachment to this application Yes No
8. Are there any disciplinary action against the qualifier for the contractor within the past five (5) years? Yes No
9. Are there any judgements, claims, mediation proceedings or suits pending against the Contactor or its officers? Yes No
10. Has your company ever had a bond or surety canceled or forfeited? Yes No
11. Has your company ever filed for bankruptcy? Yes No

JEFFERSON PARISH, DEPARTMENT OF COMMUNITY DEVELOPMENT
GENERAL CONTRACTOR REGISTRATION APPLICATION

12. Has your company ever had any claims placed against a payment or performance bond in the past five (5) years? Yes No

13. Has any officer or partner of your company ever been debarred or suspended from contracting with a public entity? Yes No

III. References and Experience

Work Experience:

Have you ever performed any residential or rehabilitation work for Jefferson Parish, another City, State or Government Office? Yes No

If yes, complete the following:

Jurisdiction: _____ Program: _____

Program Contact: _____ Phone Number: _____

List 3 housing or commercial rehabilitation jobs completed in past 2 years:

1. Project Name: _____ Address: _____
Client Name: _____ Phone: _____
Contract Amount: \$ _____
Start Date: _____ Completion Date: _____
Description of the Project:

2. Project Name: _____ Address: _____
Client Name: _____ Phone: _____
Contract Amount: \$ _____
Start Date: _____ Completion Date: _____
Description of the Project:

JEFFERSON PARISH, DEPARTMENT OF COMMUNITY DEVELOPMENT
GENERAL CONTRACTOR REGISTRATION APPLICATION

3. Project Name: _____ Address: _____

Client Name: _____ Phone: _____

Contract Amount: \$ _____

Start Date: _____ Completion Date: _____

Description of the Project:

Work in Progress:

List 3 residential or commercial rehabilitation jobs in progress, or jobs finished in the last six months

1. Project Name: _____ Address: _____

Client Name: _____ Phone : _____

Contract Amount: \$ _____ Start Date: _____

Description of the Project:

2. Project Name: _____ Address: _____

Client Name: _____ Phone : _____

Contract Amount: \$ _____ Start Date: _____

Description of the Project:

JEFFERSON PARISH, DEPARTMENT OF COMMUNITY DEVELOPMENT
GENERAL CONTRACTOR REGISTRATION APPLICATION

3. Project Name: _____

Address: _____

Client Name: _____

Phone : _____

Contract Amount: \$ _____

Start Date: _____

Description of the Project:

Check all work typically performed with your own labor forces

Plumbing

Masonry

Framing

Carpentry

Roofing

Sheetrock

Electrical

Foundation

Painting

Mechanical

Shoring

Flooring

Concrete

Landscaping

Iron Work

Lead
Abatement
Work

Material Suppliers or Subcontractor References:

List 3 material suppliers and/or subcontractors with whom you regularly do business:

1. Name of Business: _____

Address: _____

Contact Person: _____

Phone Number: _____

2. Name of Business: _____

Address: _____

Contact Person: _____

Phone Number: _____

3. Name of Business: _____

Address: _____

Contact Person: _____

Phone Number: _____

JEFFERSON PARISH, DEPARTMENT OF COMMUNITY DEVELOPMENT
GENERAL CONTRACTOR REGISTRATION APPLICATION

IV. Insurance and Bonding

Attach copies of each policy verifying current coverage
(If you do not have insurance at the time you submit this application, you will be required to provide proof prior to being awarded any contracts.)

Insurance Company Name: _____

Address:

Street Address	City	State	Zip Code
----------------	------	-------	----------

Do you have the following coverage:

Liability Yes No

Bodily Injury Yes No

Property Damage Yes No

Lead Liability Coverage Yes No

What is your Workmen's Compensation Coverage? \$ _____

Bonding Company Name: _____

Address:

Street Address	City	State	Zip Code
----------------	------	-------	----------

Bonding Capacity: \$ _____ Bond Rating: _____

JEFFERSON PARISH, DEPARTMENT OF COMMUNITY DEVELOPMENT
GENERAL CONTRACTOR REGISTRATION APPLICATION

V. Stipulations

Contractors are expected to meet all requirements and provide complete and accurate documentation as outlined in this application. During the application process, JPDCD staff will provide technical assistance to contractors, as needed. However, contractors that fail to provide complete or accurate documentation in contractor applications will not be included on vetted contractor's list. Selected contractors for any program must meet all deadlines and comply with parish and national policies as dictated by the funding source. Failure to comply with program regulations **three** (3) times in a program year, will result in the termination of the Contractor's Agreement on the project and with the parish.

The contractor may choose to reapply to the parish's contractor's list after one (1) year of termination. If the contractor chooses to reapply to the parish, they will be placed on probationary status for one (1) year. While on probationary status, failing to provide the necessary documentation or meet any deadlines discussed above, will result in the termination of the Contractor's Agreement and the contractor will be permanently barred from the approved parish contractor's list.

Submitted application does not automatically qualify the applicant to be placed on the vetted contractor's list. Applications will be reviewed by a member of the community development staff to determine contractor's ability to fulfill its contracts. JPDCD reserves the right to fully determine the contractor's capability.

All General Contractors Registration Applications must be renewed every two (2) years.

Initials of Applicant

JEFFERSON PARISH, DEPARTMENT OF COMMUNITY DEVELOPMENT
GENERAL CONTRACTOR REGISTRATION APPLICATION

VI. Certification and Authorization

I/We hereby certify that the above statements are true and complete to the best of my knowledge. I/We further understand that the Parish of Jefferson, Department of Community Development 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 Parish of Jefferson, Department of Community Development 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 Parish of Jefferson, Department of Community Development in verification of the recitals comprising this Statement of Qualifications dated _____. By signing and returning this form to the Housing Rehabilitation 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 Parish of Jefferson, Department of Community Development, my company may be suspended from the program.

Print Name Title Date

Signature

Print Name Title Date

Signature

[SEAL]

Notary Public

Subscribed and sworn to me this _____ day of _____ 20 ____

My Commission Expires _____

Notary Public in and for _____ Parish, Louisiana

JEFFERSON PARISH, DEPARTMENT OF COMMUNITY DEVELOPMENT
GENERAL CONTRACTOR REGISTRATION APPLICATION

AFFIDAVIT

I HEREBY DECLARE AND AFFIRM UNDER PENALTIES OF PERJURY THAT

(Name of Company)

is a Minority Business Enterprise, and that the contents of this document are true and correct, and that I am authorized, on behalf of the above firm, to make this affidavit. I further declare that should any of the preceding information be false or incorrect, the affiant in my behalf or on behalf of the business interests I represent, consent that such misrepresentation will be grounds for termination of any contract which may be awarded and from initiating action under Federal or State law concerning false statements

(Affiant)

SWORN TO AND SUBSCRIBED
BEFORE ME THIS _____
DAY OF _____, _____.

(Notary Public)

JEFFERSON PARISH, DEPARTMENT OF COMMUNITY DEVELOPMENT
GENERAL CONTRACTOR REGISTRATION APPLICATION

**PARISH OF JEFFERSON
DEPARTMENT OF COMMUNITY DEVELOPMENT
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 Parish of Jefferson Housing Rehabilitation Program and hereby certify that I have received a copy of the attached EPA Publication No. EPA747-K-94-001 "**PROTECT YOUR FAMILY FROM LEAD IN YOUR HOME**".

Signature of Contractor

Company Name

Address

Date