



PITT COUNTY – PLANNING/ COMMUNITY DEVELOPMENT REGISTERED CONTRACTOR’S INFORMATION SHEET

Date _____

GENERAL INFORMATION:

CONTRACTOR’S NAME: _____

CONTRACTOR’S MAILING ADDRESS: _____

CONTRACTOR’S PHONE NUMBER: _____

CONTRACTOR’S CELL PHONE NUMBER: _____

CONTRACTOR’S EMAIL ADDRESS: _____

NUMBER OF YEARS IN CONSTRUCTION/REHABILITATION BUSINESS: _____

PRIMARY EMPLOYEES: _____

FEDERAL ID #: _____

NC CONTRACTOR’S LICENSE #: _____

Attach a copy of the Lead Based Paint Certification : _____

INSURANCE COVERAGE: ___ ****Enclose a copy of CURRENT insurance policy****

INSURANCE COMPANY: _____

LIST THREE COMPLETED JOB REFERENCES THROUGH CDBG/HOME WITHIN THE LAST

	<u>Name,</u>	<u>Address,</u>	<u>Phone Number</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Return this form and all requested information prior to submitting bid:

**Lori Jones Community Development Administrator
Pitt County Planning – Community Development Programs
1717 West 5th Street
Greenville, NC 27834
252-902-3280**



Pitt County Planning Community Development Contractors Guidelines for All Rehabilitation Projects

Effective February 1, 2010

1. **All contractors submitting bid packets resulting in bids over \$30,000 must be LICENSED contractors. All contractors must be in good standing with the County and local jurisdictions.**
2. The County has the right to reject any and all bids
 - a. **Bids** may not be awarded to the lowest bidder based on the following reasons:
 - b. **Poor performance** history with the County's or any local jurisdiction's Rehabilitation program;
 - c. Currently awarded or **working on 2 rehabilitation** contracts that will not be completed within 30 days;
 - d. **Conflict of interest** with the homeowner; or
 - e. **Mathematical error** in submitted bid.
3. **All permits must be obtained prior to entering the property** to be rehabilitated or replaced. **A copy of the permit** must be submitted to the Community Development office. The contractor is responsible for ensuring all inspections are requested and performed. Final payment and retainage payment will not be released until proof of inspection approval is provided by Contractor or through PASS.
4. **Weekly site visits** will be made and documented by the County. This visit is not to be confused with inspections required the County Building Inspections Dept.
5. **Payment Process:**
 - a. All documentation from Contractors must be submitted to Pitt County prior to processing of payment request (Permit, etc.).
 - b. During site visits, work must be viewed as completed to count in percentage of work for draw.
 - c. All parties (Contractor, Homeowner and County) must sign off on each draw request.
 - d. There will be a maximum of three (3) draws for completed work: 1.) 33% less 10% retainage, 2.) 33% less 10% retainage, 3.) 33% plus retainage.
 - e. In most cases, payments for draw requests submitted on Friday will be ready on Wednesday after 12 noon and checks for draw requests submitted by Wednesday will be ready on Friday after 12 noon. If the draw is not included in Wednesday's check request, it will be in Friday's. If a draw is not in Friday's check requests, it will be in Wednesday's.

6. Grading System

Each project will be graded at completion on the following areas:

- a. **25%** - Professional conduct and approach in dealing with the County and the Homeowner.
- b. **25%** - Upkeep of property while working on-site and work area at the end of a workday, while ensuring the property is safe for Homeowner.
- c. **25%** - Timeliness of completion – to complete the contracted work within the deadline agreed upon at time of contract.
- d. **25%** - Overall workmanship of the project.

Total of **100%** possible score. Contractors must maintain or achieve a rating of at least 75% in order to be considered for future Pitt County rehabilitation projects.

7. Request for Change Orders:

- a. The proposed work with a written cost estimate must be reviewed and justified to the Community Development Administrator for grant compliance.
- b. The proposed work and cost estimate must be approved in writing by the County.
- c. Once approved, the amount will be listed on the contractor’s request for payment form.

8. Length of Contract:

The time period to complete the specified work will be based on the following chart, unless otherwise agreed upon by the County and Contractor.

<u>Contract (\$)</u>	<u>Completion In (Days)</u>
\$ 0 - \$9,999	25
\$10,000 - \$19,999	45
\$20,000 - \$29,999	60
\$30,000 - \$49,999	90
\$50,000 - \$70,000	150