



DATE APPLICATION RECEIVED  
BY HOMEWISE;

# Contractor Information Form

## CONTRACTOR

Company Name	Phone	
Address	Fax	
City/Zip	Email	
Contact Person	Title	Phone
Type of Organization or Business (select one)		
Individual, not an organization or business	Corporation	Tax Exempt Organization
Partnership	Sole Proprietorship	Other (please explain)

## CONTRACTOR TRADES & SKILLS

Appliance Installation	Full Weatherization (certified) <i>Including blower door, air sealing, pressure diagnostics</i>	Pest Control
Asbestos/Lead Abatement		Plumbing
Cabinets/Countertops	General	Roofing
Carpentry	Gutters	Sewer/Septic
Carpet/Flooring	Heating/Furnace/HVAC	Siding
Concrete	Insulation	Tile
Deck	Masonry	Tree-Cutting
Drywall	Oil Tank Decommissioning	Waterproofing
Electrical	Painting	Windows

## REFERENCES

Provide two references for successfully completed projects that correspond to Contractor Trades and Skills listed above.

Name	Address	Phone
Project Description		

  

Name	Address	Phone
Project Description		

## LICENSES & CERTIFICATES

## IDENTIFICATION NUMBERS

City of Seattle Business License	Attach copy
Current Federal Tax Identification number (W-9 Form)	Attach W-9 form
Certificate of Liability Insurance	Attach copy
Washington Employment Security Department	
Washington State Contractor License Certificate of Registration	
Washington State Excise Tax Registration	
Washington Unified Business Identifier (UBI) number	

## GENERAL REQUIREMENTS

- **Current Washington State Contractors License and City of Seattle Business License.**
- **Maintain a minimum of \$500,000 general liability insurance (per occurrence).**
- **Successful completion of two projects of equal value as projects bidding on.**

## TERMS & CONDITIONS

The undersigned Contractor, in order to qualify as an eligible contractor under The City of Seattle's HomeWise program, hereby represents, warrants and agrees with The City of Seattle as set forth below. Each provision of this Agreement shall apply to each contract awarded to the Contractor by a homeowner receiving a loan under the HomeWise program. By submitting any proposal and by signing each such contract and request for payment thereunder, Contractor shall be considered to have reaffirmed as of the date of such submission or signature all of the representations and warranties below.

Contractor shall comply with all applicable federal rules and regulations, including but not limited to those described below.

### 1. Equal Opportunity; Non-Discrimination

Contractor shall ensure compliance with Executive Order 11246, entitled "Equal Opportunity," as amended by Executive Orders 11375 and 12086, and the regulations issued pursuant thereto, 41 C.F.R. Part 60, which provide that no person shall be discriminated against because of race, color, religion, sex or national origin in all phases of employment during the performance of federal contracts and subcontracts, and Contractor shall take affirmative action to ensure fair treatment in employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay, or other forms of compensation and selection for training or apprenticeship. The "equal opportunity clause" set forth in 41 C.F.R.60-1.4(a) is hereby incorporated by reference as though fully set forth, and such clause shall be set forth or incorporated by reference in subcontract and contract subject to this Agreement.

No person shall on the grounds of race, color, national origin, religion or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with federal funds. Contractor shall comply fully with all requirements of Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq., which provides that no person in the United States shall on the ground of race, color or national origin, be excluded from participation in, denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance; and with HUD regulations implementing such requirements, 24 C.F.R. Part 1 {24 C.F.R. 570.602(a)}.

Contractor shall comply with all of the requirements and prohibitions of 24 C.F.R. Section 570.602, implementing the nondiscrimination requirements of Section 109 of the Housing and Community Development Act of 1974, as amended; those of HUD regulations under the Rehabilitation Act of 1973, as amended, 24 C.F.R. Part 8; those of HUD regulations under the Americans with Disabilities Act; and those of HUD regulations under the Age Discrimination Act of 1975, 42 U.S.C. Section 6101 et seq., at 24 C.F.R. Part 146. The Contractor shall comply with Section 504 of the Rehabilitation Act of 1973, as amended, and all HUD regulations that pertain to it.

### 2. Debarment and Suspension

A. Contractor represents and warrants that neither Contractor nor its principals is debarred, suspended, declared ineligible, proposed for debarment, or voluntarily excluded from participation in federal assistance programs under 24 C.F.R. Part 24 or Executive Order 12549, "Debarment and Suspension." The Contractor shall not enter into any subcontract with any subcontractor who has been debarred, declared ineligible, suspended, or voluntarily excluded from performing work on contracts funded by an agency of the United States government under such regulations or Order. Contractor shall obtain and provide to The City a certification from each subcontractor as provided in Appendix B to 24 C.F.R. Part 24 prior to the subcontractor's commencement of work

B. Contractor further represents and warrants that neither Contractor nor its principals is debarred, suspended, declared ineligible, or voluntarily excluded from participation in contracts awarded by The City.

C. If Contractor is hereafter debarred, suspended, declared ineligible, or voluntarily excluded from participation in federal assistance programs or in contracts awarded by The City, or both, then Contractor shall promptly notify the Office of Housing and Contractor shall not be eligible for contracts under the HomeWise program for so long as such status shall continue, unless otherwise provided in the terms of the order or agreement debarring, suspending, declaring ineligible or excluding Contractor.

### 3. Conflicts of Interest

No officer, agent, employee, consultant or elected or appointed official of The City, or its designees or agents, who exercises or has exercised any function or responsibilities with respect to activities assisted with federal funds, or who is in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain any financial interest or benefit from the activity, or have an interest in any contract, subcontract or agreement with respect thereto or the proceeds thereunder, either for himself or herself or for those with whom he or she has family or business ties, during his or her tenure or for one (1) year thereafter. Contractor represents, warrants and agrees that no such person has or will have any such interest in any contract subject to the Agreement or any subcontract thereunder, or in any proceeds thereunder, in violation of the foregoing prohibition.

### 4. Non-Discrimination and Affirmative Action

The Contractor will not discriminate against any employee or applicant for employment because of race, religion, creed, color, sex, marital status, sexual orientation, political ideology, ancestry, national origin, or the presence of any sensory, mental or physical handicap, unless

based upon a bona fide occupational qualification. The Contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their creed, religion, race, color, sex, marital status, sexual orientation, political ideology, ancestry, national origin, or the presence of any sensory, mental or physical handicap. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this non-discrimination clause.

The foregoing paragraph will be inserted in all subcontracts under contracts governed by this Agreement.

#### 5. Labor Standards

Contractor and any subcontractors shall comply with applicable provisions of federal laws and regulations relating to labor standards and HUD Handbook 1344.1. Contractor shall certify compliance with this Section as a condition to any payments under this Agreement.

#### 6. Prevailing Wage

The Contract is subject to the prevailing wage requirements of Chapter 39.12 RCW (as amended). No worker, laborer or mechanic employed in the performance of any part of the Contract shall be paid less than the prevailing rate of wage as determined by the Industrial Statistician of the Department of Labor and Industries for the State of Washington. Prior to making any payment under the Contract, the Owner must receive an approved copy of the "Statement of Intent to Pay Prevailing Wages on Public Works Contracts" from the Department of Labor & Industries.

It is the Contractor's responsibility to obtain and file the "Statement of Intent to Pay Prevailing Wage".

The Contractor shall be responsible for all filing fees. Each invoice shall include a signed statement that prevailing wages have been paid by the Contractor and all subcontractors. Following the final acceptance of services rendered, the Contractor shall submit an "Affidavit of Wages Paid" to the Program.

#### 7. Indemnity

The Contractor shall defend, indemnify and hold harmless the Homeowner and The City and their officers, agents and employees acting in their official capacity or course of employment, harmless from all suits, claims or liabilities of any nature, including costs and attorneys's fees, arising out of (i) any breach of any representation, warranty or promise of Contractor herein or in any contract to which this Agreement applies; or (ii) any injuries or damages sustained by any persons or property resulting in whole or in part from activities or omissions of the Contractor, its subcontractors or their agents or employees pursuant to this Agreement, or (iii) any unpaid wages or other remuneration for services or materials on the project covered by this Agreement. Notwithstanding the foregoing, to the extent required by applicable law: (1) this indemnity shall not apply in case of any liability for damages arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the Homeowner or The City, or their agents or employees, and (2) in the case of liability for damages arising from the concurrent negligence of (a) Homeowner or The City or their agents or employees, and (b) Contractor or its agents or employees; this indemnity shall apply only to the extent of Contractor's negligence. Contractor waives, with respect to the Homeowner and The City of Seattle only, its immunity under RCW Title 51, Industrial Insurance. This section (6) shall survive any termination, expiration or completion of this Agreement.

#### 8. Reservation of Rights

Neither payment by the Homeowner nor disbursement by The City nor performance by the Contractor shall be construed as a waiver of any party's rights or remedies. Failure to require full and timely performance of any provision at any time shall not waive or reduce the right to insist upon complete and timely performance of such provision thereafter.

#### 9. Effect of Agreement

The provisions of this Agreement shall apply for the benefit of The City and HUD notwithstanding any conflicting provisions in any contract with a Homeowner, and shall apply for the benefit of each Homeowner unless the contract between Homeowner and Contractor specifically provides otherwise.

By signing this Contractor Information Form I attest to the fact that the above information is true and complete. I understand that this information is subject to Verification by HomeWise.

\_\_\_\_\_  
Contractor's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Check any that apply:

State Certified Small Business Status  
State Certified Women-Owned Business  
State Certified Minority-Owned Business

Print the form. Sign and send with attachments to:

HomeWise  
PO Box 94725  
Seattle, WA 98124-4725

(206) 684-0244