

Contractor Application Packet



The City of Mansfield's Office of Community Development is seeking qualified contractors to participate in the City's home repair and rehabilitation programs.



For more information on becoming a qualified contractor please contact the Office of Community Development at 419-755-9797/419-755-9752 or stop in at 30 North Diamond Street,

8th Floor, Mansfield, OH 44902 or email the office
at aackerman@ci.mansfield.oh.us

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CITY OF MANSFIELD

Mansfield Bureau of Building Inspections, Licenses and Permits
30 N. Diamond Street, Mansfield, OH 44902 PH (419-755-9688) Fax(419)755-9453

BUREAU OF BUILDING AND CODES DEPARTMENT CONTRACTOR REGISTRATION CHECKLIST

- **COPY OF CERTIFICATE OF LIABILITY INSURANCE.**
NOT LESS THAN:
\$100,000 per person.
\$300,000 per occurrence for bodily injury
\$50,000 per accident for property damage
- **PROOF OF COMPLIANCE WITH THE STATE OF OHIO WORKERS COMPENSATION LAWS.**
Note: If there are no other employees, a *signed and notarized* Sole Proprietor form (see attached) must be submitted in lieu of the Workers Compensation certificate.
- **MANSFIELD INCOME TAX DIVISION QUESTIONNAIRE. **New Registrations only.***
Must be completed and submitted at time of application. (A social security number can be used along with a copy of driver's license if the business does not have a Federal Tax ID).
- **COPIES OF ALL LICENSES ISSUED PURSUANT TO OHIO REVISED CODE CHAPTER 4740 BY THE OHIO CONSTRUCTION INDUSTRY EXAMINING BOARD, AND CERTIFICATE ISSUED PURSUANT TO OHIO REVISED CODE 3737.65 BY THE FIRE MARSHALL.**
- **REGISTRATION FEES \$100.00 NEW OR \$75.00 RENEWAL (cash or check)**
Make checks payable to the City of Mansfield.
- **PLEASE NOTE: REGISTRATION IS VALID FROM JANUARY 1 THROUGH DECEMBER 31 OF EACH CALENDAR YEAR AND MUST BE RENEWED YEARLY**

**ALL INFORMATION MUST BE CURRENT IN LICENSEE FILES AT ALL TIMES.*



CITY OF MANSFIELD

Mansfield Bureau of Building Inspections, Licenses and Permits
30 N. Diamond Street, Mansfield OH 44902 PH (419) 755-9688 - Fax: (419) 755-9453

NOTE: Only needs completed if you're a sole proprietor with no employees (see contractor registration checklist page 3)

Date: _____

To Whom it May Concern:

I, _____, currently have no employees. If in the future there would be a need to hire and employee, I would notify Worker's Compensation immediately.

I have not had any employees since I have been in business.

Sincerely,

Notary: _____

Date: _____

My commission Expires: _____



**City of Mansfield
Department of Community Development
8th Floor
30 North Diamond Street
Mansfield, OH 44902
419-755-9793 Office
419-755-9465 Fax
www.ci.mansfield.oh.us**

STATEMENT OF CONTRACTOR QUALIFICATIONS

The City of Mansfield, Department of Community Development, is seeking your participation in a new effort to increase our participating contractor list. The Department of Community Development provides Housing Repair Grants that are funded by the Department of Housing and Urban Development (HUD). Our program, like many other cities, assist low to moderate income eligible homeowners with housing improvement grants.

Based on the type of housing repairs needed, bid packages or award of bid, per housing unit will be selected by the homeowner(s) and awarded by the City of Mansfield.

If you are interested in participating in our rehabilitation program, please complete the following questionnaire and return it back to us as soon as possible. If you would like to be removed from our mailing list, please contact our office at the number indicated above.

Thank you.

Contractor Contact Information (Each must be filled out)

Contractor Name:

Contractor Main Office Address (include zip-code)

Contractor Business Mailing Address (include zip-code)

Contractor Phone Number(s):

Contractor Fax Number(s):

Contractor E-Mail Address:

City of Mansfield Building Codes Registration Number:

Are you incorporated? Y or N If yes, where incorporated?

How many years have you been engaged in contracting business under your present name?_____

Basic type of work performed by your company?_____

Have you ever been convicted of a felony? Y or N

Are you interested in bidding on Full Rehabilitation or Emergency Rehabilitation (means the repair or replacement of a building system)? Both?

Have you ever failed to complete any work awarded to you? If yes, explain.....

Have you ever defaulted on a contract? If yes, explain.....

Describe your experience in construction. Be specific.....

Credit available?_____

Do you have a Workers Compensation Certificate? Y or N If no, you are disqualified. If yes, provide a certificate.

Do you have Liability Insurance? Y or N If no, you are disqualified. If yes, please provide verification.

Do you have lead-based paint certifications for you and your workers? Y or N If yes, please provide verification.

Have you ever attended the one day class Lead Safe Renovation and Remodeling Training (RRP)?

If yes, provide verification. If no, **this class is required to participate in this program.** We may be able to assist you in getting set up with this class.

SIGNATURE_____

PRINTED NAME_____

TITLE_____

—

BID NOTICES

Bid notifications are located on the City of Mansfield website under the Community Development Department tab. Bids are posted under the “Legal Notice” button. Once the bids are posted, you will have to pick up the bid-packet at the Community Development office to get the details and specifications for each project. You may also request a phone call or email when bid notifications have been announced and packets are ready to be picked up. Equal Employment Opportunity, Non-Collusion affidavits, and personal property tax statements must be included in all bids received by this office.

<https://ci.mansfield.oh.us/community-development/community-development-legal-notice/>

Thank you for your interest in our programs!

**THE CITY OF MANSFIELD
INCOME TAX DIVISION
30 N. DIAMOND STREET
P.O. BOX 557
MANSFIELD, OHIO 44901**

TELEPHONE: (419) 755-9711
FAX: (419) 755-9751

BUSINESS AND PROFESSIONAL QUESTIONNAIRE

For the purpose of our records, with regard to Mansfield Income Tax, Please complete and return this Questionnaire promptly.

1. Local name and address as used for business purposes:

Trade Name: _____
2. Location in Mansfield or work site: _____
3. Date started in Mansfield: _____
4. Federal I.D. or Social Security #: _____
5. Accounting Period used for federal income tax purposes:
(Check applicable box-if fiscal write in date) ___ Calendar Year ending December 31
 ___ Fiscal Year ending _____
6. Do you now employ one or more persons in Mansfield? ___ Yes ___ No
Date Employees Started in Mansfield: _____
7. Do you expect to have employees in the future? ___ Yes ___ No
When? _____
8. Does your company voluntarily withhold tax for Mansfield residents not employed inside the City of Mansfield? (If yes, only complete the front of this form) ___ Yes ___ No
9. Company Phone: _____ Fax: _____
Send Business net Profit Return: Send Withholding Tax Form:
Name: _____ Name: _____
Contact Person: _____ Contact Person: _____
Street Address: _____ Street Address: _____
City: _____ State ___ Zip _____ City: _____ State ___ Zip _____

10. Type of ownership check which:

- Non-Profit Corporation
- Individual Proprietorship (Complete 11A)
- Corporation (Complete 11B)
- Partnership (Complete 11C)

11. Owner's name and address.

(a) If Individual proprietorship, give owner's name social security number and address:

Name: _____
Social Security No.: _____
Street Address: _____
City _____ State _____ Zip _____

(b) If corporate subsidiary, give name and address of parent company main office:

Name: _____
Federal I.D. No.: _____
Street Address: _____
City _____ State _____ Zip _____

(c) If partnership, association, or other unincorporated joint business venture, list names and address of partners, association, or members.

Name	SS# or Fed ID #	Street Address	City	State	Zip
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Note: Throughout this questionnaire, wherever listings are requested – attach separate list of sufficient spaces have not been provided.

12. With reference to real estate properties located within the City on Mansfield:

(a) Does the business occupy, as a tenant, real property in Mansfield rented from others?

If so, to whom is rent paid: (Give owner, if known, otherwise his agent.) Yes No

Name	SS# or Fed ID #	Street Address	City	State	Zip
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13. Do you operate any other business within the City of Mansfield? Yes No

Note: Other business includes rental properties rented to others.

If you do, List those located within the City:

So that further correspondence will not be necessary, we ask your cooperation in filing this form promptly.

THANK YOU

City of Mansfield
Finance Department
NEW Vendor Requests

Businesses and/or individuals wishing to conduct business with the City of Mansfield must first be established as a "Vendor" with the City of Mansfield Finance Department.

The process begins by the business or individual submitting a IRS Form W9, along with a contact person and current telephone number through the City of Mansfield Department in which you will provide goods or services. Along with the W9 and contact information the city will require a current e-mail address. The e-mail address will be used to transmit approved purchase orders for requested goods or services. *NO VENDOR* is permitted to supply goods or services without first receiving an approved purchase order that contains an authorization number, as well as verbal authority from the department to act on the purchase order. Supplying goods or services without receiving the proper authorization may result in non-payment.

Additionally, *if you are a business providing services for the city with less than 5 employees* you are required to complete an OPERS Independent Contractor Form. This form must be submitted with the completed IRS Form W9 and contact information.

During the Vendor approval process the city is required to:



- Assure there are no findings against you or your business with the Ohio Auditor of State
- In the event you are a business or use a business name, you are required to be registered with the Secretary of State. If you conduct business as "John Smith" you may not be required to register. However, if you do business as "John Smith Plumbing" you will be required to register. (You can register your business on line by using the link supplied with a credit card. <https://www.sos.state.oh.us/SOS/Businesses.aspx> "Click "File On-Line". *Once completed you will be able to print a confirmation that you can supply with your W9 and associated paperwork.*
- Assure you are registered with the City Income Tax Office if required. Call 419.755.9711 in the event you are not sure if you need to register and they will assist you.
- Assure you have submitted the OPERS Independent Contractor Form if required. See above.
- Check individuals and businesses on the Foreign Terrorist Organization list

REQUIRED FORMS:

Blank IRS Form W9 (May fill in and print on-line @ <https://www.irs.gov/pub/irs-pdf/fw9.pdf>)

OPERS Independent Contractor Form @ <https://www.opers.org/forms-archive/pedackn.pdf>

**IF YOU'RE NOT
LEAD-SAFE CERTIFIED,
DISTURBING
JUST SIX
SQUARE FEET
COULD COST YOU
BIG TIME**

If you're working on homes, schools or day care centers built pre-1978, you now must be EPA Lead-Safe Certified.

WHAT

The Lead-Based Paint Renovation, Repair and Painting (RRP) rule is a federal regulatory program affecting anyone who disturbs painted surfaces where lead may be present.

- Submit an application to certify your firm for five years.
- A one-day class will certify your renovators for five years.
- Learn the required steps to contain the work area, minimize dust and thoroughly clean up every day.

WHO

• Any contractor, including renovators, electricians, HVAC specialists, plumbers, painters and maintenance staff, who disrupts more than six square feet of lead paint in pre-1978 homes, schools, day care centers and other places where children spend time.

WHY

1. Avoid risk of government fines and civil liability:
 - Without certification and by not following approved practices, you and your company can face tens of thousands of dollars in fines and put yourself and your company at risk of potential lawsuits.
2. Protect your workers, yourself and your customers from a health risk:
 - Dust from renovation, repairs and painting can contaminate an entire home and, if inhaled or ingested, can cause irreversible damage to children and adults.
3. Gain competitive advantage:
 - Certification makes you stand out from others and positions you as a professional contractor consumers can trust. Using your company's certification in your marketing materials may help attract business.
 - Consumers will look for the certification before hiring contractors and may be more accepting of additional costs and time associated with doing the job safely.
 - Upon certification of your firm, your company will be listed as a Lead-Safe Certified Contractor on the EPA website, giving your firm the potential for new customers.

WHERE

To find an accredited trainer in your local area or get additional info, go to epa.gov/getleadsafe or call 800-424-LEAD.

WHEN

Now – Certification requirements begin April 22, 2010.