

**OAKLAND COUNTY COMMUNITY  
&  
HOME IMPROVEMENT DIVISION**

**CONTRACTOR APPLICATION**

**OAKLAND COUNTY COMMUNITY & HOME IMPROVEMENT DIVISION  
250 ELIZABETH LAKE ROAD  
PONTIAC, MI 48341-0414**

**OAKLAND COUNTY COMMUNITY & HOME IMPROVEMENT DIVISION**

**CONTRACTOR APPLICATION FOR HOME  
IMPROVEMENT PROGRAM**

Dear Contractor:

Thank you for your inquiry to participate in the Oakland County Home Improvement Program (HIP). The continued success of this program depends on professional and qualified contractors such as you.

To qualify as a HIP contractor you must provide the following documents to our office;

- **Contractors' Qualification Statement** (see attachment pages 2-4)
- **Proof of adequate insurances** (see attachment page 3)
- **Lead Abatement certificate from the State of Michigan**
- **Current Michigan Residential Builders License**

This information must be sent to our office to be considered for the HIP Contractors Bid List. Prior to receiving invitations to bid, all new contractors must attend an orientation meeting to the Home Improvement Program. The meeting will introduce your company to HIP staff and important contractor procedures contained in the HIP Contractors Manual. You will receive a copy of this manual at the meeting. We will notify you of the date, time and location of this meeting.

To remain eligible to bid, you must keep your Residential Builders License, Lead Abatement Contractor License and insurance current and on file at the Oakland County Community & Home Improvement Office.

If you have questions, please call Joe DelMorone, Supervisor, Field Services, at (248) 830-9411 or email at [delmoronej@oakgov.com](mailto:delmoronej@oakgov.com) or call toll free at 1-888-350-0900 x 80493.

Completion of this form is required prior to bidding Oakland County Community & Home Improvement projects.

**THE UNDERSIGNED CERTIFIES:**

**THAT** all statements and all responses to questions made hereinafter are true and correct.

COMPANY NAME \_\_\_\_\_

COMPANY ADDRESS:

STREET \_\_\_\_\_

CITY \_\_\_\_\_

MI ZIP CODE \_\_\_\_\_

TELEPHONE \_\_\_\_\_ FAX NO. \_\_\_\_\_ MOBILE NO. \_\_\_\_\_

OWNER/QUALIFYING OFFICER: \_\_\_\_\_

EMPLOYER ID OR SOCIAL SECURITY NUMBER \_\_\_\_\_

THE FOLLOWING INFORMATION IS REQUESTED FOR FEDERAL STATISTICAL REPORTING PURPOSES ONLY. THIS INFORMATION APPLIES TO THE OWNER/QUALIFYING OFFICER OF THE COMPANY.

**RACE/ETHNIC/SEX**

_____ American Indian or _____ Alaskan Native	_____ White
_____ Asian or Pacific Islander	_____ Other (Specify) _____
_____ Black	_____ Male
_____ Hispanic	_____ Female

**THE UNDERSIGNED FURTHER AGREES:**

**THAT** the partnership, DBA and corporation is licensed by the State of Michigan in accordance with Act 383, 1965, Section 338, 1505

**THAT** your Michigan State Residential Builder's License No. \_\_\_\_\_ is current and will be maintained.

**(COPY OF BUILDERS LICENSE & LEAD ABATEMENT CONTRACTOR CERTIFICATE IN INDIVIDUAL'S OR COMPANY'S NAME MUST BE SUBMITTED TO THE OAKLAND COUNTY COMMUNITY & HOME IMPROVEMENT DIVISION).**

**THAT** necessary insurances are on file with the Oakland County Community & Home Improvement Division and kept current. **CERTIFICATES OF INSURANCE MUST NAME OAKLAND COUNTY COMMUNITY & HOME IMPROVEMENT AS CERTIFICATE HOLDER.**

The following minimum insurance coverage is required.

**Commercial General Liability Insurance in the minimum amount of \$500,000 combined single limit per occurrence including coverage for:**

- a. Independent Contractor
- b. Products and Completed Operations

**Auto Liability coverage in the minimum amount of \$500,000 combined single limit per occurrence with coverage for:**

- a. Hired Auto
- b. Non-Owned Auto
- c. No-Fault as required by State Law

**Workers Compensation coverage as required by law and Coverage B – Employers Liability Coverage in the minimum amount of \$100,000.**

**THAT** the work will be performed in accordance with Oakland County’s minimum specifications and subject to a clear final inspection by the Community & Home Improvement Division.

**THAT** work will be performed in conformance with all applicable local codes and regulations and that contractors are responsible to obtain all permits required by the local communities and

**THAT** if the work performed by the contractor is found to be unsatisfactory by Oakland County Community & Home Improvement, or if relations between the contractor, homeowner or other parties are found to be unsatisfactory, that Oakland County Community & Home Improvement may remove the contractor’s name from the contractor list.

**OAKLAND COUNTY**  
**HOME IMPROVEMENT PROGRAM WORK AREAS**  
 April 20, 2009

HOLLY Twp	GROVELAND Twp <b>1</b>	BRANDON Twp ORTONVILLE Vlg	OXFORD Twp OXFORD Vlg	ADDISON Twp LEONARD Vlg <b>2</b>
ROSE Twp	SPRINGFIELD Twp	CLARKSTON City INDEPENDENCE Twp	ORION Twp LAKE ORION Vlg	OAKLAND Twp
HIGHLAND Twp	WHITE LAKE Twp <b>3</b>	KEEGO HARBOR City SYLVAN LAKE City	AUBURN HILLS City	ROCHESTER City ROCHESTER HILLS City
MILFOR Twp MILFORD Vlg	WALLED LAKE City WIXOM City COMMERCE Twp WOLVERINE LAKE Vlg	WEST BLOOMFIELD Twp ORCHARD LAKE Vlg	BLOOMFIELD Twp. BLOOMFIELD HILLS City BIRMINGHAM City <b>4</b>	CLAWSON City TROY City
LYON Twp SOUTH LYON Twp	NOVI City NORTHVILLE City	FARMINGTON City	BEVERLY HILLS Vlg FRANKLIN Vlg LATHRUP VILLAGE City	BERKLEY City FERNDAL City HAZEL PARK City HUNTINGTON WOODS City OAK PARK City MADISON HEIGHTS City PLEASANT RIDGE City ROYAL OAK Twp

The Oakland County Community & Home Improvement Program staff has divided the county into four Home Improvement Program Work Areas for your transportation and working convenience. Please specify the area(s) in which you want to work. You may choose one area, all four areas, or any combination of areas (i.e., Area 1 and Area 4). Note, you will only receive bids for home improvement jobs located in the area(s) you have specified. Several communities do not participate in this program, including: the townships of Bloomfield, Novi, Southfield and Waterford; the cities of Bloomfield Hills, Farmington Hills, Pontiac, Royal Oak and Southfield. For more information on Home Improvement Program Work Areas, please contact the Field Services Supervisor at (248) 858-0192.

**CONTACTORS CERTIFICATION OF APPLICATION**

The answer to the foregoing questions and all statements therein contained is true and correct.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_, By \_\_\_\_\_  
(Company Name – Type or Print) (Signature of owner or qualifying officer)

Being duly sworn, deposes and says that he/she is the \_\_\_\_\_  
(Title)

of \_\_\_\_\_.  
(Company Name)

<p><b>NOTARY:</b></p> <p><b>SUBSCRIBED AND SWORN BEFORE ME THIS _____ DAY, _____ 20____</b></p> <p><b>NOTARY PUBLIC:</b> _____</p> <p>_____ <b>COUNTY, MICHIGAN</b></p> <p><b>ACTING IN _____ COUNTY</b></p> <p><b>MY COMMISSION EXPIRES _____</b></p>
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**COMMUNITY AND HOME IMPROVEMENT PROGRAM (CHIP)  
FIFTY-ONE PARTICIPATING COMMUNITIES**

<b>CITIES</b>			
Auburn Hills	Berkley	Birmingham	Bloomfield Hills
Clarkston	Clawson	Farmington	Ferndale
Hazel Park	Huntington Woods	Keego Harbor	Lathrup Village
Madison Heights	Northville	Novi	Oak Park
Orchard Lake Vlg	Pleasant Ridge	Rochester	Rochester Hills
South Lyon	Sylvan Lake	Troy	Walled Lake
Wixom			
<b>TOWNSHIPS</b>			
Addison	Bloomfield	Brandon	Commerce
Highland	Holly Twp	Independence	Lyon
Milford	Oakland	Orion	Oxford
Rose	Royal Oak Twp	West Bloomfield	White Lake
<b>Villages</b>			
Beverly Hills	Franklin	Lake Orion	Leonard
Milford	Ortonville	Oxford	Wolverine Lake

These communities operate their own CDBG programs, independent of the Oakland County program:

<b>Cities</b>	
Farmington Hills	(248) 871-2549
Pontiac	(248) 857-5746
Royal Oak	(248) 546-3290
Southfield	(248) 796-4177
<b>Township</b>	
Waterford	(248) 674-6228

## **SUMMARY OF QUALIFICATIONS FOR CONTRACTORS**

1. Completed Contractor's Qualification Statement (see attachment pages 2-4)
2. Proof of adequate insurances (see attachment page 3)
3. Lead Abatement Certificate from State of Michigan (go to [www.michigan.gov/leadsafe](http://www.michigan.gov/leadsafe) web site and scroll down to lead professionals and click on the certification process).
4. Current Residential Builders License.

**PLEASE RETURN YOUR COMPLETED APPLICATION PACKAGE TO:**

**OAKLAND COUNTY COMMUNITY & HOME IMPROVEMENT  
ATTENTION: JOE DELMORONE  
SUITE 1900  
250 ELIZABETH LAKE ROAD  
PONTIAC, MI 48341-0414**