

IMPORTANT INFORMATION!!

*** * KEEP THIS PAGE FOR YOUR RECORDS * ***

Thank you for your interest in becoming an Approved Contractor for the **City of Lansing's CDBG/HOME Rehabilitation / Construction Programs.**

In becoming part of our official list of contractors, you agree:

1. To perform ALL work in accordance with the CITY Technical Specifications with quality workmanship, subject to inspection and approval by the Department of Planning & Neighborhood Development - Development Office.
2. That if your work is found to be unsatisfactory by the administering agency or if contract relations between the contractor, homeowner or other parties are found to be unsatisfactory, the administering agency may remove your name from the approved list, with such accompanying publicity as it deems necessary.
3. **That proof of adequate insurance and Workers' Compensation, and copies of any appropriate licenses or identification as your trade or governmental agencies require *must* be provided to this office at time of application and must be *kept current at all times* throughout the term of work performance with the City. They are required to be on file with our office prior to the issuing of the Proceed to Work Notice for Rehab Projects.**
4. **That it is *your responsibility to provide the Development Office with current copies of insurance, and any applicable licenses, ID's, and DBA documents.* We reserve the right to remove you from the contractor list if any of your papers on file expire and you do not provide us with updated copies.**
5. That you will abide by the US Department of Housing and Urban Development regulations pertaining to equal employment opportunity.
6. That all work will be done in conformance with all applicable codes and zoning regulations.
7. That you will do business (sign documents, submit bids and bills, etc.) under the name as it appears on the Contractor's license, other applicable licenses or DBA documents. If the name changes during a contract, the contract must be completed under the starting name and insurance must be maintained under that name until the completion of the contract.
8. Signatures on all documents may only be those of qualifying officers or owners, not employees.