

Plumbing Contractor Application

for

The Department of Housing & Neighborhood Revitalization

Please return the completed application with all requested documents to:

Hipp@dallascityhall.com

<https://portal.neighborlysoftware.com/dallastx/contractor>

If you have any questions, please contact our office at: 214-670-3644

Dear interest contractor:

Thank you for your interest in applying to become a Plumbing Contractor with the Department of Housing & Neighborhood Revitalization (Housing). We cannot do this work without you. We strive to make the qualification, bidding, contracting and payment processes as easy as possible. Staff is available to assist you along they way.

The qualification process is to review organization credentials and financial capacity to handle reimbursement-based projects. Application packets must have all the required supporting documents, and incomplete packets will not be accepted.

Our staff will review the application packet and inform you by email or phone if your company has been qualified to perform the work outlined below.

Housing is partnering with the Dallas Water Utility who is implementing its Unserved Areas Program to provide water and wastewater service to parts of the City that have not had access to such services. The Unserved Areas Program is funded using American Rescue Plan Act (ARPA) funding, and all work will be reported to Treasury. All homes will be qualified as ARPA eligible before being approved for the program.

The following is a general description of the process and work required to transfer wastewater service from OSSF/Septic systems to Dallas Water Utilities wastewater mains. Actual work will be bid per address and is intended to meet all City of Dallas Plumbing Codes. These general instructions can be applied to pier and beam structures and slab structures.

1. Once qualified, you will be invited to attend a bid walk with other qualified contractors. Housing will select the most advantageous bid that may include price as well as capacity to carry more than one job at one time.
2. Once awarded a job, a tri-party agreement will be initiated between The City, Homeowner and the Contractor.
3. A notice to proceed will follow shortly thereafter.
4. Contractor will invoice when work is complete and City will pay Contractor

The bids should be based upon the following:

1. Verify the elevation difference between the owner's wastewater outfall pipe on the existing structure and the elevation of the DWU lateral provided for the lot at the right of way line to ensure that there is adequate fall between the two pipes to meet City Plumbing Code lateral grade requirements.
2. Adjust the location and elevation of the owner's wastewater outfall from the structure if needed to allow the private lateral to reach the DWU lateral at the required slope rate for private laterals. This may be possible for pier

and beam structures, but not slab structures.

3. For situations where the outfall lateral from the structure cannot reach the City lateral per the Plumbing Code, the homeowner may want to consider a grinder pump system to lift the wastewater to the City lateral.
4. The plumber will construct a private lateral per Dallas Plumbing Code connecting the owner's structure to DWU's lateral at the right of way line.
5. The OSSF tanks must be pumped out by a licensed wastewater hauler and the effluent must be delivered to a wastewater treatment plant. OSSF tanks will include septic tanks, pump tanks, trash tanks, and aerobic treatment chambers.
6. All tank lids must be removed or demolished and holes must be punched in the tank bottoms. This applies to concrete tanks, plastic tanks, and fiberglass tanks.
7. The tanks must be filled with clean and compacted fill material. (2.5 CY to at least 12.5 CY)
8. Any electrical components such as pumps, alarms, aerobic compressors, or aerators will need to be safely dismantled and any electrical circuits per the City Electrical Code.
9. The plumber will restore any damaged lawn or landscaping as a result of abandoning the tanks or constructing the lateral.
10. There may also need to be some internal plumbing connections as a result of this connection, contractor will need to fix any carpentry related items as well as all plumbing related items for this connection.
11. No work outside of the primary connection service will be authorized for this project.

REQUIRED DOCUMENT CHECK-LIST

The following documents must accompany this Contractor Application, or this application will not be processed or accepted.

- Fully filled out Application
Copy of current picture I.D. (Texas Driver's License) of all Owners Certificate of
- Incorporation & Articles of Incorporation (*if applicable*)
- 2 years most recent Year-End Balance Sheet (Assets & Liabilities) & Income/Operating Statement (*if applicable*)
- Profit & Loss Report (completed & approved by a 3rd party CPA or Bookkeeper with cover letter)
- 2 years most recent tax returns for Business or Owners Last two month's Operating Bank Statement (*all pages*)
- Proof of commitment letter from financial resource (*if applicable*)
- Certificate of Registration with the City of Dallas as a General Contractor or Specialized trade
- City of Dallas Home Repair License (Current)
- Contractor Vendor Registration Form Unique
- Entity Identifier Number (sams.gov)
- SAMS EPLS Verification of the Owners and the Company
- EPA Lead Firm Certificate (General Contractor Company Only) (Current) EPA
- Lead Renovators Certificate (Individual – if applicable)
- Copy Current Certificate of Liability Insurance to include
- General Liability & Workers Compensation and Employers' Liability

CONTRACTOR APPLICATION

If you require more room to answer any of the following questions, please upload additional sheets.

A. COMPANY INFORMATION

COMPANY NAME	
COMPANY FEDERAL ID (EIN)	
OFFICE PHONE NUMBER	
COMPANY MAILING ADDRESS	
EMAIL ADDRESS	
WEBSITE	

OWNER NAME (1)	
SOCIAL SECURITY NUMBER	
HOME PHONE NUMBER	
CELL PHONE NUMBER	
EMAIL ADDRESS	
HOME ADDRESS	

OWNER NAME (2)	
SOCIAL SECURITY NUMBER	
HOME PHONE NUMBER	
CELL PHONE NUMBER	
EMAIL ADDRESS	
HOME ADDRESS	

B. COMPANY HISTORY:

1. If your company has been under the present company name for less than 2 years, please list previous company names if any:

PREVIOUS COMPANY NAME	
PREVIOUS COMPANY NAME	

2. List Contractor's Licenses:

TYPE OF LICENSE	LICENSE NUMBER	LOCATION

3. List any trade or professional association you are affiliated with:

NAME OF ASSOCIATION	NUMBER	HOW MANY YEARS

4. Have you ever had your Contractor's License revoked?

- If yes, provide the year revoked and an explanation below:

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5. Have you failed to complete any work or defaulted on a contract awarded to you within the past year? If so, when, where, and why?

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6. Within the past year has your company been a party to or involved in any action related to discrimination based upon race, color, nationality, sex, religion, handicap, familial status, or national origin? If so, give full details.

7. Has a lien for material or mechanical work due to a defaulted payment been placed against a homeowner by the company? If so, when, where & why?

8. Do you or your company have any outstanding unresolved judgments, liens for non- payment of material, or mechanical work? If so, when, where & why?

9. Will these outstanding unresolved judgements and liens impede your ability to perform under the HIPP Program?

10. Have you filed bankruptcy within the last year?

11. Do you or your company have any criminal convictions or indictments and if so; will these criminal convictions or indictments impede your ability to perform under the City of Dallas Dept. Of Neighborhood & Revitalization?

12. Do you have the working capital to start a project of at least \$20,000.00?

13. Average number of Full-Time Employees:

OFFICE/ADMIN		TRADE WORKERS	
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14. List all Full-Time Employees, Trade, Licenses, years with the company:

NAME			
TITLE		YEARS WITH COMPANY	
LICENSES			
NAME			
TITLE		YEARS WITH COMPANY	
LICENSES			
NAME			
TITLE		YEARS WITH COMPANY	
LICENSES			
NAME			
TITLE		YEARS WITH COMPANY	
LICENSES			

15. Who is responsible for jobsite day-to-day activities such as: scheduling, supervision, coordination, quality control, clients concerns & complaints?

NAME			
TITLE		YEARS WITH COMPANY	

NAME			
TITLE		YEARS WITH COMPANY	

NAME			
TITLE		YEARS WITH COMPANY	

16. List all Subcontractors that you plan to use to complete any projects:

SUB NAME			
TRADE		YEARS WORKING TOGETHER	
LICENSES			
SUB NAME			
TRADE		YEARS WORKING TOGETHER	
LICENSES			
SUB NAME			
TRADE		YEARS WORKING TOGETHER	
LICENSES			
SUB NAME			
TRADE		YEARS WORKING TOGETHER	
LICENSES			
SUB NAME			
TRADE		YEARS WORKING TOGETHER	
LICENSES			

17. How do you plan on financing these public projects? List all sources of income including lines of credits.

Please submit a current bank statement & a commitment letter from your lending institution or other financial resources.

18. What kind of warranty do you provide your customers upon completion of the construction work and how long is the warranty period?

19. How long do you anticipate a job of this caliber will take you to complete on average?

C. CONSTRUCTION WORK PREFERENCE:

1. What type of construction work program do you want to participate in?

- Reconstruction (new construction)
- Rehabilitation (home improvements)
- Plumbing work

2. Estimate how many Rehabilitation jobs you can complete within a 3-month period, with your current crew and financing at one time?

3. Provide an Estimate on how many Reconstruction jobs you can complete within 6-months period, with your current crew and financing at one time?

D. GOVERNMENT EXPERIENCE:

List any previous experience with Federally funded housing & construction programs with similar government entities (ex: *Dallas Housing Authority (DHA)*)

AGENCY NAME	
PHONE NUMBER	
CONTRACT AMOUNT	
PROJECT ADDRESS	
DESCRIPTION OF THE TYPE OF WORK THAT WAS PROVIDED	
AGENCY NAME	
PHONE NUMBER	
CONTRACT AMOUNT	
PROJECT ADDRESS	
DESCRIPTION OF THE TYPE OF WORK THAT WAS PROVIDED	
AGENCY NAME	
PHONE NUMBER	
CONTRACT AMOUNT	
PROJECT ADDRESS	
DESCRIPTION OF THE TYPE OF WORK THAT WAS PROVIDED	
AGENCY NAME	
PHONE NUMBER	
CONTRACT AMOUNT	
PROJECT ADDRESS	
DESCRIPTION OF THE TYPE OF WORK THAT WAS PROVIDED	

E. CURRENT CONTRACT AGREEMENTS:

List any projects under contract that are currently under construction:

CLIENTS NAME	
PHONE NUMBER	
CONTRACT AMOUNT	
PROJECT ADDRESS	
PROJECT DESCRIPTION (INCLUDE START & EXPECTED COMPLETION DATE)	
CLIENTS NAME	
PHONE NUMBER	
CONTRACT AMOUNT	
PROJECT ADDRESS	
PROJECT DESCRIPTION (INCLUDE START & EXPECTED COMPLETION DATE)	
CLIENTS NAME	
PHONE NUMBER	
CONTRACT AMOUNT	
PROJECT ADDRESS	
PROJECT DESCRIPTION (INCLUDE START & EXPECTED COMPLETION DATE)	
CLIENTS NAME	
PHONE NUMBER	
CONTRACT AMOUNT	
PROJECT ADDRESS	
PROJECT DESCRIPTION (INCLUDE START & EXPECTED COMPLETION DATE)	

F. PAST EXPERIENCE

List any previous rehabilitation or reconstruction or plumbing projects that you have completed during the past year:

CLIENTS NAME	
PHONE NUMBER	
CONTRACT AMOUNT	
PROJECT ADDRESS	
PROJECT DESCRIPTION (INCLUDE START & EXPECTED COMPLETION DATE)	
CLIENTS NAME	
PHONE NUMBER	
CONTRACT AMOUNT	
PROJECT ADDRESS	
PROJECT DESCRIPTION (INCLUDE START & EXPECTED COMPLETION DATE)	
CLIENTS NAME	
PHONE NUMBER	
CONTRACT AMOUNT	
PROJECT ADDRESS	
PROJECT DESCRIPTION (INCLUDE START & EXPECTED COMPLETION DATE)	
CLIENTS NAME	
PHONE NUMBER	
CONTRACT AMOUNT	
PROJECT ADDRESS	
PROJECT DESCRIPTION (INCLUDE START & EXPECTED COMPLETION DATE)	

G. Please check all appropriate boxes below that apply:

- Small Business Enterprise
- Minority Business Enterprise
- Women Business Enterprise
- Section 3 Contractor
- None of the above

**Please provide all documentation as to the assertion of the box(es) checked above.*

CERTIFICATION AND AUTHORIZATION FOR RELEASE OF INFORMATION

I/we hereby certify that the above statements and other information included with this application are true and complete to the best of my knowledge. I/we further understand that the City of Dallas Department of Housing & Neighborhood Revitalization will keep all the information confidential and use such information—to the extent allowed by law, with the understanding that the City of Dallas is subject to the Texas Public Information Act— only to verify the qualification of the undersigned as a home improvement contractor.

I/we hereby authorize the City of Dallas to obtain a written credit report on the individual, partnership, or corporation that is applying; and to obtain said credit reports, verify financial capability, references and any other information included as part of this application as it deems fit and necessary, throughout my participation in City of Dallas home repair programs to ensure my/our ongoing eligibility to participate in the said programs. The undersigned hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the City of Dallas Department of Housing & Neighborhood Revitalization in verification of the recitals comprising this Statement of Qualifications. By signing and returning this form to the City of Dallas Department of Housing & Neighborhood Revitalization, I acknowledge that my company agrees to abide by the Policies and Procedures and Specs as well as minimum building codes for the City of Dallas. I acknowledge and understand that my company and I must meet on a continuous basis the qualifying criteria for participation. I also agree that in the event I fail to follow any existing or future guidelines set forth by the City of Dallas Department of Housing & Neighborhood Revitalization my company may be suspended AND/OR permanently debarred from the program.

ACCURACY OF INFORMATION

The applicant certifies that all information given and furnished in this application is given for the purpose of obtaining contractual opportunities through the City of Dallas's home repair programs. The applicant also certifies that all information is true and complete to the best of the applicant's knowledge and beliefs. The applicant also understands that incomplete, incorrect, or false information on the applicant application and provided in this will make the applicant liable for reimbursement to the City of Dallas any compensation made for work completed on approved housing rehabilitation projects and are grounds for denial of compensation or suspension or permanent disbarment from the Department of Housing & Neighborhood Revitalization. The applicant additionally certifies that they is the owner or legal representative of the company with the authority to contract on its behalf.

PENALTY FOR FALSE OR FRAUDULENT INFORMATION

The applicant understands that the U.S.C. Title 18, Part I, Chapter 47, Sec. 1001, provides for restitution and punishment for knowingly and willfully falsifying, or making any fictitious or fraudulent statements or representation, or making or using a false writing or document knowing the same to contain false, fictitious, or fraudulent statement or entry in any matter within the jurisdiction of any department or agency of the Government of the United States.

SIGNED this _____ day of _____, 20____.

Name of Business

Title

Print Name

Signature

STATE OF TEXAS §
§
DALLAS COUNTY §

BEFORE ME, the undersigned authority, on this day personally appeared _____, known to be the person whose name is subscribed to the foregoing instrument and acknowledges to me that the answers to the foregoing questions and all statements therein contained are true and correct.

GIVEN UNDER my hand and seal of office this _____ day of _____, 20____.

NOTARY PUBLIC, STATE OF TEXAS

Please return completed application to:

City of Dallas
Housing & Neighborhood Revitalization Department
1500 Marilla Street, 6CN
Dallas, Texas 75201

HELPFUL INFORMATION

CERTIFICATE OF REGISTRATION	EPA LEAD-SAFE CERTIFICATION
<p>Location:</p> <ul style="list-style-type: none"> ➤ Oak Cliff Municipal Building ➤ Building Inspection ➤ 320 E. Jefferson Blvd. ➤ Dallas, TX 75203 ➤ Contact Number: (214) 948-4480 ➤ Hours of Business: M-F 8:00a.m. till 4:30 p.m. ➤ Website: General Contractor Registration Form. 	<p>How to become A Lead Safe Certified Firm:</p> <ul style="list-style-type: none"> ➤ Website: Lead Renovation/ Abatement Firm ➤ Application & Re-Certification ➤ https://epa.gov/lead
HOME REPAIR LICENSE	SYSTEM OF AWARD MANAGEMENT(SAM)
<p>Location:</p> <ul style="list-style-type: none"> ➤ City of Dallas Consumer Protection Division ➤ 1500 Marilla St., Room 2D South ➤ Dallas, TX 75201 ➤ Contact Number: (214) 670-3438 ➤ Hours of Business: 8:15 a.m. till 5:15 p.m. ➤ Website: Home Repair License 	<p>Register in SAM for unique ID number:</p> <ul style="list-style-type: none"> ➤ Create User Account ➤ Register/Update Entity ➤ Contact Number: (866) 606-8220 ➤ Hours of Business: M-F 8:00 a.m. till 8:00p.m. <p>Website: SAM Registration Page Click on Log-in and follow directions</p>
CONTRACTOR VENDOR REGISTRATION FORM	
<p>Location:</p> <p>City of Dallas Purchasing Department 1500 Marilla St., Room 3FN Dallas, TX 75201</p> <p>Contact Number: (214) 670—3326</p> <p>Hours of Business: M-F 8:15 a.m. till 5:15 p.m. Website: Vendor Registration Page</p> <ul style="list-style-type: none"> ➤ Click on Register 	

EXHIBIT “A” – INSURANCE REQUIREMENTS

American Rescue Plan Act (ARPA) Neighborhood Revitalization Program

Types of Work	Auto	WC	GL	Umbrel	Installation Floater	Pollution	Professional Liability Ins.	Old Category
Ceilings	\$500K	\$500K/\$500K/\$500K	\$1M/\$2M/\$2M		100% Contract Cost	N/A		
Exterior Walls	\$500K	\$500K/\$500K/\$500K	\$1M/\$2M/\$2M		100% Contract Cost	N/A		
Floors Foundation	\$500K	\$500K/\$500K/\$500K	\$1M/\$2M/\$2M		100% Contract Cost	N/A		
Interior Walls	\$500K	\$500K/\$500K/\$500K	\$1M/\$2M/\$2M		100% Contract Cost	N/A		
Porches, Balconies, Decks & Carports	\$500K	\$500K/\$500K/\$500K	\$1M/\$2M/\$2M		100% Contract Cost	N/A		
Roof Structures & Attics	\$500K	\$500K/\$500K/\$500K	\$1M/\$2M/\$2M		100% Contract Cost	N/A		
Exterior Doors	\$500K	\$500K/\$500K/\$500K	\$1M/\$2M/\$2M		100% Contract Cost	N/A		
Interior Doors	\$500K	\$500K/\$500K/\$500K	\$1M/\$2M/\$2M		100% Contract Cost	N/A		
Kitchen & Bath Cabinets	\$500K	\$500K/\$500K/\$500K	\$1M/\$2M/\$2M		100% Contract Cost	N/A		
Roof Covering Materials	\$500K	\$500K/\$500K/\$500K	\$1M/\$2M/\$2M		100% Contract Cost	N/A		
Windows	\$500K	\$500K/\$500K/\$500K	\$1M/\$2M/\$2M		100% Contract Cost	N/A		
Branch Circuits, Connected Devices & Fixtures	\$500K	\$500K/\$500K/\$500K	\$1M/\$2M/\$2M		100% Contract Cost	N/A		
Cooling Equipment	\$500K	\$500K/\$500K/\$500K	\$1M/\$2M/\$2M		100% Contract Cost	N/A		
Heating Equipment	\$500K	\$500K/\$500K/\$500K	\$1M/\$2M/\$2M		100% Contract Cost	N/A		
Service Entrance & Panels	\$500K	\$500K/\$500K/\$500K	\$1M/\$2M/\$2M		100% Contract Cost	N/A		
Water Heater	\$500K	\$500K/\$500K/\$500K	\$1M/\$2M/\$2M		100% Contract Cost	N/A		
Drain, Wastes, and Vents	\$500K	\$500K/\$500K/\$500K	\$1M/\$2M/\$2M		100% Contract Cost	N/A		
Plumbing Supply, Distribution Systems & Fixtures	\$500K	\$500K/\$500K/\$500K	\$1M/\$2M/\$2M		100% Contract Cost	N/A		
Grading & Drainage	\$500K	\$500K/\$500K/\$500K	\$1M/\$2M/\$2M		100% Contract Cost	N/A		
Gas Lines	\$500K	\$1M/\$1M/\$1M	\$1M/\$2M/\$2M	\$3M	100% Contract Cost	N/A		