

# HIGHLAND COUNTY LAND REUTILIZATION CORPORATION

## CONTRACTOR PRE-QUALIFICATION FORM

The Highland County Land Reutilization Corporation (the "HCLRC") is a community organization whose mission is to strengthen neighborhoods and preserve property values by helping to return vacant, abandoned, and tax-delinquent properties to productive use. The HCLRC has established this pre-qualification process for contractors interested in working for the HCLRC. Contracts for work are awarded only to pre-qualified contractors who meet the Land Bank's expectations.

In order to pre-qualify for HCLRC work, please complete this form in full and attach all required documents. You will then be added to the HCLRC's contractor database and will remain eligible for work unless subsequently disqualified. This form will remain active for five years from the date completed. The HCLRC reserves the right to require additional information in order to pre-qualify for HCLRC work.

### BASIC INFORMATION

Business Name: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Business Email: \_\_\_\_\_

### BUSINESS TYPE / CLASSIFICATIONS

☐ Sole Proprietorship   ☐ LLC   ☐ Corporation   ☐ Other: \_\_\_\_\_  
(Please specify)

☐ MBE (Minority Business Enterprise)   ☐ WBE (Women Business Enterprise)

☐ Other: \_\_\_\_\_  
(Please specify)

☐ Union-Affiliated: \_\_\_\_\_ ☐ Non-Union  
(Please specify)

How long contracting under present the name: \_\_\_\_\_

### REFERENCES – Please provide three local references

Name	City / State	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

Date: \_\_\_\_\_

**AREA(S) OF SPECIALTY**

- ☐ Asbestos Inspection
- ☐ Board Up and Security
- ☐ Concrete
- ☐ Electrical
- ☐ Garage Doors
- ☐ Energy Efficiency Improvements
- ☐ Masonry / Brick
- ☐ Painting
- ☐ Plaster / Drywall
- ☐ Property Management Services
- ☐ Siding
- ☐ Trash Out / Cleaning Services
- ☐ Waterproofing / Foundation Services
- ☐ Lawn Maintenance
- ☐ Other: \_\_\_\_\_

*(Please specify)*

- ☐ Asbestos Remediation
- ☐ Carpentry
- ☐ Demolition / Excavation
- ☐ Floor Coverings
- ☐ General Contracting
- ☐ Lead Abatement
- ☐ Mechanicals
- ☐ Pest Control
- ☐ Plumbing
- ☐ Roofing
- ☐ Gutters & Downspouts
- ☐ Tree Planting / Removal
- ☐ Windows
- ☐ Landscaping

**LICENSES HELD**

License Number/Type: \_\_\_\_\_

Expiration: \_\_\_\_\_

License Number/Type: \_\_\_\_\_

Expiration: \_\_\_\_\_

**QUALIFICATIONS**

- Does your company or any of its owners owe delinquent property taxes?
- Has your company ever defaulted on a contract?
- Has your company ever failed to complete work awarded to you?
- Is your company listed on the State of Ohio's debarment list or has it ever been?
- Is your company disqualified for work by a public organization or has it ever been?
- Has any kind of legal judgment been rendered against your company?
- Has your company ever filed for bankruptcy?

If your company would answer yes to any of these questions, please explain in full (attach additional pages if necessary). Your answers to these questions will be researched and failure to answer any of these questions truthfully will disqualify your company from all HCLRC work.

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## MINIMUM INSURANCE COVERAGE / WORKER'S COMPENSATION

To pre-qualify for HCLRC work, your company must maintain and furnish evidence of insurance and participation in Ohio's worker compensation system.

The minimum insurance expectations are (unless otherwise noted by the Land Bank):

- General Liability (limit of liability \$1,000,000 each occurrence, \$2,000,000 aggregate);
- Automobile Liability (limit of liability \$1,000,000); and
- Worker's Compensation (with statutory limit).

**Your insurance carrier must provide a current Certificate of Insurance naming the Highland County Land Reutilization Corporation, as an additional insured with certificate holder status.** Contractors must include current insurance information with this form and will be responsible for providing updated insurance information after each annual renewal, a change in carrier, etc. Failure to provide this information now or in the future will disqualify the contractor from HCLRC work until corrected.

## FINAL CHECKLIST

In order to pre-qualify, the following is attached or will be provided:

- ☐ Current Certificate of Insurance with HCLRC as additional insured
- ☐ Copy of current Ohio Worker's Compensation certificate
- ☐ Completed IRS W-9 form

I certify that the information provided in this form is, to the best of my knowledge and belief, true, accurate, and complete. I have read the Contractor Terms and Conditions set forth below, and I am authorized on behalf of the company to agree to such terms and conditions by my signature below.

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Signature, Authorized Representative

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Printed Name

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Business Name

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Date

Please return completed forms to:

Highland County Land Reutilization Corporation  
Attn: Jason Johansen, Land Bank Administrator  
129 N. High Street, Suite E, Hillsboro, OH 45133

## Questions?

**Contact the Highland County Land Reutilization Corporation at:**

**Office: (937) 820-0051**

**Cell: (937) 971-9172**

**Email: [jjohansen@co.highland.oh.us](mailto:jjohansen@co.highland.oh.us)**

## **Contractor Pre-Qualification Terms and Conditions**

The contractor set forth above (the “Contractor”), in consideration of being listed as a pre-qualified contractor in the database of the Highland County Land Reutilization Corporation (the “HCLRC”) and therefore, eligible for Land Ba HCLRC work, agrees as follows:

1. The Contractor warrants:
  - that all materials used in the performance of HCLRC work shall be free from defect;
  - that all work performed and funded shall be free from defect or faulty workmanship;
  - that the Contractor, at the Contractor’s expense, will replace any defective materials installed by the Contractor and correct any faulty workmanship performed by the Contractor, after notice by the HCLRC at any time up to one year from the date of final payment to the Contractor covering such work;
  - that the Contractor will furnish the HCLRC or any subsequent owner with all applicable manufacturers and supplier’s written guarantees and warranties covering materials and equipment installed or constructed; and
  - that the warranty made here will apply to all work performed by a subcontractor or agent of the Contractor.
2. The Contractor is an equal opportunity employer and will not discriminate against any employee or applicant for employment because of race, national origin, color, religion, sex, sexual orientation, gender identity or expression, veteran’s status, or the presence of a disability. The Contractor shall ensure that applicants are employed and that the employees shall be treated during their employment without regard to their race, national origin, color, religion, sex, sexual orientation, gender identity or expression, veteran’s status, or disability. Such action shall include but are not limited to, employment, promotion, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
3. The Contractor acknowledges that the HCLRC is subject to Ohio’s strict ethics laws and therefore, the Contractor shall not provide anything of value (beyond those services and materials contracted for) to the HCLRC or its employees in consideration of or in conjunction with the award of a contract for HCLRC work.
4. The Contractor acknowledges that it has read and understands the HCLRC’s Purchasing Policy and any future amendments and will comply with its provisions, including without limitation any Project Labor Agreement or local, minority, or women-owned business contracting goals or mandates.
5. The Contractor acknowledges that non-compliance with these Terms and Conditions, the Pre-Qualification form, or any other requirements of the HCLRC made in conjunction with an award of HCLRC work may make the Contractor ineligible for current or future work at the Land Bank’s sole discretion.

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Contractor’s Signature

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Date

# Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
7 List account number(s) here (optional)		

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number								
				-				
or								
Employer identification number								
				-				

## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.*

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.