

Village of Johnson City



REQUEST FOR QUALIFICATIONS for Building Contractors for Small Project Fund

BACKGROUND: The Village of Johnson is seeking qualified contractors to participate in their Downtown Revitalization Initiative Small Project Fund funded through NYS Homes and Community Renewal. The program will renovate downtown buildings with project budgets ranging from \$10,000 to just over \$100,000. The Village has hired Thoma Development Consultants to assist in the administration of the program. In addition to General Contractors, typical trades may include, but are not limited to, roofing, electrical, plumbing, HVAC, masonry, painting, signage, awnings, and lead remediation. All work will be undertaken within the Village of Johnson City.

QUALIFICATIONS: In order to be added to the participating contractor list for this program, interested contractors will need to complete an application form; supply references and proof of proper insurance. Proof of insurance must include general liability coverage in a minimum amount of one million dollars, workers' compensation coverage, and disability benefits coverage. The Village of Johnson City, State of New York and the Housing Trust Fund Corporation must be listed as additional insured. Please note that electricians and plumbers must be licensed to work within the Village of Johnson City.

M/WBE firms are strongly encouraged to apply and participate in the program.

APPLICATION:

Applications can be obtained by

EMAIL: trista@thomadevelopment.com

or

PHONE: Thoma Development at 607-753-1433.

Applications should be returned via to trista@thomadevelopment.com or by mail to Thoma Development Consultants, 34 Tompkins Street, Cortland, NY 13045 by September 25, 2026.

Village of Johnson City



CONTRACTOR PARTICIPATION GUIDELINES

Funded By:

New York State
Homes and Community Renewal

Contractors who can meet the following qualifications and comply with the procedures set forth below, will be placed on the qualified contractors list and categorized according to their area(s) of expertise. The list will be provided to Program participants, who will select the contractors they wish to bid on their project.

A. ELIGIBILITY

1. Insurance: Contractors must provide proof of insurance in the following amount: General liability coverage in a minimum amount of \$1,000,000; workers' compensation coverage, and disability benefits coverage.

If the contractor uses subcontractor labor, subcontractors must be insured, and verification must be provided. Any/all persons working on Small Project Funds projects must be covered by general/personal liability insurance and worker's compensation. Contractor must have current insurance on file to be eligible to participate in the program. It is recommended that the Recipient, State of New York and the Housing Trust Fund Corporation, and the Village of Johnson City be listed as additional insured.

2. Job References: A detailed list of three local jobs, two performed during the last six months and one performed over one year ago, must be submitted. Please include name, address, telephone number, and description of work performed.

3. Delisting of Contractors: Contractors may be removed from the eligibility list on one or more of the following grounds: (a) continuous poor workmanship and/or poor contractor representation; (b) abandonment of a job or repeated failure to complete the contract within the specified time limit; (c) contractor's insolvency, bankruptcy, or other conduct or condition which has resulted in a monetary loss to a homeowner or to the Village in connection with contract work; and (d) for additional reasons deemed relevant by the Village on a case-by-case basis.

B. WORK WRITE-UPS AND SPECIFICATIONS

In order to facilitate and promote greater fairness in the bidding process, bid documents will contain clear and concise materials and installation specifications and standards. Brand names or equivalents will be specified where appropriate. Any substitutions must be approved by the Village or its consultant prior to submitting a bid.

C. BIDDING PROCEDURES AND CONTRACT AWARDS

Contracts will be between the property owner and the contractor. The Village and/or its consultant will provide assistance to the property owner in the selection of a contractor, if requested. Property owners will be encouraged to select from the qualified contractors list. To be selected, the contractor must be qualified per paragraph A above. All bids must be returned by the bid return date, which is specified on the individual bid sheet(s). In the majority of cases, contracts are awarded to the lowest bidder. However, the property owner and the Village reserve the right to award contracts based upon other considerations when deemed in the best interest of the program.

D. BILLING AND PAYMENT PROCEDURES

All work will be paid by the property owner/participant upon submission of a detailed invoice. Contractors are encouraged to discuss a schedule of progress payments with the property owner/participant prior to the start of a project. Interim inspections by the Code Office may be required depending on the scope of work.

E. BUILDING PERMITS

The Contractor is responsible for obtaining building permits for work it will be performing. The contractor is encouraged to contact the Code Enforcement Officer upon award of contract regarding permit requirements. No payments will be made unless proper permits are secured and necessary inspections from the Code Enforcement Officer are conducted.

F. PRIVACY DISCLOSURE

The Village and it's Representative, New York State, the New York State Housing Trust Fund Corporation, and Homes and Community Renewal, shall be permitted by the contractor to have full access to, and right to examine any pertinent books, documents, papers, and records of the contractor involving transactions related to Small Project Fund Projects, during the period of the project, and for three (3) years from the date of final payment or until all findings of an audit or monitoring, if pertinent, have been resolved to the satisfaction of the State of New York.

Municipality:	Village of Johnson City
Address:	60 Lester Ave
	Johnson City NY 13790

CONTRACTOR APPLICATION FORM

Contractor's Business Name: _____

Contractor's Name: _____

Address: _____

Telephone Number: _____ Alternate Number: _____

Fax Number: _____ Cell Number: _____

Email Address: _____

Type of Work: _____

Are you certified to work with Lead Based Paint? Yes ☐ No ☐
(If **yes**, please send copy of Lead Training Certificate)

Are you certified to work with Asbestos? Yes ☐ No ☐
(If **yes**, please send copy of Asbestos Training Certificate)

Are you a Certified Minority-Owned or Women-Owned Business Enterprise (MWBE), registered with NYS? Yes ☐ No ☐ (If **yes**, please send copy of Certification)

JOB REFERENCES

1. Name: _____ Telephone: _____

Address: _____

Date Work Performed: _____

Description of Work: _____

2. Name: _____ Telephone: _____

Address: _____

Date Work Performed: _____

Description of Work: _____

3. Name: _____ Telephone: _____

Address: _____

Date Work Performed: _____

Description of Work: _____

I have read the "Contractor Participation Guidelines" brochure and agree to abide by all terms and conditions set forth by the above, in connection with any work performed for the above-mentioned municipality's Housing Rehabilitation Program.

Print Name

Signature

Date

Contractor ID Number (Social Security Number or Federal ID Number): _____

.....
Return completed application to: Thoma Development Consultants, 34 Tompkins Street, Cortland, NY 13045, or trista@thomadevelopment.com along with the following:

- ☐ **Insurance Certificates** (or have insurance company mail certificate) listing the State of New York, the Housing Trust Fund Corporation, and the Village of Johnson City as additional insured, c/o Thoma Development Consultants, 34 Tompkins Street, Cortland, NY 13045
- ☐ **Lead Training Certificate** (if applicable)
- ☐ **MWBE Certification** (if applicable)
- ☐ **Asbestos Training Certification** (if applicable)

CONFLICT OF INTEREST DISCLOSURE

Under certain circumstances, a contractor may have what is known as a “conflict of interest” and may need a waiver in order to participate in the Program. For example, a conflict of interest may be present if the applicant is related to an employee, officer, or elected official. There are other cases where a conflict of interest may also be present. Please answer the questions below to help us determine if a conflict may be present. If so, we may undertake the process necessary to secure a waiver from the funding source, on your behalf. Waivers of conflicts cannot be guaranteed by the municipality but are reviewed and granted by the New York State Office of Community Renewal.

DISCLOSURE

Please **answer** YES or NO **to all questions** listed below so that we may make a determination of whether any conflicts may be applicable to your participation in this program. Answer for all applicants if there is more than one applicant.

Y ☐ N ☐ **1.** Are you now, or have you ever been an employee, agent, consultant, an officer, or an elected or appointed official of a New York State Town, Village, or Village? If so, please provide information below:

Y ☐ N ☐ **2.** Are you related to an employee, agent, consultant, officer, or elected or appointed official of a New York State Town, Village, or Village (i.e.: are you related to a Supervisor/Mayor, Town, Village, or Village Clerk, a Member of any Town/Village/Village Board, or someone that works in the Department of Public Works/Highway Department, etc.) If so, please indicate to whom you are related and the relationship below:

Y ☐ N ☐ **3.** Do you have a business connection to any of the people listed above in #1? If so, please note the relationship below:

I/we, the undersigned, certify that the above information is true to the best of my/our knowledge:

Signed: _____

Date: _____

Signed: _____

Date: _____