

Jacqueline M. Izzo  
Mayor

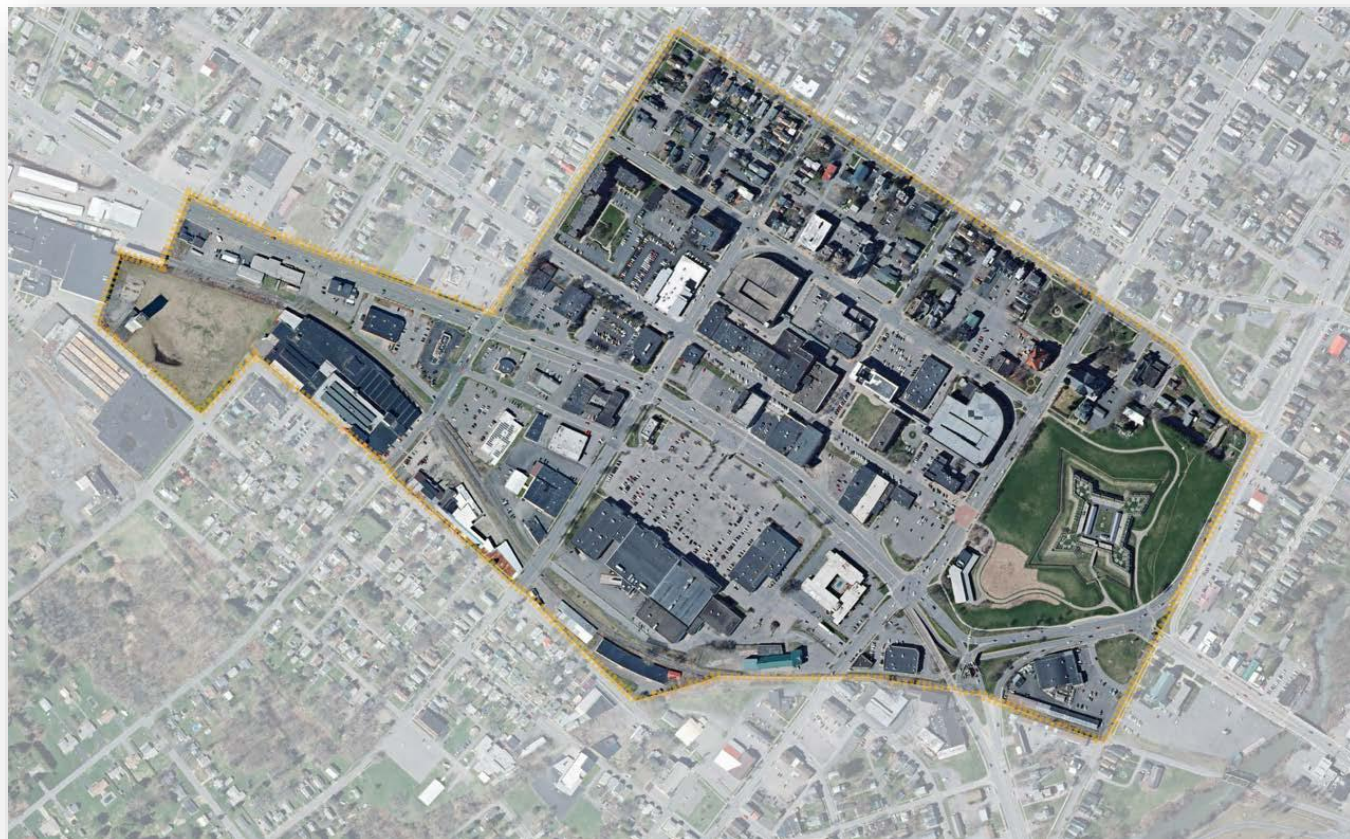


Matthew J. Andrews  
Deputy Director

## DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT

Rome City Hall, 198 N. Washington Street, Rome, New York 13440-5815

Telephone: (315) 339-7643 Fax: (315) 838-1167



REQUEST FOR QUALIFICATIONS

**ROME**  
*the copper city*

## **Request for Qualifications**

The City of Rome is administering and implementing the Business Assistance Fund. The Program allows building and business owners to access funds which will assist in the rehabilitation and renovations of commercial spaces. Properties eligible to apply for such funding must be located in the DRI target area. The Program is anticipated to begin early 2019.

On behalf of the prospective Business Assistance Fund applicants, The City of Rome is looking to engage qualified general contractors and materials suppliers to perform various rehabilitation and renovations and/or supply business material and equipment within the Program target area. This solicitation is designed to enable the City of Rome to develop a list of contractors qualified to perform these types of services and make said list available to building and business owners. MWBEs & SDVOBs are encouraged to submit.

### **QUALIFICATIONS OF CONTRACTOR**

1. Possess a current business license where required by local law
2. Not be debarred from conducting business with the State of New York  
Responders who do not meet this qualification will not be considered.
3. Have sufficient Workers Compensation and General Liability Insurance policies in force
4. Demonstrate successful experience in each of the areas listed under ROLE OF CONTRACTOR.

### **ROLE OF CONTRACTOR**

The contractor should have considerable experience in construction and/or repair of residential and/or commercial property. Responsibilities are as follows. The following list should not be considered as all inclusive.

1. Perform or subcontract for specified repairs which could include but not be limited to: electrical, plumbing, HVAC, carpentry, drywall, painting, roofing, floor covering, cabinetry, entryways, windows, doors, siding, cornices and masonry.
2. Work with local building inspectors to ensure that the property meets all local, state and national building codes.
3. Ensure compliance with applicable Federal and State of New York Labor Laws.
4. Ensure compliance with applicable Federal, State of New York and local environmental laws including laws relating to lead, asbestos and radon.

### **REQUIRED SUBMITTALS**

A complete response shall be submitted containing the following items:

1. Name and contact information of the organization submitting the response
2. Lead Certification
3. Certificates of Insurance for Workers Compensation Form (c105.2), Disability Form (db 120.1) and General Liability Insurance Form (accord 25)
4. A detailed description of experience in residential and/or commercial property construction and/or rehabilitation
5. A description of your firm including numbers of professional and support staff, respectively
6. Three references with contact information

7. Disclosure of any business or familial relationship with members of the City of Rome
8. Any additional information the respondent feels will strengthen the response
9. The following statement:

“The undersigned hereby certifies/certify that the information contained in this response is true, complete and correct to the best of my/our knowledge.”

Signed \_\_\_\_\_

Date \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

**EQUAL EMPLOYMENT OPPORTUNITIES/MINORITY WOMEN-OWNED BUSINESSES**

Under Article 15A & 17-B of the New York State Executive Law, all award recipients and their contractors are required to comply with the Equal Employment Opportunity provisions of Section 312 of that Article. Also, all contractors and awardees are required to make affirmative efforts to ensure that New York State Certified Minority and Women-Owned Business Enterprises (MWBES) & Service Disabled Veteran Owned Businesses (SDVOBs) are afforded opportunities for meaningful participation in projects through inclusion on the list of contractors funded by HTFC pursuant to Section 313 of the Article. Please visit NYS Empire State Development’s Division of Minority & Women Business Development website for a directory of certified Minority and Women-Owned Businesses:  
<http://www.esd.ny.gov/MWBE.htm>

**RESPONSE DATE**

One original response must be delivered to the City of Rome, Office of the City Clerk, 198 North Washington Street, Rome, NY 13440. The response must sealed and titled

**RFQL-2019-01**

**Due Date: January 31, 2019**

Firm: \_\_\_\_\_

Responses must be received and time stamped no later than **12:00 pm January 31, 2019**.

**RFQL-2019-01**

Submit this checklist as a cover page with your qualifications

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

Business Owner: \_\_\_\_\_

Contact Person (if different than owner): \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

- Lead Certification
- Workers Compensation Form C105.2
- Disability Coverage Form BD120.1
- Liability Insurance Form Accord 25  
Minimum Insurance Limits (general liability \$1,000,000 per occurrence, \$2,000,000 aggregate)
- Description of Experience
- Description of Your Firm
- 3 References
- Certified State of New York MWBE Letter (if applicable)
- City of Rome Relationship Disclosure (if applicable)
- Additional Pertinent Information

The undersigned hereby certifies/certify that the information contained in this response is true, complete and correct to the best of my/our knowledge.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_