



**Jackson County  
Land Reutilization Corporation**

## CONTRACTOR PRE-QUALIFICATION FORM

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

In order to pre-qualify for Land Bank work, please complete this form in full and attach all required documents. If accepted by the Land Bank Board of Directors you will then be added to the Land Bank's contractor database and will remain eligible for work unless subsequently disqualified. This form will remain active for three years from the date completed. The Jackson County Land Bank reserves the right to require additional information in order to pre-qualify for Land Bank 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 name: \_\_\_\_\_

**REFERENCES – Please provide three references**

Name	City / State	E-Mail
_____	_____	_____
_____	_____	_____
_____	_____	_____

**AREA(S) OF SPECIALTY**

- Asbestos Inspection
- Board Up and Security
- Landscaping
- Lead Abatement
- Tree Removal
- Other: \_\_\_\_\_  
*(please specify)*
- Asbestos Remediation
- Demolition
- Lawn Maintenance
- Trash Removal

**LICENSES HELD**

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

License Type/Number: \_\_\_\_\_ 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 answers 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 Land Bank work.

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**MINIMUM INSURANCE COVERAGE / WORKER'S COMPENSATION**

To pre-qualify for Land Bank 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 Jackson 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 Land Bank work until corrected.

**FINAL CHECKLIST**

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

- Current Certificate of Insurance with Land Bank 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.

\_\_\_\_\_  
Signature, Authorized Representative

\_\_\_\_\_  
Printed Name

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

\_\_\_\_\_  
Date

Please return completed forms to:

Jackson County Land Bank  
c/o Jackson County Health Dept.  
200 E. Main Street  
Jackson, Ohio 45640  
Fax: (740) 286-8809  
Email: [gradabaugh@jchd.us](mailto:gradabaugh@jchd.us)

**Questions? Call Gary Radabaugh at the Jackson County Health Department at (740) 286-5094, extension 2829 or email [gradabaugh@jchd.us](mailto:gradabaugh@jchd.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 Jackson County Land Reutilization Corporation (the "Land Bank") and therefore, eligible for Land Bank work, agrees as follows:

1. The Contractor warrants:
  - that all materials used in the performance of Land Bank 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 Contractor, after notice by the Land Bank 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 Land Bank or any subsequent owner with all applicable manufacturer's 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 Land Bank 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 Land Bank or its employees in consideration of or in conjunction with the award of a contract for Land Bank work.
4. The Contractor acknowledges that non-compliance with these Terms and Conditions, the Pre-Qualification form, or any other requirements of the Land Bank made in conjunction with an award of Land Bank work may make the Contractor ineligible for current or future Land Bank work at the Land Bank's sole discretion.