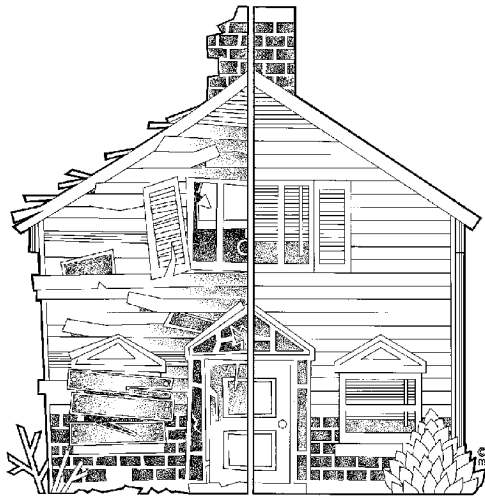


City of Long Branch

Contractor Package



City of Long Branch

OCED Contractor Selection Procedures

In order to be able to bid on any of our home improvement projects, a contractor must be on an approved list kept in the Office of Community and Economic Development.¹ In order to be approved as a contractor for this program, you must show proof that you are registered to do business in the state of New Jersey, and that each of your sub-contractors is also registered to do business in the state of New Jersey.

Contractor must provide with this application:

- Proof of insurance (limits of Liability \$1,000,000 per person, \$500,000 per accident)
- Proof of New Jersey Business Registration
- Personal résumé
- Three professional references. These references must be property owners for whom you have already completed similar projects. The Office of Community and Economic Development will contact your references.

Quoting Process

Contractors are sent packages for submission of project quotes on a rotating basis. No less than three (3) contractors receive quote packages for a project. Property owners may request that certain contractors receive quote packages.

Response Time

Contractors are given fourteen (14) days to respond to a package received. The due date of quotes is indicated in the quote application and packages are opened around 12:00 PM on the final day of the response time.

Opening of Packages

Quote packages are opened on the final day (14th, unless otherwise indicated) of the response time at around 12:00 PM, in the presence of two witnesses (usually a staff person from the City Clerk's office, and two staff persons from the Office of Community and Economic Development). The quotes received are promptly listed and witnessed.

Selection of Contractor

Generally the lowest viable quote is awarded the project, however, if quotes are 15% above or below the cost estimate, the quote can and may be discarded.

¹ The Office of Community and Economic Development reserves the right to use contractors who show quality results and remain in good standing with people of the community.



The property owner has the final decision. If a higher quote is selected by the owner, the property owner is required to pay the difference.

If quotes received are not competitive then quote packages are sent to another group of contractors. If response is poor or still non-competitive, the process will be repeated as necessary.

All contractors who respond will be notified of the contractor selection (usually within seven (7) days of that specific project.

Job Completion Time Requirement

Contractors are expected to complete all rehabilitation projects within forty-five (45) days of an award. Exceptions must be duly explained to the program coordinator and property owner beforehand, and must be approved by same.

Payment to Contractor

Contractor will receive full payment (100%) for any and all projects only after the project is totally completed (all items on the work write-up and all conditions including clean-up are met) and a signed certificate of satisfaction and final inspection form have been received by the Department of Finance.

*For further information, please contact
Office of Community and Economic Development
228 Broadway, Long Branch, NJ 07740
732-923-2045
email: ocedcontractors@longbranch.org*



City of Long Branch

Contractor Application



City of Long Branch OCED Contractor Application Package

Contractor's Name: _____

Name of Business: _____

Address: _____

Phone Number: _____ Fax Number: _____ Email: _____

Name of Bank: _____

Address of Bank: _____

Contact Person: _____ Phone: _____

Prof. Reference: _____ Phone: _____

Prof. Reference: _____ Phone: _____

Prof. Reference: _____ Phone: _____

Do you have any special licenses? _____

If yes, what kind? _____

When is the earliest you can begin work? _____

Federal I.D. Number: _____

Do you agree to do the following:

Obtain all necessary permits from the proper authorities? Y N

Complete all work in accordance with all applicable codes and ordinances and to the satisfaction of the inspectors? Y N



Abide by all rules and regulations pertaining to equal opportunity employment?

Y N

Provide insurance in the required amounts to protect all parties concerned and make certain that any special risks are adequately insured?

Y N

PLEASE ATTACH AN INSURANCE CERTIFICATE FOR WORKMAN'S COMPENSATION, PROPERTY LIABILITY (AT LEAST \$500,000), AND BODILY INJURY (AT LEAST \$1,000,000)

I hereby agree to abide by all requirements specified in this application. I also certify that the information provided on this application is true, accurate and complete to the best of my knowledge.

Signature: _____

Name: _____

Witness: _____

Date: _____

