



# GVRPC, Inc.

Rt. 63 at Hampton Corners  
5861 Groveland Station Road  
Mt. Morris, New York 14510

JILL ALCORN, President & CEO

(585) 658-4860 • FAX / (585) 658-4874

<http://www.gvrpc.com> • [E-mail: gvrpc@gvrpc.com](mailto:gvrpc@gvrpc.com)

## **GVRPC, Inc.** **CONTRACTOR APPLICATION & QUALIFICATIONS**

**Name of Business:** \_\_\_\_\_

Business Description: \_\_\_\_\_

Number of years in business: \_\_\_\_\_

**Business TaxID:** \_\_\_\_\_

### **Contact**

**Person:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

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

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

**Telephone Day/Cell:** \_\_\_\_\_ **Evening:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Web Site Address:** \_\_\_\_\_

**Fax #:** \_\_\_\_\_

**Name of Business Principal :** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Soc. Sec. #** \_\_\_\_\_

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

Phone or cell #s: \_\_\_\_\_

**Company's Insurance coverage :**

Certificates of Insurance *MUST be on file prior to commencement of work.*

Certificates of Insurance must identify GVRPC, Inc. as the Certificate Holder and as an Additional Insured.

All Certificates of Insurance must contain a provision that the insurer shall give written notice that coverage afforded under these policies will not be canceled or otherwise affected until at least a thirty (30) day written notice has been given.

Please provide us with the following Certificates:

- **Commercial General Liability** – with a limit of not less that \$1,000,000 dollars per occurrence and \$2,000,000 dollars aggregate.
- **Workers' Comp.** - with a limit of no less than \$1,000,000 dollars

The following is how GVRPC, Inc. should be listed as the Certificate Holder and as an Additional Insured on all Certificates of Insurance:

**Genesee Valley Rural Preservation Council, Inc.**  
**5861 Groveland Station Rd.**  
**Mt. Morris, New York 14510**

**Credit References:** *(Minimum of three – Please supply contact information- you may include additonal pages for this information)*

- a) Bank: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_
- b) Supplier: \_\_\_\_\_  
 Address : \_\_\_\_\_  
 Phone: \_\_\_\_\_
- c) Other(s): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_

**Personal References:** (Minimum of three – if you wish to provide more information you may include additional pages and any available photos of particular job completed)

- 1) Names: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone#: \_\_\_\_\_  
 Town, State, Zip Code: \_\_\_\_\_  
 Type of job: \_\_\_\_\_  
 Start date: \_\_\_\_\_ Finish date: \_\_\_\_\_

2) Names: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone#: \_\_\_\_\_  
 Town, State, Zip Code: \_\_\_\_\_  
 Type of job: \_\_\_\_\_  
 Start date: \_\_\_\_\_ Finish date: \_\_\_\_\_

3) Names: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone#: \_\_\_\_\_  
 Town, State, Zip Code: \_\_\_\_\_  
 Type of job: \_\_\_\_\_  
 Start date: \_\_\_\_\_ Finish date: \_\_\_\_\_

**Jobs in Progress:**

<i>Date Started</i>	<i>Location</i>	<i>Type of Work</i>	<i>Expected Completion Date</i>

**Jobs Completed in Past Twelve Months:**

<i>Date Started</i>	<i>Location</i>	<i>Type of Work</i>	<i>Property Owner</i>	<i>Date completed</i>	<i>Job cost</i>

**Lead Certification and Training:**

\_\_\_\_\_ This business employs an EPA LEAD CERTIFIED RENOVATOR.  
 Name of employee(s): \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_ All employees have completed Work Safe Training in Lead Based Paint.

\*\*\* PLEASE \*\*\*Include Certification of Completion Certificate copies for yourself and for each employee \*\*\*

**Check each of the boxes below that applies to your business:**

GVRPC, Inc. Housing Programs promote the participation of Minority, Women owned and Service Disabled Veteran Owned Businesses and Contractors. We are committed to affirmative marketing in all programs and projects, with the objectives of non-discrimination and equal opportunity.

- Minority Owned Business/Enterprise;**
- New York State Certified Minority Owned Business Enterprise;**
- Women Owned Business/Enterprise;**
- New York State Certified Women Owned Business Enterprise.**
- Service-Disabled Veteran-Owned Business**

**New York State Business Enterprise Certification #:** \_\_\_\_\_

**NOTE:** If you are not a New York State Certified Firm, you can find out more information at:  
[www.ny.newnycontracts.com](http://www.ny.newnycontracts.com)

In order to comply with recent changes within the New York State Division of Minority and Women's Business Development (DMWBD) we require that you list the number of people employed by you or your firm.

List the occupation of the employee and indicate if they are a minority member or if they are women:

Number	Occupation	Minority/Women

In order to further advance our efforts toward Equal Employment Opportunity, please answer the following:

Are you ( as the Contractor) or any principal individuals in your company:

Disabled: Yes \_\_\_\_\_ No \_\_\_\_\_  
Veteran: Yes \_\_\_\_\_ No \_\_\_\_\_

## Authorization for Release of Information

To Whom It May Concern, in conjunction with our application to become a Qualified Contractor with Genesee Valley Rural Preservation Council, Inc. (GVRPC, Inc.), we hereby authorize the recipient to provide GVRPC, Inc. with creditor information and/or business reference information, which is to be used solely for determining our eligibility as a qualified, participating GVRPC, Inc. contractor.

All information is for confidential use of GVRPC, Inc. only.

Signature: \_\_\_\_\_

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

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

Title: \_\_\_\_\_

Company: \_\_\_\_\_

**Return this entire packet and all required information to:**

### **GENESEE VALLEY RURAL PRESERVATION COUNCIL, INC.**

**Att: Robert Martin, Director Housing Programs**

**5861 Groveland Station Road**

**Mt. Morris, NY 14510**

**(585) 658-4860 fax (585)658-4874**

**[www.gvrpc.com](http://www.gvrpc.com)**

**[bmartin@gvrpc.com](mailto:bmartin@gvrpc.com)**

GVRPC, Inc. Housing Programs promote the participation of Minority, Women owned and Service Disabled Veteran Owned Businesses and Contractors. We are committed to affirmative marketing in all programs and projects, with the objectives of non-discrimination and equal opportunity. GVRPC, Inc. makes every effort to direct employment and other economic opportunities generated by HUD financial assistance to the greatest extent feasible, toward low- and very low-income persons.



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