

To: Contractors interested in ABILITY360 Home Modification Programming

Thank you for your interest in our home modification programs for persons with disabilities. The ABILITY360 Home Modification staff will use the following information to determine eligibility. Please return these required items with your application:

1. **INDIVIDUAL AUTHORIZATION FORM:** The Authorizing Officer of the company may authorize designated persons to sign documents for the company. The signature of the officer and person being authorized must be notarized. List the title of the officer and designated person on the form. Complete one Individual Authorization Form for each designated person authorized to sign documents for the company.
2. **REQUEST FOR TAXPAYER IDENTIFICATION FORM:** This form is required by the Finance Department to set-up a Vendor Account for payment of work performed. (To be submitted if chosen for an interview).
3. **BID INFORMATION SHEET:** Fill out contact information and type of work desired. Check all work that your firm is interested in bidding and the type of license(s) or certification you (or the firm) currently hold.
4. **CONTRACTING LICENSES:** A copy of each contractor's license and certification you have that is appropriate for the work you will do for ABILITY360's Home Modification Program.
5. **CERTIFICATE OF INSURANCE:** Furnish to ABILITY360 a Certificate of Insurance, signed by a person authorized to do so, certifying that the minimum general liability, automobile, & worker's compensation insurance coverage set forth in conditions referenced are in full force and effect and will not be cancelled until thirty (30) days after written notice is given to ABILITY360, or until the work covered by a duly executed contract is completed and accepted by ABILITY360 and the property owner, whichever comes first. Make sure to list ABILITY360 as an additional insured.
6. **CURRENT DUNS AND GAGE NUMBERS:** Verification of current DUNS & GAGE numbers from the respective websites.

MAIN OFFICE
5025 E. Washington St.
Suite 200
Phoenix, AZ 85034

602/256.2245 Office
602/254.6407 Fax
7-1-1 AZ Relay

7. **CERTIFICATE OF WORKMANS' COMPENSATION INSURANCE:** Unless it is included on your certificate of general liability insurance, this verification shall also be furnished to ABILITY360's Home Modification Program.

8. **SAMPLE OF BUSINESS CARD AND LETTERHEAD:** These items will be used for verification purposes when obtaining a vendor number once you are approved and added to the Qualified Vendors List.

ABILITY360's Home Modification Program continues its efforts to enhance the quality of life for low to moderate income residents by modifying single family and multifamily housing units, while addressing health and safety hazards, promoting conservation and sustainability, to help support and revitalize neighborhoods and communities. However, ABILITY360 makes no guarantee as to the number of bid opportunities or awarded bids that will be made to the contractors which are deemed eligible and placed on the Qualified Vendors List.

Please send your completed Application Package by December 15, 2017 5:00PM to:

Darrel Christenson
C/O ABILITY360
5025 E. Washington St. Suite 200
Phoenix, AZ 85034-2005