



# CONTRACTOR PRE-QUALIFICATION FORM

The Lucas 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, abandoned, and tax-delinquent properties to productive use. The Land Bank has established this pre-qualification process for contractors interested in working 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. 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 five years from the date completed. The Lucas 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 local references

Name	City / State	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

**AREA(S) OF SPECIALTY**

- Asbestos Inspection
- Board Up and Security
- Concrete
- Electrical
- Garage Doors
- Energy Efficiency Improvements
- Masonry / Brick
- Painting
- Plaster / Drywall
- Property Management Services
- Siding
- Trash Out / Cleaning Services
- Waterproofing / Foundation Services
- Lawn Maintenance
- Other: \_\_\_\_\_

- Asbestos Remediation
- Carpentry
- Demolition / Excavation
- Floor Coverings
- General Contracting
- Lead Abatement
- Mechanicals
- Pest Control
- Plumbing
- Roofing
- Gutters & Downspouts
- Tree Planting / Removal
- Windows
- Landscaping

*(please specify)*

**LICENSES HELD**

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

License Number/Type: \_\_\_\_\_ 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 would answer 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 all 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 Lucas 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:

Lucas County Land Bank  
One Government Center, Ste. 580  
Toledo, Ohio 43604  
Fax: (419) 213-4249  
Email: [lucascountylandbank@co.lucas.oh.us](mailto:lucascountylandbank@co.lucas.oh.us)

**Questions?  
Call the Land Bank at (419) 213-4293**

## 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 Lucas 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 an 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 it has read and understands the Land Bank’s Purchasing Policy and any future amendments and will comply with its provisions, including without limitation any Project Labor Agreement or local, minority, or women-owned business contracting goals or mandates.
5. 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.

*This Contractor Pre-Qualification Form will expire if the Land Bank has not contracted with the vendor for any services in the past two years based on an annual review conducted in conjunction with the Land Bank's insurance audit.*

# Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

<b>Print or type See Specific Instructions on page 2.</b>	<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	<b>2</b> Business name/disregarded entity name, if different from above	
	<b>3</b> Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	<b>5</b> Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	<b>6</b> City, state, and ZIP code	
	<b>7</b> List account number(s) here (optional)	

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

<b>Social security number</b>											
				-			-				
<b>or</b>											
<b>Employer identification number</b>											
				-							

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.*

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.