



CAMDEN

CHOWAN

CURRITUCK

DARE

GATES

HYDE

PASQUOTANK

PERQUIMANS

TYRRELL

WASHINGTON

COLUMBIA

CRESWELL

DUCK

EDENTON

ELIZABETH CITY

GATESVILLE

HERTFORD

KILL DEVIL HILLS

KITTY HAWK

MANTEO

NAGS HEAD

PLYMOUTH

ROPER

SOUTHERN SHORES

WINFALL

Thank you for your interest in being included on Albemarle Commission's Contractor Registry. We appreciate your willingness to partner with us in delivering quality services to the communities we serve.

Our Contractor Registry is used to identify qualified contractors for potential work opportunities associated with housing rehabilitation, weatherization, energy efficiency improvements. Placement on the registry allows your company to be considered for future projects; however, inclusion does not guarantee work, nor does it obligate either party to enter into a contract.

To be considered for placement on the registry, interested contractors must submit a complete contractor application packet, which includes required documentation such as licenses, insurance, certifications (if applicable), references, and acknowledgments of program requirements and policies. All submitted materials will be reviewed to ensure compliance with applicable federal, state, and local regulations, as well as program standards.

Once your application has been reviewed, you will be notified of your status and any additional steps that may be required. Contractors approved for the registry may be contacted as projects become available and will be expected to comply with all program guidelines, performance standards, and reporting requirements.

If you have any questions regarding the application process or registry requirements, please feel free to contact Community Development Program Manager, Ryan Albertson, at 252-404-7096 or [rAlbertson@accog.org](mailto:rAlbertson@accog.org) or Brian Rollinson (Weatherization) at 252-506-7228 or [brollinson@accog.org](mailto:brollinson@accog.org).

We appreciate your interest in working with Albemarle Commission and look forward to reviewing your application.

Sincerely,

Laura Alvarico  
Community Development Program Director  
Albemarle Commission



## Albemarle Commission Regional Council Contractor Application Packet

### Contractor Information:

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

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

Primary Contact Name & Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Federal Tax ID (EIN): \_\_\_\_\_

Business Structure (Circle One): Sole Proprietor | LLC | Corporation | Partnership

Years in Business: \_\_\_\_\_

Please indicate which counties you would be willing to work in:

<input type="checkbox"/> Camden	<input type="checkbox"/> Gates	<input type="checkbox"/> Tyrrell
<input type="checkbox"/> Chowan	<input type="checkbox"/> Hyde	<input type="checkbox"/> Washington
<input type="checkbox"/> Currituck	<input type="checkbox"/> Pasquotank	
<input type="checkbox"/> Dare	<input type="checkbox"/> Perquimans	

### Name & Address if All Owners, Partners and Stock Holders:

*Use Additional Page, if Necessary*

Name and Title: \_\_\_\_\_

SSN: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Race: \_\_\_\_\_

Name and Title: \_\_\_\_\_

SSN: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Race: \_\_\_\_\_

### Type of Business (Check All That Apply- Attach copies of all required licenses and certifications.):

General Contractor - License #: \_\_\_\_\_

Plumbing- License #: \_\_\_\_\_

HVAC- License #: \_\_\_\_\_

Electrical- License #: \_\_\_\_\_

- Siding
- Painter
- Carpenter
- Roofing
- Weatherization
- Other: \_\_\_\_\_

**Insurance Requirements:** *Attach Copies of Current Policies*

The Contractor must attach current certificates for:

- General Liability Insurance
- Workers' Compensation Insurance

Insurance Carrier: \_\_\_\_\_

Policy Number(s): \_\_\_\_\_

Expiration Date(s): \_\_\_\_\_

**References:** *Provide at least two professional references and two client references:*

**Reference 1:**

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

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Reference 2:**

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

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Client Reference 1:**

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

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Type of job and completion date: \_\_\_\_\_

**Client Reference 2:**

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

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Type of job and completion date: \_\_\_\_\_

## **General Conditions:**

All contractors will receive a work write-up which consists of all the repairs that shall be performed on the home. The contractor is expected to put a price next to each item. The price should include all labor, materials and equipment. All profits shall be added to the total amount. All bids must be submitted to the Community Development Program Manager on or before the specified date and time. All late bids will be rejected. The contractor who presents the lowest and most responsible bid shall be awarded the rehabilitation project.

The awarded contractor will be required to sign a binding contract with the homeowner and/or Albemarle Commission that has received the grant funding.

The contractor shall submit to the Community Development Program Manager a list of all subcontractors used to complete the work. All subcontractors shall have full responsibility for all work.

The contractor is responsible for obtaining all necessary fees and permits which are required before work is begun.

All drawings of floor plans that are included in the work write-ups are diagrammatic only. They do not represent exact dimensions (the measurements).

All materials used shall be new, in good condition and of standard grade (unless otherwise specified). Trade names are used to establish quality and type of materials. When a particular type cannot be obtained, that which is of equal then better quality shall be used.

Any damages resulting from the contractor's work shall be repaired by the contractor at the contractor's expense.

Any changes or additions to the work write-up that the contractor incurs (that is any addition which is necessary to bring the house up to Code which was not included on the work write-up) must be discussed and approved by the Community Development Program Manager before the work is performed. The contractor must provide a cost of the change and/or addition at the time of discussion.

The contractor's work shall be subject to inspection by City/County Building Inspector and/or Community Development Program Manager at any time during the rehabilitation of the home. If the contractor determines that he cannot complete the work within the specified time (according to the contract) due to circumstances beyond his control, he/she must consult the Community Development Program Manager and receive approval for a time extension. Unauthorized delays will be subject to a fine.

Upon Completion of the work, the contractor must notify the Community Development Program Manager immediately.

All work performed by the contractor shall be guaranteed for the period of one year. If a complaint is received regarding the work and it is determined that the contractor is responsible, he/she will be required to repair or replace the item in question.

The contractor shall be responsible for cleaning up and removing all debris and waste materials resulting from his/her work. The premises shall be left in broom-clean condition daily.

The contractor shall abide by the Equal Employment Opportunity provisions of the Civil Rights Act.

A contractor can be removed from the Community Development Programs bid list for the following reasons:

- 1- Failure to start and finish jobs on time as set forth in the contract.
- 2- Poor quality work (as determined by the Community Development Program Manager and/or Building Inspector).
- 3- Failure to act upon repairing work during the 1-year guarantee period.
- 4- Use of unacceptable materials.
- 5- Not performing duties in a workmanlike manner.
- 6- Failure to adhere to the Scope of work and/or Work write -up.
- 7- Not maintaining appropriate licenses and/ or insurance.

### **Definition:**

REPAIR – To be placed in “equal-to-new” condition.

REPLACE – Remove existing item and put in new item of similar or better quality. INSTALL – Construct or put in a new item.

## Contractor Responsibilities Acknowledgement Form

Contractor/Company Name: \_\_\_\_\_

Primary Contact Name & Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*This form outlines the responsibilities and expectations of subcontractors performing work on behalf of the Albemarle Commission. By signing below, the Contractor acknowledges understanding of and compliance with these responsibilities.*

**The Contractor agrees to:**

- Perform all work in accordance with the terms of the contract, applicable program policies, and all local, state, and federal laws and regulations.
- Maintain all required licenses, certifications, insurance, and bonding throughout the contract period.
- Ensure all work meets required quality, safety, and industry standards.
- Complete projects within established timelines unless otherwise approved in writing.
- Communicate professionally and promptly with program staff, clients, and stakeholders.
- Allow inspections, monitoring, or quality control reviews as required.
- Correct deficiencies identified through inspections at no additional cost.
- Submit timely and accurate documentation.
- Treat all clients with respect and professionalism.
- Safeguard client privacy and confidentiality.
- Refrain from requesting or accepting payment, gifts, or favors.
- Report concerns or complaints to program staff.
- Maintain a safe worksite.
- Comply with nondiscrimination requirements.

Failure to comply may result in corrective action, suspension, or termination.

Acknowledgement & Signature:

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

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

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

Albemarle Commission Representative Signature: \_\_\_\_\_

Printed Name & Title: \_\_\_\_\_

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