

Town of Apple Valley Residential Rehabilitation Loan Program (RRLP)

Selected contractors will be required to provide proof of current liability, worker's compensation and auto insurance; as well as a copy of the current Town of Apple Valley business license and State Contractor's License. Details of these requirements will be provided if selected for the project. In addition, selected general contractors will be required to provide a list of sub-contractors that will work on the project, if any. It is the responsibility of the selected general contractor to collect all required documentation for any/all sub-contractors used for the awarded project.

Program guidelines allow up to 60 days to complete all work however, it is addressed in each contract based on the complexity of the project. Generally, payments are made to the contractor through an escrow account with homeowner authorization. Payment arrangements are negotiated and paid throughout or at project completion.

The Town is not a party to the contract entered into by and between the contractor and homeowner. The contractor shall hold the Town harmless for any disputes or claims that may arise as a result of the contract. Although the Town is not a party to the contract, it is a requirement that the contractor adhere to the construction contract.

CONTRACTOR'S RESPONSIBILITIES

1. **All contractors must be licensed and in good standing** with the State Contractor's Licensing Board. All contractors and subcontractors must also carry a current Town of Apple Valley Business License. You will be required to fill out a form providing information on your subcontractors.
2. **All contractors must carry current liability, auto and worker's compensation insurance** (unless otherwise exempt from workers' comp.) to satisfy program requirements and be approved to participate in the RRLP. Subcontractors must also carry worker's compensation insurance.
3. When preparing the bid for a property, all quantities and prices must be filled in or the bid will not be accepted.
4. **Please Respond Promptly:**
 - a) To telephone calls, emails, faxes and letters from Town Staff
 - b) To telephone calls and letters (or other agreeable mediums) from the client
 - c) If you are unable to bid due to time constraints, indicate so on the work write-up and return to Town staff.
5. Call your client to inform him/her that you have received the Notice to Proceed and **advise when the work will begin.**
6. Meet with your client for selection of paints, floor coverings, counter tops, cabinets, etc.
7. **Make yourself available** to your client on a regular basis. **Inform your client of scheduled work to be completed and any delays as they occur.**
8. Submit an original itemized bill with each payment request. Schedule an inspection appointment with your client, permitted items with building and safety, and the construction manager for approval of the work completed.
9. **Provide all original product information and warranty cards to your client and copies to Town staff. Return all keys to your client.** (If provided)
10. Respond promptly to your clients' warranty claims. (From date of completion, a **1-year warranty** will be provided to the client on all labor and materials)