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www.inghamlandbank.org

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Executive Director  
MARY RUTTAN

# Ingham County Land Bank Fast Track Authority

422 Adams Street • Lansing, Michigan 48906 • phone (517) 267-5221 • fax (517) 267-5224

## Contractor Registration Form

This form, as well as a W-9, must be completed for each contractor that intends to bid projects through the Ingham County Land Bank. Completion of this form puts you, as a contractor, on the list of Bidders we will contact as project are ready for bid. Copies of all current **State of Michigan Contractor's License(s) must be attached and a copy of any certificates for Lead Based Paint Maintenance or Abatement training you may have had.** We would also encourage eligible contractors to complete a Section 3 Contractor Designation form.

General Qualifications:

1. Properly licensed with the State of Michigan
2. General Liability insurance, minimum coverage \$1,000,000  
*When you are awarded a contract, you will be asked to list Ingham County Land Bank as an additional insured and provide all proofs of insurance. The proof of insurance MUST be on file in the Land Bank Office prior to beginning work.*
3. Commercial auto insurance (if you have a vehicle owned by the company)
4. Preference to Ingham County businesses, but not required

Contractors may be removed from the list for any of the following reasons:

1. Poor workmanship
2. Failure to meet project deadlines
3. Failure to follow program specifications and requirements

For Office Use: Contractor ID#: \_\_\_\_\_

### I. GENERAL INFORMATION

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

Contact Person: \_\_\_\_\_

Street/Mailing Address: \_\_\_\_\_

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

Office Phone: (\_\_\_\_) \_\_\_\_\_ Fax #: (\_\_\_\_) \_\_\_\_\_

Service Area:  Ingham County       Mid-Michigan       Other: \_\_\_\_\_

Specialty:  Asbestos Abatement       Concrete/Masonry       Electrical       General Contractor

Lead Abatement       Plumbing       Mechanical       Radon Mitigation

Septic Systems       Well Drilling       Other: \_\_\_\_\_

E-mail: \_\_\_\_\_ Federal EIN/Soc Sec #: \_\_\_\_\_

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

Street/Mailing Address: \_\_\_\_\_

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

Cell Phone: (\_\_\_\_) \_\_\_\_\_ Title: \_\_\_\_\_

Are you related to any member of the County Board of Commissioners or Ingham County Land Bank staff?  
 Yes  No  
 If yes, please explain: \_\_\_\_\_

Will you guarantee your work for two years?  Yes  No

Please check any category below that would reflect the status of the business owner. This is for statistical purposes; however, they are required for reports on projects using federal funds.

White  Black or African American  Amer. Indian or Alaskan Native  
 Asian  Native Hawaiian or Other Pacific Islander  Amer. Indian or Al. Native & White  
 Asian & White  Black or African American & White  Amer. Indian or Al. Native & Black or African American  
 Other Multi-Racial

Is the business owner: Hispanic  Yes  No  
 Female-owned (51% or more)  Yes  No

Total Number of Employees? \_\_\_\_\_ # who are minority? \_\_\_\_\_ # who are women: \_\_\_\_\_.

**II. AREAS OF EXPERTISE**

Please indicate which of the following licenses your company is working under:

Type of Work:	Years of Experience:
Residential Builder – License #: _____	_____
Residential M & A – License #: _____	_____
Applicable codes: _____	
Boiler Installer - License #: _____	_____
Electrical Contractor – License #: _____	_____
Master Plumber – License #: _____	_____
Mechanical Contractor – License #: _____	_____
Salesperson – License #: _____	_____
Pump Installation – License #: _____	_____
Well Drilling – License #: _____	_____
Other: _____ License #: _____	_____

**III. REFERENCES**

**List three recent jobs completed in the past six months (name, address & phone):**

<b>NAME</b>	<b>ADDRESS</b>	<b>PHONE</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

*I authorize the Ingham County Land Bank to verify the above information and I certify that the above information is true and correct. I have reviewed the Contractor Complaint Procedures and agree to utilize these procedures in the event of a complaint.*

\_\_\_\_\_  
Signature Date

**Please send your completed application, completed W-9, copies of current Michigan license(s) and any certificates of lead based paint maintenance or abatement training to:**  
Ingham County Land Bank  
422 Adams Street  
Lansing, MI 48906  
Fax: (517) 267-5224