



## **Real Estate Development Contractor Introduction/Application to Bid**

### **About Our Real Estate Program**

Restoration America, Inc. is a not for profit, 501c3 public charity established in 1984. Our mission on the is to "Restore and renew families back into communities" by serving as the resource of housing assistance resources as well as education and permanent housing solutions for low to moderate Income (LMI) families, Veterans and Seniors who are suffering from financial hardship.

Restoration America's real estate program provides services to assist families by revitalizing foreclosed or abandoned properties to help stabilize and renew neighborhoods throughout the Chicagoland area.

### **Our Expectations**

Restoration America is now accepting applications for contractors/rehabbers who are interested in working for a great cause. Our properties require various repairs/remodeling from cosmetic to demo and reconstruction. We expect all contractors to be in good standing in the state of Illinois, have a certificate of insurance, be bonded and licensed in your specific specialty.

### **About Our Pay**

All contractors will receive a 1099 at the end of the year. Typically our payouts are 25% at start, 50% at 50% complete and 25% upon completion and final approval. Approved invoices submitted on Friday will be available the following Thursday. All final invoicing will include photos, closed permits and inspection reports. A final lien waiver is required when check is received.

### **About Ordering Materials**

Restoration America holds a sales tax exempt status in the state of Illinois. We are also members of several major retail chains to receive additional discounts. We reserve the right to have materials purchased through these programs. This would generate an automatic change order.

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### **Please consider the following:**

- Do you take on projects of our size?
- What are your specialties or your subcontractor's specialties?
- Are you willing to work in Chicago?
- Can you provide a list of previous clients?
- Are you able to send photos of work in progress?
- Do you have your own tools and reliable transportation?



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**ALL NOTICES TO BID WILL BE SENT VIA EMAIL AND WILL BE POSTED ON OUR WEBSITE**

**INCLUDING SITE VISIT DATE, TIME AND SUBMISSION DEADLINE**

Date of Application: \_\_\_\_\_ Years in Business: \_\_\_\_\_

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

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

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

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

**Primary Contact:**

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

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Primary Business Function:**

\_\_\_\_\_  
\_\_\_\_\_

Number of Employees: \_\_\_\_\_ Do you use Subcontractors:  Yes  No

In what cities are you licensed: \_\_\_\_\_

\_\_\_\_\_

**Please attach the following:**

\* Certificate of Insurance (*also include all subcontractors*)

Copy of State of Illinois License

Copy of subcontractor agreement

FEIN or SSN \_\_\_\_\_

Copy of Bond (\$10,000.00)

Copy of Specialty License

List of References, Work Done, Pricing

Approved by: \_\_\_\_\_

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



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**\*MINIMUM INSURANCE REQUIREMENTS (CONTRACTOR & SUBCONTRACTOR):**

Umbrella Liability coverage may be used to bring your coverage limits up to our requirements.

**Workers Compensation & Employers Liability**

**Limits of Liability:** \$500,000/ \$500,000 / \$500,000

**Comprehensive General Liability**

**Limits of Liability:** \$1,000,000 per Occurrence / \$2,000,000 General Aggregate/ 1,000,000 Products Completed Operations Aggregate. Coverage shall include: Products & Completed Operations, Premises & Operations, and Blanket Contractual & Broad Form CGL Endorsement

**Business Automobile Liability**

**Combined Single Limit Liability: \$1,000,000.** Coverage to include all Owned, Non-owned & Hired vehicles, Uninsured & Underinsured Motorists.