Dear Contractor,

The City of Nashua’s Housing Improvement and Lead Paint Programs (HIP) will maintain a list of pre-qualified contractor’s who will be notified of upcoming projects/bids. Contractors will be notified via e-mail, however if you do not have e-mail access, please indicate your preferred method on this application. Additionally, all projects will be posted on the City’s website at www.gonashua.com under Community Development, Urban Programs, Housing.

Insurance requirements will be listed in the scope of work for each project. All contractors must provide proof of RRP Certification. Other required licenses may be requested at the time of contract signing and at a minimum are required to secure applicable permits.

Please complete this packet if you wish to be added to our list of pre-qualified contractors. These forms will be used by the Urban Programs Department to evaluate the qualifications of contractors. Submission of these forms does not guarantee participation or award of any bids.

Please contact Robert Rice, Project Administrator at 603-589-3085 or ricer@nashuanh.gov for the HIP Program or Carrie Johnson Schena (schenac@nashuanh.gov) at 603-589-3087 for the Lead Program if you have any questions.

Thank you,
Carrie Johnson Schena, Manager
City of Nashua, Community Development Division
Urban Programs Department
URBAN PROGRAMS DEPARTMENT
LEAD ABATEMENT & HOUSING REHABILITATION PROGRAM
CONTRACTOR APPLICATION FORM

1. Business Name: ____________________________________________________________

2. Contact Person: ____________________________________________________________

3. Address: ____________________________ ____________________________ ____________________________

4. Business Phone: ____________________________________________________________

5. E-mail Address*: ____________________________________________________________

*Notification of upcoming projects/bids will be sent via e-mail. If you prefer an alternate method, please indicate.

6. Business Organization:

Corporation: ________ Partnership: ________ Proprietorship: ________

6a. Principals of Firm:

Name: ____________________________ Name: ____________________________
Address: ____________________________ Address: ____________________________

6b. MBE Status: ________ WBE Status: ________

6c. Is the business majority owned (51% or more) by a person residing in the City of Nashua?

YES ________ NO ________

7. List Trades: ____________________________ ____________________________ ____________________________ ____________________________

7a. Please indicate which types of projects you would like to be notified of (you may select both):

Housing Improvement/General Contracting □ Lead Hazard Work □

8. Geographic Area of Business: __________________________________________________

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9. Number of Years in Business: 

10. Number of Years Under Present Name: 

11. License Numbers/Type (List All) 

12. Volume of Work Currently Under Contract: 

13. Insurance Agent Name: 
   Liability Amt: 
   Property Amt: 
   Workers’ Comp: 

14. Furnish the following information with respect to an accredited banking institution familiar with your organization:
   Name of Bank: 
   Address: 
   Telephone: 

15. Please list any other government agencies you have worked for: 

16. Have you, or your company, ever been barred from participation in a local, state, or federal program? If yes, provide the name of the program and details: 

17. If you are a licensed Lead Abatement Contractor, please list recent projects and contract amounts: 

18. Licensed Lead Abatement Contractors – please attach copies of current licenses for all staff involved.
## PROJECT REFERENCES

1. **Name:**  
   Address: ________________________________  
   City: ________________________________  
   Telephone: ________________________________  
   Date Completed: ________________________________

2. **Name:**  
   Address: ________________________________  
   City: ________________________________  
   Telephone: ________________________________  
   Date Completed: ________________________________

3. **Name:**  
   Address: ________________________________  
   City: ________________________________  
   Telephone: ________________________________  
   Date Completed: ________________________________

I/We ____________________________________________, the undersigned contractor or contractor’s agent hereby certify that I/We will comply fully with the guidelines and regulations of the City of Nashua’s Home Improvement Program. I/We attest that the enclosed information is true and accurate to the best of my/our knowledge.

*Signed under the Pains and Penalties of Perjury this _______ day of _________, 20____.*

Signature/Title:

---Office use only---

Reviewed by: ________________________________  
Date: ________________________________

Comments:

__________________________

Approved:    ☐  
Denied:    ☐  
Reason: ________________________________

Signature/Title: ________________________________