

CONTRACTOR APPLICATION

Name of City or County You want to Work In: _____

The undersigned contracting firm hereby applies to be placed on the “Acceptable Contractor’s Register” maintained by the City/County listed above for work on City/County sponsored projects. Check the type(s) of work that you are interested in bidding on:

_____ Housing Rehabilitation _____ New Housing Construction
_____ Housing Demolition _____ Public Facilities

NAME OF COMPANY _____

OWNER’S NAME _____

SOCIAL SECURITY OR EIN NUMBER _____

ADDRESS _____

PHONE: OFFICE _____ FAX _____

PHONE: HOME _____ Mobile _____

OFFICE HOURS _____ E-Mail _____

HOURS YOU MAY BE CALLED AT HOME _____

TYPE OF BUSINESS:

_____ SOLE PROPRIETOR _____ C-CORPORATION _____ LLC
_____ PARTNERSHIP _____ S-CORPORATION

HOW LONG HAVE YOU BEEN IN THE CONTRACTING BUSINESS? _____

HAVE YOU OR YOUR COMPANY EVER FILED BANKRUPTCY? ___ YES ___ NO

LIST ANY OTHER NAMES YOUR COMPANY CURRENTLY OR FORMERLY HAS OPERATED UNDER: _____

HOW MANY JOBS HAVE YOU COMPLETED AS A GENERAL CONTRACTOR? _____

HOW MANY WORKERS DO YOU EMPLOY OTHER THAN SUBCONTRACTORS? _____

WILL YOU GUARANTEE YOUR WORK FOR ONE YEAR? ___ YES ___ NO

BUSINESS STATUS (Check if applicable)

_____ DBE (Certified Disadvantaged Business Enterprise)
_____ WBE (Women Owned Business) _____ MBE (Minority Owned Business)

IS YOUR FIRM A CERTIFIED EPA LEAD PAINT RENOVATOR FIRM? ___ YES ___ NO

DO CARRY BODILY INJURY AND PROPERTY DAMAGE INSURANCE? _____

DO YOU CARRY WORKMAN'S COMPENSATION INSURANCE? _____

ATTACH COPIES OF CERTIFICATES OF INSURANCE TO THIS APPLICATION

LIST SUPPLIERS STARTING WITH LARGEST VOLUME CREDIT ACCOUNT:

NAME: _____ PHONE: _____

ADDRESS: _____

NAME: _____ PHONE: _____

ADDRESS: _____

LIST FINANCIAL INSTITUTION (BANKS, SAVINGS & LOANS, ETC.) WITH WHICH YOU HAVE A BUSINESS CHECKING ACCOUNT:

NAME: _____ PHONE: _____

ADDRESS: _____

LIST THREE MOST RECENT JOBS COMPLETED:

NAME: _____ PHONE: _____

ADDRESS: _____

NAME: _____ PHONE: _____

ADDRESS: _____

NAME: _____ PHONE: _____

ADDRESS: _____

I hereby certify that the above information is correct and authorize the City/County or its representatives to verify information from any available source in relation to my past experience. I also agree that if work performed or contract relations between the contractor, owner or other parties is found to be unsatisfactory, the City/County may remove our name from the approved list. The Contractor agrees to guarantee all work for one year from completion of the job against defects of problems arising from said work.

DATE

COMPANY

AUTHORIZED SIGNATURE & TITLE

Please return completed form to: Kriss Lowry & Associates, Inc., 227 S. Rays Fork Rd., Corinth KY 41010-3027 Phone: (502) 857-2800 kriss@krisslowry.com

VENDOR REGISTRATION INSTRUCTIONS

INSTRUCTIONS

1. Register with Public Purchase:

Use the link below to begin the registration process. *It can take up to 24 hours for your account to become active.* You will receive an email from notices@publicpurchase.com letting you know your account is activated. Be sure to add this email address to your contacts to avoid the bid notification emails being sent to your junk folder.

<https://www.publicpurchase.com/gems/register/vendor/register>

If you are already registered with Public Purchase, please proceed directly to step 2.

2. Register with City of Georgetown:

A. Once you have received your activation email from Public Purchase, log into www.publicpurchase.com, and accept the terms and conditions of use.

B. Click on the "Tools" tab, then click on the "Agencies" tab.

C. This will take you to the agency search page. In the agency name box, type in the name of the agency. Leave the "new agency since" box blank. Make sure Registration Status says "ALL". Click on "search." This will bring up the agency below. To the far right of it you will see "View" and "Register." Click on the "Register" link to complete the vendor registration with the agency.

It is important that this second part of the registration is complete, or you will not receive notifications of upcoming quote opportunities from the City of Georgetown. It is your responsibility to keep the information up-to-date, particularly the contacts and email addresses.

Why the switch?

Using this service will make the quoting process easier for us and our suppliers. The Public Purchase eProcurement System was designed exclusively for use by Government Agencies and their Vendors.

Benefits to Us

This eProcurement system is compliant with all Federal and State regulations, which determine the required procedures for Government Agency purchasing practices. This service will also create an up-to-date vendor database, which will be hosted on Public Purchase's servers and will allow suppliers to easily update and change their information as needed.

What benefits to You?

This eProcurement system will create a single location in which to view open Requests for Quotation and award information for previous RFQs issued through the Public Purchase website. This system will also provide you with automatic notification and transmittal of bid solicitations to vendors. In addition, Public Purchase gives you access to bid opportunities with other government entities. *All of this is provided at no charge to you.*

If you need any assistance with this process, please contact Public Purchase at support@publicpurchase.com, or use their Live Chat during business hours. It can be found in the upper left corner of the web site.