



FSL Home Improvements  
 AZ Lic. ROC106809, B-02 ROC152105, C-37R ROC185445, C39R ROC185648  
 1201 E Thomas Rd, Phoenix, AZ 85014  
 (602) 285-1800 | (602) 285-1838 Fax  
<https://www.fsl.org/a-safe-home/home-improvements>

Dear Contractor:

Thank you for your interest in becoming an active contractor for FSL Home Improvements. In order for FSL Home Improvements to utilize any contractor we must make sure they are in compliance with all, federal, state, county and various cities rules and regulations. Please make sure to enclose all of the documents listed along with your application.

- Application (first time or updated)
- Registrar of Contractor's License
- Workman's Compensation Certificate
- Certificate of General Liability Insurance (listing FSL as an additionally insured) Proof of
- Auto Liability
- Tax Licenses
- W-9
- Pollution Occurrence Insurance
- Signed Form that includes – I. Legal Worker Requirement Addendum, II. Architectural Barriers Addendum, III. Nondiscrimination & Affirmative Action Regarding Employment Addendum
- OSHA 10 Hour Training Certificate
- Building Performance Institute (BPI) Building Analysis Certification
- Lead Renovator Certificate or Card for at least (1) employee
- Lead Renovator **FIRM CERTIFICATE** from the EPA (Please follow the link to download an EPA Firm Application if your firm is not lead certified.  
<http://www.epa.gov/lead/pubs/lscp-renovation.htm>

All of your documents must be current in order for you to bid on FSL Projects.

FSL sends out monthly reminders when any of your documents expire, we will send a total of 3 reminders to give you the opportunity to send the requested updated documents to FSL. If you do not respond by our third attempt you will be removed from our Active Contractor List without further notification.

**Contractors that have an open complaint on their Arizona Registrar of Contractor license are ineligible to bid or receive contract awards. FSL has a review process for contractors with open complaints that may allow the contractor to remain active. Contractors with any open complaint shall notify FSL staff immediately to start the review process.**

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Thank you in advance for your cooperation. If you have any questions, please do not hesitate to contact us.

Please send documents to:

Mail:

FSL Home Improvements  
 1201 E. Thomas Road  
 Phoenix, AZ 85014

Fax:

(602) 297-1857

Email:

LFinney@FSL.org



Reasonable accommodations will be provided upon request.  
 Alojamiento razonables serán disponibles bajo petición.

# Contractors Information/ Application Form

**Please Note:** Copies of your Registrar of Contractor's License, local tax licenses, and W-9 must accompany this application. If qualified, also include a copy of your certificate from a minority/women business program. Please ask your insurance agent to submit copies of your Workman's Compensation, General Liability (listing FSL as an additionally insured and notating deductible amount if applicable), and Auto liability.

*Please Print or Type*

DATE: \_\_\_\_\_

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

Owner/Representative: \_\_\_\_\_ Email: \_\_\_\_\_

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

Street City Zip Code

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

P.O. Box City Zip Code

Phone Numbers: ( ) ( ) ( )

Office Fax Mobile

Federal I.D.#: \_\_\_\_\_ If not incorporated, Social Security #: \_\_\_\_\_

Privilege Tax #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Registrar of Contractors #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Classification Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Do you have a General Contractor's License in this area?  Yes  No

Are you registered with a minority/women's business enterprise program?  Yes  No

*If your answer is "YES," please submit a copy of certification.*

Please check the type(s) of construction you have performed in the last year:

Home Remodeling  Home Building  Major Construction – Specify \_\_\_\_\_

List two major supplies from whom you purchase most of your supplies:

Name Address City Phone

List two financial institutions (banks, savings and loan association, etc.) with whom you have established credit:

Name Address City Phone

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How long have you been in the contracting business? \_\_\_\_\_  
Years Months

List the names and addresses of the last three clients for whom you have completed construction:

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Approximately how many jobs have you completed as a general contractor? \_\_\_\_\_

What is the smallest/value job you have done? \_\_\_\_\_

What is the largest/value job you have done? \_\_\_\_\_

How many employees do you employ full-time? \_\_\_\_\_

Have you ever worked for the Department of Housing and Urban Development (HUD)?  Yes  No

If Yes, when and where? \_\_\_\_\_

What type of job? \_\_\_\_\_

Please complete the following ethnic information, gathered by HUD for statistical purposes only:

Please check one:  White  Black  Hispanic  
 American Indian/ Alaskan Native  Asian/ Pacific Islander

**THE UNDERSIGNED CONTRACTOR CETIFIES THAT ALL INFORMATION GIVEN HEREIN IS SUBSTANTIALLY CORRECT AND FURTHER AGREES:**

- Contractor License Class and bond are current, and the undersigned contractor agrees to maintain in current status all licenses and bonds as required by the Home Safety and Repair Program.
- That the work be performed in accordance with the property requirement standards.
- That if the work performed by the contractor is found to be unsatisfactory by the administering agency or if contract relations between the contractor, homeowner or other parties are found to be unsatisfactory, that the administering agency may remove the contractor's name from the approved list, with such accompanying publicity as it deems necessary.
- The contractor will abide the U.S. Department of Housing and Urban Development regulations pertaining to equal employment opportunity.
- That the work will be done in conformance with all appliance codes and zoning regulations.
- Upon award of bid/contract, please request that a Certificate of Insurance and Worker's Compensation Certificate be sent to FSL Home Improvements Department. **A copy of General Liability must also be sent stating FSL as additionally insured and notating the deductible amount if applicable under the Description of Operations section.**

Contractor's Signature: \_\_\_\_\_

## I. Legal Worker Requirement Addendum

As mandated by Arizona Revised Statutes 41-4401 FSL Home Improvements and/or designee is prohibited after 9/30/08 from awarding a contract to any contractor who fails, or whose subcontractor fails, to comply with Arizona Revised Statute 23-214-A. That statute requires that employers verify the employment eligibility of their employees through the Federal E-verify system. An "employer" is an independent contractor, a self-employed person, the State of AZ or any of its political subdivisions, or any individual or type of organization that transacts business in the state of Arizona, or that has a license issued by an agency in the state and that employees one or more employees in the state. (See ARS 23 -211). Therefore, in signing or performing any contract for FSL Home Improvements and/or designee, the AGENCY fully understands that:

1. It warrants that both it and any subcontractors it may use comply with all federal immigration laws with A.R.S. 23-214-A.
2. Any breach of that warranty is material and is subject to penalties up to and including immediate termination of the contract; and
3. FSL Home Improvements and/or designee is authorized by law to randomly inspect the records relating to an employee of the Contractor or any of its subcontractors who work on the contract to ensure compliance with the warranty made in paragraph A above.

## II. Architectural Barriers Addendum

The AGENCY and its subcontractors shall comply with the Architectural Barriers Act of 1966 (42 USC 4151-4157).

## III. Nondiscrimination & Affirmative Action Regarding Employment Addendum

The agency, in performing under this contract, shall not discriminate against any worker, employee or applicant, or any member of the public because of race, color, religion, gender, national origin, age or disability, nor otherwise commit an unfair employment practice. The AGENCY will take affirmative action to ensure that applicants are employed and that employees are dealt with during employment without regard to their race, color, religion, gender, national origin, age, or disability. The AGENCY agrees that this clause will be incorporated in all subcontracts with all labor organizations furnishing skilled, unskilled and union labor, or who may perform any such labor or services in connection with this contract. The AGENCY further agrees that this clause will be incorporated in all subcontracts or job consultant agreements entered into by the AGENCY in connection with this contract.

I (name) \_\_\_\_\_ have reviewed the above listed clause(s) and agree to adhere to them in all interactions with any agency or individual directly or indirectly associated with FSL Home Improvements and/or designees. I understand that adhering to the above listed criteria is mandatory not only when working with FSL Home Improvements but is also a State of Arizona Law.

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Contractor Signature (Company Name)

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Date



February 12, 2010

Dear FSL Contractor,

Effective April 22, 2010, according to the Environmental Protection Agency, **ALL contractors performing renovations must become a Certified Lead Renovator Firm and must employ at least one licensed Certified Lead Renovator.**

**Specifics:** The rule, which will take effect on April 22, 2010, addresses remodeling and renovation projects disturbing more than six (6) square feet of potentially contaminated painted surfaces for all residential and multifamily structures built prior to 1978 that are inhabited or frequented by pregnant women and children under the age of six (6). **This will impact all contractors performing remodeling and renovation repairs on residential homes built prior to 1978.**

When the rule takes effect, firms working in pre-1978 homes will need to be certified by the Environmental Protection Agency (EPA) and must follow specific work practices to prevent lead contamination. The application fee for a firm's certification is \$300.00. You can download the application at <http://www.epa.gov/lead/pubs/renovation.htm>

Along with the firm certification, the rule specifies that, for work done in pre-1978 homes, an employee will also need to become a certified renovator which will be responsible for training other employees and overseeing work practices and cleanup on the job. The training will be conducted during an eight-hour class and include two (2) hours of hands-on training.

The certification of a firm and a renovator will be valid for five (5) years. A certified renovator will be required to take a four-hour refresher course to be recertified under the rule.

**There are two (2) ways to become a Certified Lead Renovator:**

1. A student may take a one (1) day (8 hours) initial training course from an EPA- accredited training provider. Upon successful completion of the course, students are issued their EPA certification which will be valid for five (5) years. To maintain that certification, a student must take a refresher course prior to their certification expiration date.
2. A student may complete a refresher course allowing them to be "grandfathered in" to the system because they have successfully completed training in other EPA-approved courses. The refresher is shorter (4 hours) than the initial course but the student is still required to provide proof of eligibility prior to enrolling in this course. A copy of the successful completion certificate from the eligible course will serve as that proof.

This rule will apply to all interested and/or already-qualified FSL contractors. Please visit the EPA's website for more information at <http://www.epa.gov/lead/pubs/renovation.htm>.

FSL requires proof that all contractors are a lead certified firm by the EPA. Please send in a copy of the Lead Renovator card from at least one of your current employees and a copy of your certificate from the EPA.

You can contact Chris Baker at the FSL Home Improvements Southwest Building Science Training Center for more information on this ruling at 602.285.0505 ext.570.

Sincerely,

Katie Smith  
Director, FSL Home Improvements



Reasonable accommodations will be provided upon request.  
Alojamientos razonables serán disponibles bajo petición