

Southwest Human Resource Agency
1527 White Avenue/P.O. Box 264
Henderson, Tenn. 38340
Telephone: 731-989-5111 – Fax: 731-989-9997



Weatherization Works

Weatherization Contractor Application

Date: _____

The undersigned contracting firm hereby applies to be placed on the “**Approved Contractors List**” maintained by our office for the purpose of performing weatherization work in the **Southwest Human Resource Agency** Service Area. It is certified that the information given below is complete, factual and that no unfavorable information has been withheld.

The following documents (copies) need to be attached to this application:

1. **Copy of General Contractor’s License or Home Improvement License**
2. **Documentation of Liability Insurance** (\$300,000 general liability and \$100,000 property damage)
3. **Documentation of Workman’s Compensation Insurance**
4. **Release of Information Authorization (for reference check)**

Business Name: _____

Address: _____

Phone: _____

Names, addresses and years of Construction/Weatherization experience of all owners, partners and principal stockholders: (use additional sheet if necessary)

Name: _____ Name: _____

Address: _____ Address: _____

Title/Position: _____ Title/Position: _____

Years: _____ Years: _____

Other Contracting firms (names) under which any of the above have operated, with

Former address: _____

Please give a description of your work experience: _____

Weatherization Contractor Application

References: (Please fill in all requested information)

	Name	Address	Contact Person	Phone/Fax
Banks:	_____			

Material Suppliers:	_____			

Sub Contractors:	_____			

3 Recent Customers:	_____			

In order to maintain eligibility on the “**Approved Contractors List**”, our firm agrees to comply with the following provisions and will abide by the provisions of subsequent contracts entered into with the Human Resource Agency for all work performed for the Human Resource Agency.

1. Obtain and/or maintain eligibility as a **Southwest Human Resource Agency** approved weatherization contractor.
2. Use forms approved by **Southwest Human Resource Agency**.
3. Perform all work in accordance with approved rules, regulations, specifications and standards, subject to inspection and approval by the **Southwest Human Resource Agency**.
4. Provide adequate insurance, bonding, workman’s compensation and provisions for withholding federal income tax on all workmanship or employees engaged in activities related to contracts with the **Human Resource Agency**.
5. Provide Equal Opportunities in accordance with the Civil Rights Act.
6. Agree to provide materials and workmanship which will meet and pass **Southwest Human Resource Agency** inspections, specification and/or requirements.

I certify that the above and attached information is complete and correct and that no unfavorable information has been knowingly withheld.

Firm Name

Authorized Signature

Title

Date

Information Release

Subject: Authorization for Release of Information

Contained below is authorization for your release of information on the firm indicated:

We do request and authorize banks, material dealers, sub-contractors and others who may have knowledge and information concerning our credit history or work performance to release such information to **Southwest Human Resource Agency, P.O. Box 264, 1527 White Avenue, Henderson, TN.**

We authorize copies of this release to be used for the purpose of conducting reference checks to obtain necessary information regarding the firm listed.

Firm Name

Address

Authorized Representative

Title

Date