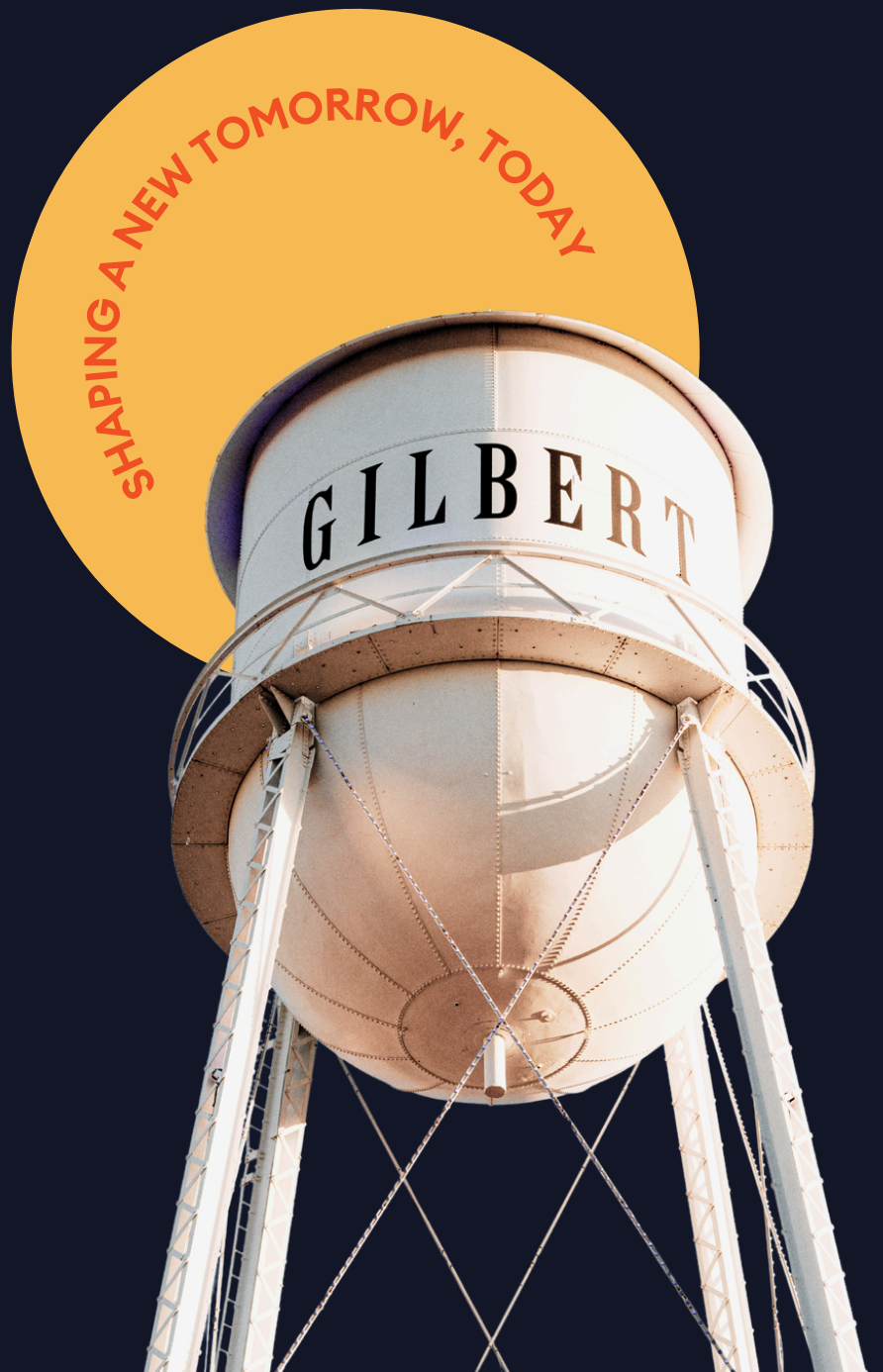


Emergency Home Repair Program



Vendor Information





Guidelines

This is a step-by-step process for doing becoming a contractor with the Town of Gilbert's Emergency Home Repair Program

Local Professionals Wanted

- Gilbert hires only licensed, professional contractors to provide efficient, timely and quality repairs to homeowners in need.
- A rotating pool of contractors bid on large and small home repair projects in all trades -appx. 60-80 projects annually.
- Contractors receive detailed project assessments via e-mail Contractors set appointments with homeowners to assess scope of work.
- After assessment, contractors submit written bids containing labor and materials costs
- Contractor awarded with notice to proceed.
- Contractor completes job and submits invoicing for payment.

Qualifications

- Licensed contractor in good standing with Arizona Registrar of Contractors
- Sole proprietor or employer with multiple employees
- All trades welcome!
- Priority is given to local, minority and women-owned business participating in this federally funded program.

Let's Get Started

Town of Gilbert requires each contractor to fill out a brief vendor file with some documents that includes the following:

1. Signed copy of W-9 Taxpayer Certificate
2. Signed Sole Proprietor form or Workman's Compensation Insurance Copy
3. DUNS and SAM numbers
4. Signed Debarment and Suspension Form
5. Sample Invoice Copy
6. Certificate of Insurance with Town of Gilbert as Added-Insured to your policy

The Gilbert Emergency Home Repair Program is a lifeline for our community, providing essential repairs to ensure the safety and well-being of our residents. By addressing critical issues like heating, cooling, plumbing, and electrical systems, this program not only enhances the quality of life for homeowners but also fosters a sense of security and stability. It's a testament to our commitment to supporting those in need and maintaining the integrity of our neighborhoods.



DUNS Registration

- DUNS stands for “Data Universal Numbering System.” Numbers are issued by Dun and Bradstreet and consist of a nine-digit numeric code.
- Provided FREE OF CHARGE
- Call 1-866-705-5711

Be prepared to provide the following:

- Name of Business
- Address
- Telephone Number
- Name of the head of the business (Owner, CEO, President, Director, Etc.)
- Type of Business
- Total number of employees (both full and part-time)

SAM Registration

- SAM is the System for Award Management registration and is an official U.S. government registration for businesses receiving federal money.
- SAM registration is FREE and on-line only.
- Register at www.sam.gov
 - Link in center of page-”Register/Update Entity”
 - 1 hour process
 - Registration confirmed ~ 2 weeks

Ready, Set, Go!

Check that you are ready to submit the following documents to Town of Gilbert for vendor registration.

- Signed copy of W-9 Taxpayer Certificate
- Signed Sole Proprietor form or submit Workman’s Compensation Insurance Copy
- DUNS and SAM numbers (or e-mailed confirmations of both registrations)
- Signed Debarment and Suspension Form
- Sample Invoice Copy
- Certificate of Insurance with Town of Gilbert as Added-Insured to your policy

NEXT STEPS

Contractors may submit via e-mail to robert.kropp@gilbertaz.gov

Mailed copy acceptable to:

Town of Gilbert Emergency Home Repairs Program

50 East Civic Center Drive

Gilbert, AZ, 85296

Staff will review your information and inform you of your status within 2 business days

QUESTIONS?

Contact Robert Kropp

Gilbert's Housing Rehabilitation Program Coordinator

(480) 503-6277

Robert.kropp@gilbertaz.gov