



REQUEST FOR QUALIFICATIONS HOME IMPROVEMENT/REPAIR CONTRACTORS

For Additional Information, contact:

Contact Person: Laiza Semidey
Position: Chief Community Investment Officer
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e-mail: laizas@homehq.org

RFQ Issue Date: April 22, 2024
Response Due Date: May 10, 2024

I. Purpose.

The purpose of this RFQ is to select qualified home improvement/repair contractors for an Approved Contractor List for the NYS Targeted Home Improvement Program (T-HIP) at Home HeadQuarters, Inc. (HHQ), which will be used to solicit bids for critical home repairs for homeowners in the city of Syracuse.

II. Program Description.

The goal of T-HIP is to address critical home repairs, including but not limited to roof repairs, siding, windows, plumbing, electrical repairs, foundations, sewers, HVAC replacement, accessibility modifications and other repairs or improvements that will prolong the useful life of a home and ensure the safety of homeowners.

III. Scope of Services.

- Submit bids/estimates in response to written scopes of work to be provided by HHQ.
- If selected, perform the requested work scope.
- Maintain required insurances and certifications, including \$1M in general liability insurance and workers compensation insurance. Home HeadQuarters, Inc. the State of New York and the Housing Trust Fund Corporation must be listed as additional insured.
- Maintain RRP Certification.
- Obtain and close out permits as required.

VI. Submission Requirements.

Respondents should include the following information in their submission:

- Qualifications & experience to complete home repair work as outlined above, via a list of references and/or a list of projects of similar type & size.
- Evidence of insurance (\$1M general liability & Workers Comp) with Home HeadQuarters, Inc. the State of New York and the Housing Trust Fund Corporation listed as additional insured.
- Evidence of RRP Certification.
- Current Form W-9.

VII. Deadline

Responses are due no later than **May 10, 2024 at 4:30pm**. Hard copies should be submitted to the offices of Home HeadQuarters, Inc., 538 Erie Boulevard West, Suite 100, Syracuse, NY 13204, attention Laiza Semidey. Digital copies may be submitted in lieu of hard copies and should be sent to laizas@homehq.org.

