

City of Memphis
Weatherization Assistance Program
Contractor Requirement Checklist

Contact weatherization@memphistn.gov with any questions you may have.

Agency:	City of Memphis
Program Year:	2023
Contractor:	
Contractor Crew Leader:	

City of Memphis Weatherization Assistance Program Contractors Application

All contractors interested in bidding on any weatherization projects must complete an application. In addition, all contractors must be approved by the Tennessee Housing Development Agency & the City of Memphis to bid on weatherization work.

Active TN General Contractor License

Visit <http://verify.tn.gov/> to check on current contractor license status.

Active Shelby County Business License

System for Award Management (SAM) Status

Must check the federal Excluded Parties List System (EPLS) prior to entering into a contract to provide services. Visit <https://www.sam.gov> to make sure the contractor is not suspended or debarred from Federal programs. Any contractor on this list is prohibited from providing services, and the sub-grantee agency cannot award a contract for provision of WAP services to the entity. A print screen from system showing the date ran is required in the file.

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Documented Weatherization Training Experience

Provide weatherization training certificate(s) from DOE approved weatherization training center or documented proof of minimum of 3 years' industry experience installing weatherization measures.

OSHA Training Certificate

OSHA 30 for the crew leader and OSHA 10 for workers

Lead Safe Weatherization Certificate

Lead Safe Weatherization training is required for the crew leader and workers

EPA Renovation, Repair and Painting Certificate

Required for any contractor bidding on work on units built prior to 1978

Insurance

All licensed contractors are required to provide proof of general liability insurance in an amount equal to or greater than the minimum amount as required by the City of Memphis Risk Management Department. In addition, the City of Memphis requires proof of Workman's Compensation, Automobile, and Property Insurance on your business equipment. The City of Memphis, its officials, agents, employees and representatives shall be named as additional insured on all liability policies. The additional insured endorsements shall be attached to the Certificate of insurance. The contractors must require all subcontractors to carry the same to perform.

Insurance Minimum limits:

- Comprehensive General Aggregate per project \$2,000,000
- Products Completed \$2,000,000
- Personal and Advertising Injury \$1,000,000
- Each Occurrence (Bodily injury, including Death & Property Damage) \$1,000,000
- Fire Damage any One Fire \$50,000
- Medical Expense any One Person \$5,000
- Automobile (covering owned, non-owned, and hired vehicles with limits of) \$1,000,000 each occurrence
- Workman's Compensation- the Company shall maintain in force Workers' Compensation coverage in accordance with the Statutory Requirements and with Minimum Limits of the State of Tennessee and shall require all subcontractors to do likewise.

Employer's Liability	\$100,000	Each Accident
	\$500,000	Disease-Policy Limit
	\$100,000	Disease-Each Employee

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Other Resources & Requirements

- **Community Housing Partners Training Resources**
<https://www.communityhousingpartners.org/energy-solutions/research-training-center/chp-courses/>
- **SAM Registration**
<https://sam.gov/content/entity-registration>
- **THDA WAP Manual**
<https://thda.org/pdf/Tennessee-WAP-Manual-2023.pdf>
- **Memphis Area Minority Contractors (MAMCA)**
<https://www.memphisminoritycontractors.com/>
- **Shelby County Business License**
<https://www.shelbycountyttn.gov/559/Business-Tax-Division>
- **City of Memphis Business Diversity & Compliance**
<https://memphis.mwsbe.com>