



Blue Springs, Missouri

Community Development

RE: Minor Home Repair Program

Dear Contractor,

In an effort to better assist recipients of the City's Minor Home Repair Program, the Community Development Department is developing a pre-registered contractor list. The Minor Home Repair Program provides grant assistance to low-moderate income homeowners to make qualified repairs, including window/glass repair, exterior door repair, minor roof repair, flashing or gutter repair, exterior painting, minor repair of porches, steps, and railings, tuck pointing of mortar foundation, repair of broken exterior masonry units, repair of exterior walls or trim, HVAC and water heater repairs or replacements, and exterior accessibility improvements. Each recipient is limited to up to \$5,000 in repairs.

Contractors interested in participating in the program must have the following:

- A current business license with the City of Blue Springs
- DUNS number (can be requested online at: www.dnb.com/duns-number.html)
- Registered as a business entity in the System for Award Management system (SAM.gov) <https://sam.gov/portal/SAM/##11>
- Lead-based paint certification documentation is required for repairs to homes built before 1978.

Once a recipient has been approved for the program, they will be given a list of pre-registered contractors for bids. The recipient also has the option of requesting bids from contractors not on the pre-registered list, provided the contractor obtains all of the necessary documentation mentioned above. Being on the pre-registered contractors list does not guarantee you will be contacted for a bid or be awarded a bid. Contractors are paid in full by the City of Blue Springs once all program-approved repairs have been completed per the approved bid. Contractors will remain on the pre-approved list as long as they maintain a City business license, SAM.gov registration, and lead-based paint certification (if applicable). Contractors may request to be removed from the list at any time.

Contractors interested in being on the pre-registered contractor list can obtain and submit an application via the following:

- In person at the Community Development Dept. at 1304 W. Main Street, Blue Springs, MO 64015
- On the City's website at <http://www.bluespringsgov.com/694/Minor-Home-Repair-Program-MHRP>, print and submit by:
 - Scanning and emailing to mwright@bluespringsgov.com;
 - Submit in person at 1304 W. Main Street; or
 - Mail to City of Blue Springs Community Development / Attn: Matt Wright / 903 W. Main Street, Blue Springs, MO 64015



Blue Springs, Missouri Community Development

Minor Home Repair Program Contractor Application

Contractor/Business Name: _____

Contractor/Business Address: _____

Point of Contact: _____

Name

Phone

Email

Repairs interested in bidding on (check all that apply):

- Window/Glass
- Exterior Doors
- Roof
- Flashing/Gutter
- Painting
- Porches, Steps & Railings
- Tuckpointing/Mortar/Masonry repair
- Walls/Siding/Trim
- HVAC and Water Heaters
- Accessibility improvements (ramps, etc.)

The following must be provided prior to being added to the contractor list:

- Current City Business License
- DUNS Number: _____
- SAM.gov Registration (provide proof of registration – such as email)

In addition to the items above, the following must be provided to be added to the contractor list for pre-1978 built homes:

- Lead-Based Paint Certification (proof of certification, including number and expiration date)