



Thank you for your interest in working with Rebuilding Together!

Rebuilding Together is a nonprofit, tax exempt 501(c)(3) organization registered with the Internal Revenue Service and the State of Tennessee. Rebuilding Together's mission is repairing homes, revitalizing communities, rebuilding lives. We achieve our mission by providing home repairs to neighbors in need in middle Tennessee.

Rebuilding Together relies on trades professionals and general contractors to help us ensure that every homeowner we work with lives in a safe and healthy home. Rebuilding Together pays fair market rate for professional services, and Rebuilding Together, not the homeowner, is the customer in these professional relationships. Trades professionals and general contractors must be pre-qualified with our organization to be invited to bid on repair projects at our work sites.

Every Rebuilding Together project is unique. We ask that interested trades professionals and contractors bid on a sample project as part of our pre-qualification process, but with the mutual understanding that projects available for bid during the course of the year will need to be estimated individually. Rebuilding Together will not pay for individual project estimates from pre-qualified vendors; it is assumed that our professional relationship and volume of projects exempts us from that cost.

Please read through the enclosed pre-qualification packet carefully, and don't hesitate to contact us with questions. Completed pre-qualification packets can be submitted via email to the address shown below.

Thank you again for your interest and your time!

A handwritten signature in black ink that reads "Andrea Prince". The signature is written in a cursive, flowing style.

Andrea Prince
Director of Programs
andrea@rebuildingtogethernashville.org
615.219.5215



Vendor Pre-Qualification Required Documents

Please submit the following to andrea@rebuildingtogethernashville.org:

1. Completed Pre-Qualified Vendor Profile
2. Signed Policies & Guidelines Review Confirmation
3. Complete Sample Bid Worksheets for all Trades/Specialties for which you would like to be pre-qualified to bid on. These should match the Trades/Specialties you indicated on your Vendor Profile.
4. W9 dated within the past 30 days
5. Certificate of Insurance indicating possession of current General Liability and Worker's Compensation policies, and listing Rebuilding Together Nashville as a certificate holder
6. Current Tennessee contractor's license(s), as applicable
7. Current EPA Lead-Safe Firm Certification AND current RRP Certification for project supervisor(s), if applicable

Rebuilding Together Pre-Qualified Vendor Profile

Company Name: _____

Trade/Specialty (check all that apply):

General Contractor Roofing Mechanical/HVAC Plumbing Electrical Carpentry
 Flooring Cement & Concrete Painting Energy Efficiency Handyman Other _____

Business Type (check one):

Corp LLC Partnership S Corp Sole Proprietor Other _____

Is your company (check all that apply):

EPA Lead-Safe Firm Certified Minority Owned Woman Owned LGBT Owned

Type of TN License(s) _____

TN License Number(s) & Expiration Date(s) _____

Worker's Comp Policy # & Effective Dates _____

General Liability Policy # & Effective Dates _____

Physical Address: _____

Billing Address: _____

Main office phone: _____

General office email: _____

Primary contact name & title: _____

Primary contact phone: _____

Primary contact email: _____

Company Tax ID (or SSN if individual): _____

Name & title of individual completing this form: _____

Date: _____



Policies & Guidelines Review Confirmation

Please review the following provided documents:

- Procurement Policy
- Work Site Rules
- Sample of Rebuilding Together's Construction Contract
- THDA's Minimum Design Standards for the Rehabilitation of Single Family & Multifamily Housing Units (THDA Design Standards).

My signature below indicates that:

- I have received a copy of Rebuilding Together's Procurement Policy, Work Site Rules, Construction Contract, and a copy of THDA Design Standards
- I have reviewed all documents in their entirety, and I understand all documents
- I understand that Rebuilding Together will abide by its Procurement Policy at all times
- I understand that our firm will be required to comply with Rebuilding Together's Work Site Rules on every project that we complete for Rebuilding Together
- I understand that our firm will be required to sign Rebuilding Together's Construction Contract prior to beginning each Rebuilding Together project
- I understand that our firm will be required to meet or exceed THDA Design Standards on every project that we complete for Rebuilding Together
- I assume the responsibility of ensuring that all representatives of our firm review, understand and comply with Rebuilding Together's Procurement Policy, Work Site Rules, Construction Contract and THDA Design Standards.

Printed Name

Title

Company/Firm

Signature

Date