

CITY OF GREAT FALLS

SMALL WORKS ROSTER APPLICATION

NEW APPLICATION

RENEWAL

BUSINESS NAME: _____

CONTACT: _____ PHONE NUMBER: _____

EMAIL ADDRESS: _____ FAX NUMBER: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

FEDERAL TAX ID NUMBER: _____

MT CONTRACTOR LICENSE NUMBER: _____

CONTRACTOR FILING STATUS:

Sole Proprietor

Limited Liability Company

Corporation

Partnership

Other: _____

INSURANCE COMPANY: _____

POLICY NUMBER: _____ PHONE NUMBER: _____

CONTACT: _____

Check all areas that are applicable to your expertise:

_____ Acoustical Tile

_____ Audio/Visual

_____ Boilers

_____ Carpet/Flooring

_____ Chemicals

_____ Concrete

_____ Drywall

_____ Electrical

_____ Excavation

_____ Fencing

_____ Fire Equipment

_____ Fire Sprinkler Systems

_____ General Contracting

_____ Hazardous Waste Removal

_____ HVAC/Mechanical

_____ Insulation

_____ Irrigation/Landscaping

_____ Lumber and Supplies

_____ Overhead Doors

_____ Painting

_____ Paving/Seal Coating & Striping

_____ Pest Control

_____ Plumbing

_____ Recreation Equipment

_____ Roofing

_____ Sprinkler Systems

_____ Telecommunications

_____ Tree/Stump Removal

_____ Vehicle Supplies

_____ Water Testing

_____ Window Cleaning

_____ Other: _____

The purpose of the Small Works Roster (Roster) policy is to make it simpler for departments to get small jobs and repairs completed using a list of preapproved businesses. The list of preapproved vendors will be maintained by the Risk Management Specialist for the City of Great Falls (City.) The Roster will include vendors that have completed the Small Works Roster application, have met all of the requirements, and have been approved. The City has created a Roster for several categories of work. The Roster has been created to reduce the time it takes departments to get repairs or minor projects completed and reduce operating costs by having prequalified vendors who can be contracted immediately. The City reserves the right to select an appropriate vendor for the repair or project.

Items to be included with application:

Vendors that would like to be on the small works roster must be able to provide the following:

- Insurance, naming the City as additionally insured;
- Proof of workers' compensation coverage or independent contractor exemption certificate;
- Proof of all applicable and required contractor, business and state licenses;
- List of references, minimum of three;
- List of similar projects completed within the last two years.

The vendors will need to submit the certificate of insurance to the City's Risk Management Specialist on a yearly basis prior the expiration of the current certificate. Vendors are also responsible for keeping all contact information up to date. Registering does not notify vendors of opportunities.

SIGNATURE

PRINT NAME

TITLE

DATE