





## City of Menifee Minor Home Rehabilitation Grant Program (MHRGP)

**Selected contractors will be required to provide proof of current liability, worker's compensation and auto insurance; as well as a copy of the current City of Menifee business license and State Contractor's License.** Details of these requirements will be provided if selected for the project. In addition, selected general contractors will be required to provide a list of sub-contractors that will work on the project, if any. It is the responsibility of the selected general contractor to collect all required documentation for any/all sub-contractors used for the awarded project.

Program guidelines allow up to 30 days to complete all work however, it is addressed in each contract based on the complexity of the project. Payment arrangements are negotiated and paid throughout or at project completion.

**The City of Menifee is not a party to the contract entered into by and between the contractor and homeowner.** The contractor shall hold the City of Menifee harmless for any disputes or claims that may arise as a result of the contract. Although the City is not a party to the contract, it is a requirement that the contractor adhere to the construction contract.



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### CONTRACTORS RESPONSIBILITIES

1. **All contractors must be licensed and in good standing** with the State Contractor's Licensing Board. All contractors and subcontractors must also carry a current City of Meniffee Business License.
2. **All contractors must carry current liability, auto and worker's compensation insurance** (unless otherwise exempt from worker's comp.) to satisfy program requirements and be approved to participate in the MHRGP. Subcontractors must also carry worker's compensation insurance.
3. **Please Respond Promptly:**
  - a) To telephone calls, emails, faxes and letters from City's staff
  - b) To telephone call, emails, and letters from the client
  - c) If you are unable to bid due to time constraints, indicate so on the "Scope of Work" and return to City staff.
4. Call your client to inform him/her that you have received the "Notice to Proceed" and **advise when the work will begin.**
5. **Make yourself available** to your client on a regular basis. **Inform your client of scheduled work to be completed and any delays as they occur.**
6. Schedule an inspection appointment with your client, permitted items with building and safety or HCD inspector for approval of the work completed.
7. **Provide all original product information and warranty cards to your client and copies to City staff.**
8. Respond promptly to your clients' warranty claims. (From date of completion, a **1-year warranty** will be provided to the client on all labor and materials).