

Contractors Needed



Belleville Township Home Improvement Program (HIP)

Belleville Township seeks interested contractors for work related to its Home Improvement Program (HIP). The work will include renovation to residential properties with project budgets averaging between \$10,000-\$22,000. Details about the program are included below. Application documents are attached.

Typical scope items include but are not limited to:

- Heating, Plumbing, Electrical
- Roof, Leaders, Gutters
- Exterior Siding
- Windows, Doors
- Insulation



Other Eligibility Requirements:

- Three (3) references for general contracting jobs completed in NJ within the last three (3) years.
- Documentation proving financial stability.
- Workmen's compensation insurance coverage and liability insurance of at least \$100,000/\$300,000 for bodily injury or death and \$50,000 for property damage.
- Lead Renovators License (Township will reimburse eligible contractors for the cost of certification).

Contractors must apply to the Program to be placed on the pre-approved contractors list. Once the contractor is accepted into the Program and placed on the pre-approved contractor list, the program will send out request for bids to approved contractors.

For more information about the program please visit <https://www.bellevilleni.org> or contact Patricia Gallagher via email at pgallagher@cmeusa1.com or via phone at 732-462-4700 X1030.





Township of Belleville Home Improvement Program Administered By CME Associates



Contractor Required Document List

The following is a list of documents required to do work through CME Associates for the Township of Belleville Home Improvement Programs:

1. New Jersey Home Improvement Contractor's State License,
2. Proof of Insurance, Liability and Workman's Comp,
3. Lead Renovators License with proof of Registration with EPA (Certificate)
4. W9
5. State of NJ Business Registration Certificate (from when you first established business)

- Home owners are not required to use contractors that appear on this list.
- Home owners may utilize any contractor they desire, provided the contractor is properly licensed, insured and certified and provides proof to the program.

If you should have any questions or concerns during this process, please do not hesitate to contact Patricia Gallagher at 732-462-7400 x1030 or pgallagher@cmeusa1.com.



Township of Belleville Home Improvement Program

Administered By CME Associates



Recent Customers/References

Name	Phone Number
Address	Date(s) of work Performed
Type of Work Performed	

Name	Phone Number
Address	Date(s) of work Performed
Type of Work Performed	

Name	Phone Number
Address	Date(s) of work Performed
Type of Work Performed	

Insurance (Attach Insurance Certificates)

	Insurance Company	Agency	Type of Coverage
Liability Insurance			
Workman's Comp			

Please attach the following documents:

Lead Renovators License & Proof of Certification from EPA (Attach Copy of Certificate)

NJ Home Improvement Contractors License

W-9 and Business Registration

Contractor Signature	Date
----------------------	------