



PO BOX 189 | MILFORD, NY 13807 | 607-286-7244

[www.otsegoruralhousing.org](http://www.otsegoruralhousing.org)

## Otsego County Vacant Rental Program Request for Qualifications

**Background:** Otsego Rural Housing Assistance, Inc. (ORHA) is a non-profit organization that administers a variety of home repair and rehabilitation grant programs in Otsego County. ORHA is seeking qualified contractors to be placed on the Qualified Contractor List for the Otsego County Vacant Rental Program (VRP). The Otsego County VRP funds the rehabilitation of currently vacant spaces in Otsego County into decent, affordable rental units. It is funded by New York State Homes and Community Renewal's New York State Vacant Rental Program.

Contractors on the Qualified Contractor List will be included in project-specific bidding opportunities for the Otsego County VRP, as well as other ORHA programs.

**Only contractors who have been placed on the Otsego County VRP Qualified Contractor List will be solicited for VRP projects.** ~~Even if you have contracted with ORHA for other programs, you must complete this application to bid on Otsego County VRP projects.~~ Based on updated guidance, we are pleased to say that contractors already qualified with ORHA do not need to separately qualify for the Otsego County VRP Qualified Contractor List and can be placed on it automatically. However, ORHA may require you to complete parts of this form to update and standardize contractor information.

All qualified contractors who serve all or a part of Otsego County are welcome to apply. We **strongly encourage** certified M/WBE, SDVOB, and Section 3 contractors to apply.

### **Qualifications:**

- Valid worker's compensation insurance. We cannot make exceptions for sole proprietorships.
- General liability insurance coverage in a minimum of \$1,000,000 per occurrence, \$2,000,000 aggregate.
  - If awarded a bid, ORHA must also be listed as an additional insured prior to contract execution.
- Necessary licensure or certification, as applicable based on trade and jurisdiction.
- Proven track record of quality work on prior renovation projects

**Submission instructions:** Submit responses by email to [VRP@OtsegoRuralHousing.org](mailto:VRP@OtsegoRuralHousing.org) or by mail to PO Box 189 Milford, NY 13807.

Responses must include the following materials:

- Completed Qualified Contractor List Application (enclosed)
- Certificate of Insurance for liability insurance
- Proof of Worker's Compensation insurance
- Completed W-9 form
- Copies of all relevant licenses or certifications

**Respond by:** ORHA recommends responding by **May 4, 2026**, to ensure inclusion in solicitations for the first Otsego County VRP projects. However, ORHA will accept responses to this RFQ throughout the term of the Otsego County VRP. Contractors may be added at any time, and will be included in solicitations for projects going forward from their addition.

*Updated May 21, 2026*



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**Otsego Rural Housing Assistance, Inc.  
Qualified Contractor List Application**

All questions must be answered. Please type or clearly print your responses. You may attach any additional information you feel is relevant to your application.

Company Name:			
Physical Address:			
Mailing Address:			
Owner Name(s):			
Business Phone:		Cell Phone:	
Email Address:			
Years of Performing Work Under the Present Name/Company:			
Service Area:	<input type="checkbox"/> Entire County <input type="checkbox"/> Other (specify):		
Current Number of Permanent Employees:			
Is this a minority- or women-owned business?			
Describe your general field of work:			

**Company & Employee Certifications**

Do you hold any of the following certifications? (Check all that apply.)

- MBE     WBE     SDVOB     Section 3

Does your company hold any of the following certifications? (Check all that apply.)

- EPA Lead-Safe Certified Firm     EPA Certified Lead Abatement Firm

If yes, list all employees with individual certifications (and type of certification) below:

Are you or any of your employees licensed to do electrical or plumbing work in the City of Oneonta? If yes, list names and licenses below:

- Yes     No

List any other certifications your company and/or employees have below:

**Attach copies of all certifications/licenses you have mentioned in this section to your response.**

**References**

Please list at least 3 references you have recently performed work for. You may attach details about additional references if you wish.

Name:		Address:	
Phone:		Email:	
Value of Project:		Completion Date (MM/YY):	
Work Performed:			
Name:		Address:	
Phone:		Email:	
Value of Project:		Completion Date (MM/YY):	
Work Performed:			
Name:		Address:	
Phone:		Email:	
Value of Project:		Completion Date (MM/YY):	
Work Performed:			

**Conflict of Interest**

Are you, any of your family members, or any of your business associates currently employed by ORHA or a member of ORHA’s board?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you, any of your family members, or any of your business associates an elected official within Otsego County?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**If yes** to either of these questions, or if you believe another potential conflict exists, provide details here:

**Bidding Information**

Please provide the following information, if it is different from your general company information. ORHA will use this information when notifying your company of bidding opportunities, if you are approved.

Primary Contact Name for Bidding	
Email Address(es) to Send Bidding Opportunities	
Primary Bidding Contact Phone Number(s)	

The undersigned hereby authorizes and requests any person, firm, or corporation to furnish any information requested by Otsego Rural Housing Assistance, Inc., in verification of the recitals comprising this Statement of Bidder’s Qualifications.

Company Name		Date	
Print Name		Title	
Signature			