

City of Memphis
Weatherization Assistance Program
Contractor Requirement Checklist

Contact weatherization@memphistn.gov with any questions you may have.

Agency:	City of Memphis
Program Year:	2024
Contractor:	
Contractor Crew Leader:	

Completed Contractors Application

All contractors interested in bidding on any weatherization projects must complete an application. In addition, all contractors must be approved by the Tennessee Housing Development Agency & the City of Memphis to bid on weatherization work.

Active TN General Contractor License

Visit <http://verify.tn.gov/> to check on current contractor license status.

Active Shelby County Business License

System for Award Management (SAM) Status

Must check the federal Excluded Parties List System (EPLS) prior to entering into a contract to provide services. Visit <https://www.sam.gov> to make sure the contractor is not suspended or debarred from Federal programs. Any contractor on this list is prohibited from providing services, and the sub-grantee agency cannot award a contract for provision of WAP services to the entity. A print screen from system showing the date ran is required in the file.

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Documented Weatherization Training Experience

Provide weatherization training certificate(s) from DOE approved weatherization training center or documented proof of minimum of 3 years' industry experience installing weatherization measures.

OSHA Training Certificate

OSHA 30 for the crew leader and OSHA 10 for workers

Lead Safe Weatherization Certificate

Lead Safe Weatherization training is required for the crew leader and workers

EPA Renovation, Repair and Painting Certificate

Required for any contractor bidding on work on units built prior to 1978

Insurance

All licensed contractors are required to provide proof of general liability insurance in an amount equal to or greater than the minimum amount as required by the City of Memphis Risk Management Department. The City of Memphis, its officials, agents, employees and representatives shall be named as additional insured on all liability policies. The additional insured endorsements shall be attached to the Certificate of insurance.

Insurance Minimum limits:

WORKERS COMPENSATION

Option I: The Company shall maintain in force Workers' Compensation coverage in accordance with the Statutory Requirements and Minimum Limits of the State of Tennessee and shall require all subcontractors to do likewise.

Employers Liability	\$100,000 Each Accident
	\$500,000 Disease-Policy Limit
	\$100,000 Disease-Each Employee

Option II: Company has submitted the Workers' Compensation letter to the City of Memphis affirming they have fewer than five (5) employees and acknowledge they are financially responsible for all their employees on the job injuries. Company further affirms that should they employ five (5) or more employees in the future, Company will notify the City and provide a certificate of insurance confirming the required Workers' Compensation coverage as required by law.

AUTOMOBILE LIABILITY

Option I: Covering owned, non-owned, and hired vehicles with Minimum Limits of:

\$1,000,000 Each Occurrence – Combined Single Limits

COI will have owned, non-owned, and hired checked or “ANY” checked. City of Memphis named as Additional Insured.

Option II: Covering non-owned, and hired vehicles with Minimum Limits of:

\$1,000,000 Each Occurrence – Combined Single Limits

COI will have non-owned and hired checked. City of Memphis named as Additional Insured.

COMMERCIAL GENERAL LIABILITY

Commercial General Liability Insurance, including Premises and Operations, Contractual Liability, Independent Contractor’s Liability, and Broad Form Property Damage Liability Coverage with Minimum Limits of:

\$2,000,000 General Aggregate
\$2,000,000 Products-Completed Operations
\$1,000,000 Personal and Advertising Injury
\$1,000,000 Each Occurrence
(Bodily Injury & Property Damage)
\$50,000 Fire Damage any One Fire

UMBRELLA / EXCESS LIABILITY with Minimum Limits of:

\$2,000,000 Each Occurrence / \$2,000,000 Aggregate

PROPERTY INSURANCE:

The Company shall be responsible for maintaining all property insurance on their own equipment and shall require all subcontractors to do likewise.

SUB-CONTRACTORS:

The Company shall require all sub-contractors to carry insurance as outlined above in case they are not protected by the policies carried by the Company.

The Company is required to provide copies of the insurance policies upon claim or lawsuit requiring disclosure of full copies of policies.

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Other Resources & Requirements

- **Community Housing Partners Training Resources**
<https://www.communityhousingpartners.org/energy-solutions/research-training-center/chp-courses/>
- **SAM Registration**
<https://sam.gov/content/entity-registration>
- **THDA WAP Manual**
<https://thda.org/pdf/2024-WAP-Manual.pdf>
- **Memphis Area Minority Contractors (MAMCA)**
<https://www.memphisminoritycontractors.com/>
- **Shelby County Business License**
<https://www.shelbycountyttn.gov/559/Business-Tax-Division>
- **City of Memphis Business Diversity & Compliance**
<https://memphis.mwsbe.com>