



## **REQUEST FOR INFORMATION**

TO: Licensed Residential Contractors

DATE: April 29, 2019

SUBJECT: Potential Work on Foreclosed Properties

The West Virginia Housing Development Fund (the Fund) is issuing this solicitation seeking qualified contractors interested in performing rehabilitation work on properties in the Fund's foreclosure portfolio. To be eligible for consideration, contractors must be licensed in the State of West Virginia and have adequate liability and Workers' Compensation insurance coverage.

If you are interested in providing rehabilitation services to the Fund, the Contractor's Application for REO Rehabilitation Work (attached) must be completed, and the required documents listed at the bottom of page 2 of the application must be provided for review. Fund staff trained in residential construction requirements will review the application for appropriate qualifications, and a list of qualified contractors will be developed. The qualified contractors list will be used to solicit bids for rehabilitation services as they are needed.

Once it is determined that a property needs rehabilitation, the Fund will solicit bids from the list of qualified contractors, based on the property's location and the experience needed to complete the work. Submitted bids will be reviewed by the Fund's Technical Services staff and a contractor will be selected. Contract documents will be executed for the winning bid and work will commence at an agreed upon time.

We look forward to receiving your response. Should you have any additional questions, please contact [REORFP@wvhdf.com](mailto:REORFP@wvhdf.com).

Attachment