

Shelby County Department of Housing  
Contract Opportunities- Fact Sheet

**Find out how to conduct business with Shelby County:** <http://www.shelbycountyttn.gov/201/Conducting-Business-with-Shelby-County>

**Find out how to be a vendor:** <http://www.shelbycountyttn.gov/206/Vendor-Registration>

**Find out how to complete EOC registration:** <https://apps.shelbycountyttn.gov/EOCPublic/>

Find out more about bid opportunities for the Shelby County Rehabilitation Program and the Lead Hazard Control Program here: <https://shelbycountyttn.gov/3453/Contract-Opportunities>.

Bidding opportunities typically occur around the 15<sup>th</sup> of each month and sealed bid submission or due approximately 2 weeks later by 9:30 am.

### **For contract opportunities with Shelby County Department of Housing**

#### **Requirements:**

- Current Shelby County Business License
- Current State of Tennessee Contractor License
- Current Comprehensive General Liability Insurance Policy with minimum \$1,000,000 per occurrence single-limit for bodily injury and property damage coverage that names Shelby County as an additional insured.
- Current Workers Compensations Insurance Policy with a minimum \$500,000.
- Current Automobile Liability with a minimum limit of \$1,000,000 per occurrence on all owned, hired and non-owned autos. Coverage must name Shelby County as an additional insured.

Your company needs a **DUNS number** and can contact 1-866-705-5711 or <http://fedgov.dnb.com/webform>

Your company must be **registered at [www.Sam.gov](http://www.Sam.gov)**. This is a free registration.

Your company must have a **current National EPA/HUD RRP Firm Certification**. There are online classes for this certification.

#### **Information regarding TDEC and the requirements to be a certified lead abatement firm:**

<https://www.tn.gov/content/tn/environment/program-areas/solid-waste/toxic-substances/lead-certification.html>

**Training Providers for Supervisor and Worker training:** [https://www.tn.gov/content/dam/tn/environment/solid-waste/documents/sw\\_lead-hazard\\_training-provider-list.pdf](https://www.tn.gov/content/dam/tn/environment/solid-waste/documents/sw_lead-hazard_training-provider-list.pdf)

**How to register as a Section 3 Contractor:** <http://www.shelbycountyttn.gov/3277/Section-3-Information> .

**Reimbursement for Training Opportunities:** Contact Sharon Hyde, Grant Coordinator, at [Sharon.Hyde@shelbycountyttn.gov](mailto:Sharon.Hyde@shelbycountyttn.gov) for information on reimbursement opportunities for training and licensing needed to bid on the Lead Hazard Control Program projects.

**Wish to be added to the contractor mailing list?** Send an email with your name, business name, business address, phone number, email address to [Sharon.Hyde@shelbycountyttn.gov](mailto:Sharon.Hyde@shelbycountyttn.gov)

Thank you for considering doing business with Shelby County!