



Dear General Contractor:

Thank you for your interest in the Bergen County Home Improvement Program (HIP).

In order to qualify as a bidder for HIP, you are required to submit:

- A signed and completed Pre-Qualification Questionnaire
- A copy of proof of Property Damage, Liability, Vehicle, and Compensation Insurance
- A copy of proof of New Jersey State Contractor Registration
- A copy of proof of New Jersey Lead Renovator Certifications (Owners and Employees)

The Pre-Qualification Questionnaire and related documents may be submitted via email, postage mail, or hand delivery and are best received ASAP with a final deadline of Friday, November 16, 2018. Email submissions should be sent to **GetHIPWork@co.bergen.nj.us** and postage mail or hand-delivery of applications should be directed to:

**Bergen County Home Improvement Program
Division of Community Development
One Bergen County Plaza, 4th Floor
Hackensack, New Jersey 07601**

Once applications are received and during the course of subsequent review, you may be called to visit with us for an interview.

Should you have any questions about the Pre-Qualification Questionnaire or HIP in general, please feel free to contact us at **(201) 336-7230** or **GetHIPWork@co.bergen.nj.us**

Our appreciation again for your interest. We hope there will be an opportunity to work with you in the near future.

Sincerely,

Vincent Paladino
HIP Supervisor