

BASIC CONTRACTOR REQUIREMENTS
for
WILMINGTON HOUSING AUTHORITY
Awards Under \$30,000

In order to be a successful CONTRACTOR/VENDOR with WHA the following is required:

1. Contractor shall provide WHA with a copy of his/her current North Carolina Workers Compensation insurance certificate.
2. Contractor shall name WHA as an “additional insured” to his/her general liability policy, which shall be made “primary” to WHA’s general liability policy.
3. Contractor shall be licensed under the jurisdiction having authority.
4. Contractor shall pay his/her hourly workers according to Davis-Bacon wages for jobs over \$2,000. You may obtain a copy of the most recent wage schedules from the Web or from WHA’s Purchasing Department.
5. Contractor shall pay his/her hourly workers according to the HUD determined wages for jobs under \$2,000. You may contact WHA’s Purchasing Department for those wage schedules.
6. Contractor shall provide payroll-reporting slips with the invoice in order to be paid. This is required on all plus \$2,000, Davis-Bacon work.
7. Contractor shall provide all documentation, required by WHA.
8. It is critical that the WHA know when you are working on our properties. You should sign-in at the Management Office or a location designed by WHA each day so that we know that you are there working.