

Contractor Application - New

Grand Junction Parks and Recreation, 1340 Gunnison Ave. Grand Junction, CO 81501
(970) 254-3866 Fax (970) 242-1637



CONTRACTOR INFORMATION

Name: _____
(Last) (First) (Middle)

Business Name (if applicable): _____

Address: _____
Street City State and Zip

Phone No: Home () _____ Office () _____ Cell () _____

E-mail: _____ Website Address: _____

Do you have any special needs or medical concerns/limitations we need to be aware of? YES NO

CONTRACT PROGRAM INFORMATION (attach additional pages as needed)

Program Name: _____

Program Description (how it would look if advertised in the activity guide):

Please provide sample curriculum on separate sheet of paper.

What season would the program be available? Winter/Spring (Jan-Apr) Summer (May-Aug) Fall (Sept-Dec)

Days of the week M T W TH F Sat Sun

Time of day Morning Mid-Day Afternoon Evening

Age group Infant/Toddler Preschool School Age Teen Adult Senior (50+)

Maximum number of participants per class _____ Minimum number of participants per class _____

Staff to participant ratio _____

Per participant fee required by contractor (specify if per class, session, season, etc.) _____

FACILITY AND EQUIPMENT/SUPPLIES INFORMATION

I will provide a facility (facility inspections are conducted on a routine basis and prior to programs beginning):

Facility Address: _____
Street City State and Zip

Is this facility currently being used for this same program or a similar program? YES NO

I will not provide a facility and need one to be provided, describe what type of facility is required. Be sure to include specifics about type of floor, lighting, location, etc.

Is storage required? YES NO

If YES, please describe storage requirements. Be sure to include examples of what will be stored, for how long, approximate size of space needed, proximity to program, etc.

What supplies/equipment are provided by participant:

What supplies/equipment are provided by contractor:

What supplies/equipment/administrative assistance are provided by City of Grand Junction:

MARKETING/WEBSITE INFORMATION

What information would you like listed as public information on the website:

Home Phone	YES	NO	Work Phone	YES	NO
Cell Phone	YES	NO	Fax Number	YES	NO
Email	YES	NO	Photo	YES	NO

Would you like a bio on the website?

*YES NO

*Email bio to staff

Would you like a picture on the website?

*YES NO

*Staff will provide instructions

INSTRUCTOR INFORMATION

Summarize any SPECIAL EDUCATION, TRAINING, CERTIFICATIONS, SKILLS, AND QUALIFICATIONS you possess (please provide copies of certificates):

Summarize the minimum SPECIAL EDUCATION, TRAINING, CERTIFICATIONS, SKILLS, AND QUALIFICATIONS your instructors must possess (please provide copies of certificates):

Please explain how you recruit, hire, and train your instructors to ensure they are qualified to teach or lead programs.

Do you conduct background checks on employees? YES NO

Do you conduct drug screens on employees? YES NO

What motivated you to contract with Parks and Recreation? What do you hope to gain from this collaborative partnership?

PROFESSIONAL REFERENCES: Please list three references for which you have performed similar contractual duties (no family members)

Complete Name, Title, Organization Name	Complete Address	Contact Number	Yrs. Known

CONTRACTOR AGREEMENT (Please read carefully before signing.)

By my signature below I affirmatively represent that I am able to perform the functions of the position for which I have described in the application.

I understand that all information furnished here may be verified. I authorize all individuals and organizations named in this application to release supporting information relative to such verification, and release such sources and the City of Grand Junction from liability for any claim that may result.

Signature: _____ Date: _____

New Contractor Checklist – For Staff Use Only

Business/Contractor Name _____	Contact _____	Phone _____
Application Received (original in hallway)		Date _____ Staff Initial _____
Sample Curriculum Provided (original in hallway)		Date _____ Staff Initial _____
Copies of Certifications (original in hallway)	NA _____	Date _____ Staff Initial _____
References Contacted		
<i>Name/Summary</i>		Date _____ Staff Initial _____
 <i>Name/ Summary</i>		Date _____ Staff Initial _____
 <i>Name/ Summary</i>		Date _____ Staff Initial _____
Copy of Liability Insurance Received listing City of Grand Junction as additional insured (original in hallway)		Date _____ Staff Initial _____
Facility Inspection including ADA Review <i>Dave Roper Present/Not Present</i>	NA _____	Date _____ Staff Initial _____
Training on City Policies and Procedures		
<i>Drop in fees</i>	NA _____	Date _____ Staff Initial _____
<i>Attendance sheets</i>		Date _____ Staff Initial _____
<i>Supplies and equipment</i>		Date _____ Staff Initial _____
<i>Instructor changes/substitutes/cancellations</i>		Date _____ Staff Initial _____
<i>Accident/Incident reporting</i>		Date _____ Staff Initial _____
<i>Use of City facilities including storage</i>	NA _____	Date _____ Staff Initial _____
<i>Refunds/Complaint process</i>		Date _____ Staff Initial _____
<i>Program evaluations</i>		Date _____ Staff Initial _____
<i>Scholarship process</i>		Date _____ Staff Initial _____
W-9 (turn in to LSR)		Date _____ Staff Initial _____
Contract (original to City Clerk, copy in hallway)		Date _____ Staff Initial _____
Bio Received and Entered in Active		Date _____ Staff Initial _____
Picture Taken in Active	NA _____	Date _____ Staff Initial _____
Keys Checked Out	NA _____	Date _____ Staff Initial _____