REQUEST FOR QUALIFICATIONS
Contractor Application to Bid
Lead Paint Safe Somerville Program
City of Somerville, MA
OSPCD-Housing Division

1.0 Description

The City of Somerville Mayor's Office of Strategic Planning and Community Development, Housing Division invites qualified contractors to complete the enclosed application to be eligible to perform lead abatement services. The Housing Division will maintain a list of pre-qualified contractors who will be notified of upcoming projects/bid opportunities.

Approved contractors will be notified via email of eligible projects. If you do not have access to email, indicate that in the place indicated on the attached materials, and specify your requested method of notification.

In order to be included in the project notification list, each approved contractor must submit the following current documentation to the Housing Division:

Complete applications should include the following information:

Certifications and Licensure

1. Massachusetts Department of Labor Standards deleader contractor license
2. Massachusetts deleader supervisor license
3. Massachusetts construction supervisor license for all applicable employees
4. Massachusetts home improvement contractor registration
5. Massachusetts deleader training certificates for all employees
6. Companies that have more than one employee shall provide at least one OSHA 30 certificate held by supervisors and any OSHA-specified certifications any employees hold

Information

1. Completed W-9
2. DUNS number
3. Tax identification number
4. Proof of registration through sam.gov

Insurance

1. Certificate of insurance, demonstrating:
    a. The City of Somerville added as certificate holder and as additional insured for general liability
    b. Certificate pertaining to worker's compensation per MA statutory requirements
    c. Liability insurance ($1,000,000)
    d. Automobile Liability/Combined Single Limit- $100,000 per occurrence/$300,000 aggregate (all owned, scheduled, hired, and non-owned autos)

Optional

1. EPA Renovate, Repair, and Painting Certification
2. Section 3 Certificate (if applicable)

Please complete this packet if you wish to be included on a list of pre-qualified contractors. These forms will be used by the Housing Division to evaluate the qualifications of contractors interested in participating in the Lead Paint Safe Somerville (LPSS) program. Submission of the application and required documentation does not guarantee participation or award of any bids.

Upon review and approval, your firm will be place on our list and we will notify you of opportunities to bid. For further details, please see the full RFQ.

Please contact Russell Koty Environmental Housing Programs Manager at 617-625-6600 ext. 2568 or rkoty@somervillema.gov if you have further questions.

2.0 Background/Program Description

Lead Paint Safe Somerville Lead Abatement Program; a City-sponsored program, is pre-qualifying certified lead paint abatement contractors to perform lead abatement in connection with the LSS program. A combination of a federal grant provided through the U.S. Department of Housing and Urban Development and City of Somerville resources will be used to provide financing to property owners for de-leading. The Program's goal is to de-lead a total of approximately 90 units over the next three years.

This program provides forgivable loans to owners of residential units with income eligible units in an effort to encourage them to make their properties lead-safe, especially for households with children under six years of age. Eligible households are identified through outreach and education, as well as medical screening and referrals.

The City, through this grant, will pay the full costs of lead abatement which includes but is not limited to pre-inspection, de-leading of the interior and, exterior of the dwelling, common areas, soil testing, soil remediation, as well as compliance testing. The Housing Division of the City's Mayor's Office of Strategic Planning and Community Development will also provide written work specifications, contractor selection of the lowest most reasonable bid, and project oversight.

To comply with federal guidelines and reduce lead hazards, the following methods of paint removal will be prohibited: open-flame burning or torching; machine sanding or grinding without a HEPA vacuum exhaust tool; high-pressure washing; abrasive blasting or sandblasting without a HEPA vacuum exhaust tool; heat guns operating above 1,100 degrees Fahrenheit, and dry scraping.

To solicit the most competitive estimates, LPSS will aid property owners by pre-qualifying contractors into an eligible pool to bid on projects. Eligible contractors will be notified via email of the location, date and time for a project walk through. If contractors do not have access to email, their complete submission to the Housing Division should clearly note this and the preferred method of communication. Interested bidders shall submit a sealed bid within seven business days of the walk through. The Housing Division shall award projects to the lowest, most reasonable bid submitted by a pre-qualified contractor. An agreement shall be prepared by

the Housing Division and signed by both the owner and contractor prior to the start of any abatement work. Any subsequent proposed work modifications must be reviewed and approved by the contractor, owner and Housing Division and be memorialized in a Housing Division produced agreement prior to any work change. Participating contractors agree to provide cost estimates at a 10% discounted rate. Minority and women-owned businesses are strongly encouraged to apply.

Qualified Contractors can submit the required documentation to the Housing Division to be added to the prequalified contractor pool at any time during the three year program. Incomplete submissions of the required documentation shall not be considered until all required documents are provided. If any of the required licenses expire during the three year period of the program, contractors must submitted renewed licenses. Should any contractor become debarred during the three year period, they shall become ineligible for the program.

3.0 Submission Instructions/Requested Information

To pre-qualify for inclusion on our list of de-leading contractors to provide bids on lead abatement projects, contractors must complete the application below and submit all of the additional required documentation to: **OSPCD-Housing Division ATTN: Russell Koty, 93 Highland Avenue, Somerville, MA. 02143.**

Lead Paint Safe Somerville will regard information provided as an accurate portrayal of the contractor's qualifications, and any discrepancy between the information provided and any other information gathered may result in disqualification. All submissions must be typed, e-mailed, or legibly handwritten, using the form provided or on separate sheets where necessary. Please call Gerry Carrington Project Coordinator at (617) 625-6600 Ext. 2563 or the Program Manager Russell Koty at (617)615-6600 Ext. 2568 with any questions.

All documentation must be current:

Complete applications should include the following information:

Certifications and Licensure

1. Massachusetts deleader supervisor license
2. Massachusetts construction supervisor license for all applicable employees
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5. At least one OSHA 30 certificate, and any OSHA specified medical certifications any employees hold

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    e. Workers Compensation - MA Statutory Requirements

Optional

1. EPA Renovate, Repair, and Painting Certification
2. Section 3Certificate (if applicable)

ORGANIZATION INFORMATION

Date:_____

1. Business Name:_____

2. Contact Person:_____

   a. Contact Person Phone
   _____

3. Address:_____

   _____

4. Tax I.D./SS#_____

5. Business Phone:_____

6. Email Address:_____

   *Notification of upcoming projects/bids will be sent via e-mail. If you prefer an alternative method to be notified of opportunities please indicate that here:

   _____

7. Business Organization Type:

Corporation: _____ Partnership: _____ Proprietorship: _____

7a. Principals of Firm:

Name: _____Address:_____

Name: _____Address:_____

7b. MBE Status: Yes_____No_____ WBE Status: Yes_____No_____

7c. Is the business majority owned by (51% or more) by a person residing in the City of Somerville?

YES: _____ NO: __

8. Number of years in Business:_____

9. Number of Employees:_____

10. Please list any other government agencies you have worked for:

    _____

    _____

11. Have you, or your company ever been barred from participation in a local, state, or

federal program? If yes, provide the name of the program and details:_____

_____

12.

INSURANCE

Commercial General Liability (CGL) and Workers Compensation insurance are required. A original Certificate of Insurance is required to be submitted along with this application (see cover page for list of all required documentation)

13. Insurance Agency Name:_____

    a. Address:_____

    b. Phone number:_____

12c. Liability Amount:_____Exp. Date:_____

12d. Property Amount:_____Exp. Date:_____

12e. Worker's Comp Amount:_____Exp. Date:_____

FINANCIAL

14. Approximate Dollar amount of Lead Abatement Work done in the past 5 years:

    _____

15. Furnish the following information with respect to an accredited banking institution familiar with your organization:

    a. Name of Bank:_____

    b. Address:_____

    c. Phone number:_____

Project References

1. Name:_____

   Address:_____City:_____

   Telephone:_____Date Completed:_____

2. Name:_____

   Address:_____City:_____

   Telephone:_____Date Completed:_____

3. Name:_____

   Address:_____City:_____

   Telephone:_____Date Completed:_____

I/We _____the undersigned contractor or contractor's agent hereby certify that I/We will comply fully with the guidelines and regulations of the City of Somerville's Lead Paint Safe Somerville Program. I/We attest that the information included is true and accurate to the best of my/our knowledge.

Signed under the Pains and Penalties of Perjury this_____day of_____, 20_____.

_____ _____

Signature Title

CLAIMS AND SUITS

If the answer to any of the following is yes, please provide the name and location of the project, the date and how the allegations were resolved.

1. Are there any contractual penalties you have paid for breach of contract, such as overruns of completion time or liquidated damages?

   Yes_____ NO _____

   If yes please explain:

   _____

   _____

   _____

2. Are there any citations, judgements, claims, arbitration proceedings or suits pending or outstanding against your organization or a property owner, for violations related to your lead abatement work?

   Yes_____ NO _____

   If yes please explain:

   _____

   _____

   _____

3. Have you had any lead abatement projects terminated prior to completion?

   Yes_____ NO _____

   If yes please explain:

   _____

   _____

SIGNATURE(S)

Signature: _____ Date:_____

Title: _____

Signature: _____ Date:_____

Title_____