

Revised: February 4, 2002 BM

Criteria for Acceptance Onto Contractor's List

ALL CONTRACTORS:

1. Must complete the Contractor Application Form.
2. Must submit **LEAD TRAINING CERTIFICATES** and **LEAD LICENSES**, for all project managers, supervisors, foremen and workers. They **ALL** must be EPA trained, certified **and** licensed by and according to **EPA 40 CFR 745. Must undergo certification and licensing by the EPA.**
3. Must follow **MASTER LEAD SPECIFICATIONS/EPA/OSHA Regulations** for **ALL** submittals regarding their respiratory program, medical surveillance, and competent personnel. See Master Lead Specifications **References: Section 02090/1.2**
5. Must submit **pulmonary function tests** which are required annually, and **blood lead tests** which are required every six (6) months at a minimum.
6. Must have a proven track record of quality performance on Lead Abatement or Renovation projects. References are required on a minimum of three (3) projects.
7. Must comply and abide with Section 3, MBE, WBE and EEO polices and requirements of the City of Syracuse, the State of New York, and the Federal Government, where applicable.
8. Must carry insurance for all projects awarded.

Liability Insurance (\$1,000,000 minimum coverage)
Lead Liability Insurance (\$500,000 minimum coverage)
Occurrence Based Insurance with no sunset clause
Worker's Compensation Insurance
The City of Syracuse must be named as additional insured.

9. Must provide a Business Certificate (DBA). If you are incorporated, you must submit copies of papers pertaining to incorporation.
10. The City will accept a certified check or money order for 5% of the total job, prior to the start of that job. This 5% start-up fee will be returned to the contractor after the work is completed and all waste requirements and all clearances are met. A second 5% retainage fee will be held for one (1) year from the date of the final inspection.
The retainage fee will not be paid directly to the Lead Program, however, it will be

deducted from the total job cost at the completion of the project. (Example: Job is \$10,000 and upon final inspection and all of the waste and final clearance requirements are met, you the contractor are paid \$9,500).

11. Must sign a Non-Collusion Affidavit of the prime bidder for each awarded project.
12. Must grant the City permission to conduct a credit check. Your credit may justify your eligibility. You must maintain an acceptable credit rating at all times
13. Must be in conformance with the City of Syracuse Master Lead Specifications/HUD/EPA and the DEC Regulations governing waste disposal for all hazardous and non-hazardous waste.
14. Must be current on all property taxes for properties owned in the City of Syracuse.
15. Must pay a \$125.00 fee each time there is a failed sample at a job site. This fee covers the retesting charges. The \$125.00 failed sample fee must be made payable to the City of Syracuse Lead Program prior to the release of your 5% start-up fee.
16. Must attend Pre-Bid Meetings in order to be eligible to bid on respective jobs. Any legitimate absence must be approved by the Program Manager PRIOR to that Pre-Bid Meeting.
17. Must consistently do good quality work according to the Lead Master Specifications. All work shall be done according to code, and you the contractor are responsible for obtaining all necessary permits if and when required according to the contract.
18. Must not engage in inappropriate behavior with respect to bidding procedures and/or by placing undo pressure on the homeowners. You must exhibit professional behavior at all times.
19. Must remain current with all new Federal and State Guidelines concerning Lead Based Paint Abatement - especially concerning Certification and Training of Employees.
20. Must warranty all work for a period of one (1) year from the date of the final inspection, unless otherwise required by law. During this one (1) year warranty period, the contractor must be willing to investigate the homeowner's complaints regarding items that were completed during the project. Any responses to complaints must be made in a timely manner.
21. Must keep all insurance policies current. Annual policy updates must be mailed to the Lead Hazard Control Program, City of Syracuse. Again, the City of Syracuse must be named as additional insured.
22. Must adhere to all requirements and terms of the contract - including the start and finish

dates. Furthermore, there is a \$200.00 per day penalty for violation of the completion dates as stated on the Proceed Order issued by the City of Syracuse. All delays and/or their legitimacy shall be approved or denied by the Program Manager.

23. Must complete all jobs in a timely manner to reduce the risk of existing lead hazards for the children at the job sites who may be lead poisoned. Furthermore, a contractor will not be eligible to bid on new job projects if that contractor has five (5) or more projects that are not completed according to the Agency. All project delays due to weather, material delivery, etc., must be approved by special permission from the Program Manager.
24. Must schedule all jobs within a month of the Agency's loan closing with the homeowner. All jobs must be completed according to the dates listed on the Proceed Order. The contractor must give the Program Manager the dates used on the Proceed Order. These dates will reflect the start and end of the project. Again, any variation, delays, must be granted by the Program Manager.