
Clinton-Maquoketa Lead Paint Healthy Homes Program

IN PARTNERSHIP WITH

East Central Intergovernmental Association

7600 Commerce Park
Dubuque, Iowa 52003
563-556-4166



INVITATION TO BID CLINTON AND MAQUOKETA LEAD PAINT HEALTHY HOMES PROJECT

You are invited to bid for a spot-on the contractor pool for lead-based paint healthy homes work for units located in the cities of Clinton, Iowa and Maquoketa, Iowa. The program is anticipated to complete at least 64 units until the programs completion date of November 30, 2020. The specifications provided are for lead-based paint hazard reduction work and healthy homes work that is found on the majority of projects. The contractor pool will be closed for no more than six (6) months, at which time the program will open back up the contractor pool. The program may open the contractor pool up at any time.

Bids will be publicly opened and read aloud on Thursday January 24, 2019 at 4:05 p.m. at the offices of ECIA, 7600 Commerce Park, Dubuque, IA. Bid must be submitted to ECIA offices (7600 Commerce Park, Dubuque, IA 52002) by 4:00 p.m. on Thursday January 24, 2019.

In general, the work will consist of lead work, such as wet scraping, HEPA vacuuming, paint, while there will be a little general construction such as replacement of: doors, windows, flooring, sheet-rocking. Line item pricing will be received for the most common work and will be used to determine scope of work pricing on the unit, approved contractors in the contractor pool get through the rotation process.

All contractor and/or employees must be trained and certified as "Lead Abatement Contractor and/or Lead Abatement Worker". Each project must have one designated Lead Abatement Contractor assigned to the project. It is anticipated that Notices to Proceed and/or Site-Specific Contract will be issued within 10 days of receiving SHPO clearance on the site.

Bid documents may be obtained on or after January 10th by contacting Ryan Feller at (563) 690-5711 or by emailing rfeller@ecia.org. Bids can also be obtained at: <http://www.ecia.org/RFPs.cfm>.

Minority and women-owned businesses and small, local and emerging contractors are encouraged to participate. This invitation is given and published pursuant to authorization of the Clinton-Maquoketa Lead Paint Healthy Homes Program. The Program reserves the right to reject any or all bids and to waive any informality or irregularity or to accept any bid which best serves the interest the Owners and Program. All requested attachments to the bids must be attached as stated within the individual bid.

Do not include sales tax within your project bid. ECIA will issue a sales tax exemption certificate for projects after contracts are awarded.

SPECIFICATIONS FOR Lead and Healthy Homes Work

Proposal of _____ hereinafter called "Bidder"), organized and existing under the laws of the State of Iowa doing business as _____. (*Insert "a corporation", "a partnership", or "an individual" as applicable.)

To East Central Intergovernmental Association (hereinafter called "ECIA".)

The Clinton-Maquoketa Lead Paint Healthy Homes Program is seeking a control pool to complete lead-based paint hazard reduction work and healthy homes work in units located in the cities of Clinton, Iowa and Maquoketa, Iowa. Contractors selected for the contractor pool will be given units based on their order within the rotation. **Rotation order will be established by the lowest responsible bidder, followed by the second lowest responsible bidder, and so on. Only reasonable/responsible bids will be accepted into the Contractor Pool. At the time a contractor receives a unit through the rotation process, the contractor may choose to decline that unit. The unit will then be offered to the next contractor on the rotation list. The contractor that denies the unit will have to wait for the rotation to circle back to them to receive another unit.**

In compliance with the Advertisement for Bids, BIDDER hereby proposed to perform lead-based paint hazard reduction work and healthy homes work in strict accordance with the CONTRACT DOCUMENTS, within the time set forth therein, and at the prices stated below. Only in rare circumstances will the program allow the contractor to change pricing stated below and there must be clear and documented reasons for the variation. For example, said window is not of standard size, i.e. it is a bay window and the contractor can provide the program documentation of the increase in price.

By submission of this BID, each BIDDER certifies and, in the case of a joint BID, each party thereto certifies as to his own organization, that this BID has been arrived at independently, without consultation, communication, or agreement as to any matter related to this BID with any other BIDDER or with any competitor.

BIDDER hereby agrees to commence work under this CONTRACT on the date to be specified in the Notice to Proceed and/or Site-Specific Contract and to fully complete the project with **10 consecutive** calendar days thereafter. The Notice to Proceed and/or Site-Specific Contract will be issued approximately 10 consecutive calendar days after the SHPO clearance letter has been received. **Extra days may be added by ECIA for weather issues as related to exterior work.** Failure to start work on the specified start date in the Notice to Proceed and/or Site-Specific Contract and/or failure to complete work with satisfactory clearance testing within 10 consecutive calendar days may result in the program charging or deducting from the invoice: relocation expenses, staff time, mileage, postage, and/or lab fees from the contractor.

- Note:
1. Bids shall include all applicable taxes (**not including sales tax**) and fees.
 2. BIDDERS shall not add any conditions or qualifying statements or modify this proposal, or the proposal may be declared irregular as being not responsive to the Notice.
 3. Do not include sales tax in your line item amounts. ECIA will issue a tax exemption certificate for this project.

4. If a project is at or exceeds \$20,000, a 100% payment and performance bond and one-year maintenance bond is required at or prior to the Site-Specific Contract Signing.

5. A contractor and/or employee(s) trained and certified as “Lead Abatement Contractor (at least one for the project) and/or Lead Abatement Worker (all employees working on site for lead work) for items labeled lead hazard.

This project is funded in part by a Lead-based Paint Hazard Control grant and Healthy Homes Supplemental Funding from the U.S. Department of Housing and Urban Development (HUD) and is being administered by the City of Clinton, Iowa, the City of Maquoketa, Iowa and the East Central Intergovernmental Association. Compliance with all applicable federal, state, and local laws, rules, and regulations is required, including compliance with the applicable Security of the Interior’s Standards and Guidelines.

BIDDER acknowledges receipt and complete understanding of the Instructions to Bidder:

Printed or Typed name of BIDDER/CONTRACTOR

Signature of BIDDER/CONTRACTOR

BIDDER agrees to preform WORK described in the BID SCHEDULE for the following unit price or indicated sums:

GENERAL PRICING			
Not Project Specific			
Pricing will be used to develop scope of work pricing on specific sites in the contractor rotation.			
1. Bids shall not include sales tax. Bids shall include all other applicable taxes and fees 2. BIDDERS shall not add any conditions or qualifying statements or modify this proposal or the proposal may be declared irregular as being not responsive to the Notice. 3. All Finish work to be completed per the Site-Specific Contract and/or Site-Specifications. 4. You are responsible for repairing any damages to components remaining in place. 5. Per Iowa Admin Code 641-70.2(135) “Paint Stabilization” means repairing any physical defect in the substrate...”			
LINE	ITEM	QTY	LEAD
#	INTERIOR DIVISION		PRICE
Windows			
1	Replace sashes with northern energy star rated windows, approx. 28"x67" Insulate weight pockets and re-install trim. * If your window pricing is going to vary greatly by size please include pricing for the most common window sizes.	1	
2	Replace sashes with window compliant to the secretary of the interior standards. (History Property)	1	

3	Strip window sills/prime & paint.	1	
4	Clean window trough with household cleaner and HEPA Vacuum.	1	
5	Scrap impact surfaces and wet sand/wet scrap deteriorated paint on window and prime and paint.	1	
6	Wet sand/wet scrap deteriorated paint on window casing and prime and paint.	1	
7	Wet sand/wet scrap deteriorated paint on window trough and prime and paint.	1	
Doors			
1	Wet scrape/wet sand deteriorated paint on door casing/prime & paint.	1	
2	Strip impact surfaces of door and wet sand/wet scrape deteriorated paint on both sides of door/prime and paint.	1	
3	Strip door jamb and door stop/wet sand/wet scrape deteriorated paint on door jamb components/prime and paint.	1	
Walls			
1	Wet scrape/wet sand deteriorated paint on wall/repair all holes and cracks in wall and prime and paint.	1	
2	Wet scrape/wet sand deteriorated paint on baseboards and prime and paint. (Baseboard up to 12 inches high)	1	
Flooring			
1	Enclose stair treads and rises with carpet. Can price by square foot. Just include measure with pricing.	1	
2	Enclose floor with hard surface laminate flooring. Can price by the square foot. Just include measure with pricing.	1	
3	Stringers enclose with carpet. Can price by the square foot. Just include measure with pricing.	1	
Exterior			
1	Wrap window casings aluminum coil stock.	1	
2	Wrap window sills with aluminum coil stock.	1	
3	Replacement of rotten wood as needed. Can price by size, foot, piece, etc. Please identify measure.	1	
4	Wrap door casings with aluminum coil stock.	1	
5	Wrap soffit and fascia with aluminum coil stock.	1	
Other			
1	Permits required to complete work (Building, Engineering, etc.)	1	
2	Material costs for containment, PPE, signage, proper disposal, etc. to comply with lead-safe work practices	1	
3	Clean complete home to meet Lead clearance and pass clearance	1	
Total			

Healthy Homes			ALTERNATIVE PRICING
		QTY	\$
1	Install carbon monoxide in lowest habitable level/Smoke Alarms throughout the house	1	
2	Install GFCI outlets	1	
3	Replace of door,	1	
4	Replace hand rails/prime & paint	1	
5	Replace/repair windows	1	
6	Repair/replace gutters and downspouts to direct water away from house. Can price by measure, quantity. Please include measurement/quantity with price.	1	
7	Replace floor with waterproof PVC laminate flooring and repair sub-flooring Can price by square foot. Please include measure with pricing.	1	
8	Pest control measures to rid house of mice.	1	
9	Pest control measures to rid house of bug infestation.	1	
10	Install bathroom exhaust fan.	1	
11	Install vent hood and vent to exterior.	1	
SECTION TO BE FILLED IN BY ECIA:			
ACCEPTED HEALTHY HOMES ALTERNATES			\$
ACCEPTED LBP ALTERNATES			\$
ADJUSTED BASE BID TOTAL			\$

LEAD CLEANING: Please read and comply with the requirements below:

- Post proper signage on the exterior of the project, including exterior doors.
- The contractor must have a State approved HEPA vacuum on site while lead work is being completed.
- The contractor must clean for all areas of the house before the contractor requests lead clearance testing from the program. This will include but not limited to: providing plastic protection, completing wet wash and vacuuming with an approved HEPA-filter vacuum for all areas of the house.
- This includes providing appropriate exterior ground protection while exterior work is being completed.
- The Contractor is to cover all personal items within the structure with plastic while work is being completed.
- If the Contractor, fails the clearance lead dust test, the contractor maybe required to pay ECIA for cost associated with the delay (relocation, mileage, staff time, lab fees, postage, etc.) of each subsequent testing cycle until the unit/house passes the lead dust clearance test from a certified lab.
- LEAD work must be completed in the shortest length of time possible. Ideally, the lead work should take no more than nine (9) days with a lead clearance test on the tenth (10) day at the latest. Failure to complete work within the 10-day timeframe may result in the program deducting relocation expenses from the total site-specific project cost for each additional day until work has successfully passed clearance testing.
- The contractor has the right to temporarily change the house/unit locks until lead clearance testing has passed. The program strongly encourages the Contractor to do so.
- The Contractor is completely responsible to comply with all HUD, State of Iowa lead-based hazard reduction paint requirements. Neither the City of Clinton, Iowa, the City of Maquoketa, Iowa or ECIA may be held liable for contractors said failure to follow Lead protocol.

Notice of Lead testing guidelines. – Please sign below and return with your bid

Lead work line items must be completed with as few of days as possible. On or about the tenth days after the lead work has started, or as requested by the contractor, ECIA will complete lead dust sampling on the project you are bidding. The program will randomly select window troughs, window sills, and floor areas. These randomly selected areas must test at or below the required micrograms per foot squared as determined by a certified independent laboratory following HUD lead-based paint hazard reduction lead dust standard. ECIA is currently using Actuate Analytical LLC in Romulus Michigan for testing.

Remember that the training you received in **LEAD ABATEMENT CONTRACTOR and/or LEAD ABATEMENT WORKER** is important and that the best way to prepare for the lead dust sampling is to HEPA Vacuum-wet wash-HEPA Vacuum.

The program will schedule the lead clearance testing inspection at your request and you must be finished cleaning at least one hour before we can test the home for dust. It is the contractor's responsibility to cover all personal items with plastic until the house is ready for lead dust testing.

If a component fails within the house, such as a window sill, **all other** like components within the house must be cleaned. The program may choose to test all like components to ensure lead dust levels are below HUD limits. Component testing will continue until that component has been found to be below HUD limits.

The owners/tenant(s) will not be allowed to move back into the home until the lead dust tests come back below acceptable levels. In addition, final payment will not be made until lead testing is completed and certified at or below acceptable levels as directed by IEDA.

I, the contractor submitting this bid understand that for the lead hazards that are noted within these specifications work will not be completed unless the owner/tenant(s) are not present and the unit is secured as required by IDPH regulations and HUD regulations. The owner/tenant(s) may not move back into the structure and/or secured portions of the unit until the house/or secured area is approved LEAD SAFE by ECIA.

Any citations, fines, or none compliance issues are the responsibility of the firm completing lead work not the testing agency or qualified lab. **A State approved HEPA vacuum must be on site when working.** I, _____ of _____ contracting company understand and will comply with all listed lead requirements. I further certify that any or all line items completed as identified lead surfaces will be completed by an individual trained and certified as a **LEAD ABATEMENT WORKER.**

Contractor Signature _____ Date _____

If you have questions regarding this activity, please call Ryan Feller at 563-690-5711, Nicole Turpin at 563-690 5771 or the Iowa Department of Public Health at 1-800-972-2026.

This is not a lead abatement project. The goal is to lead-based paint hazards within the unit/house.

BIDDER agrees to perform all the work described in the contract documents and the above project specifications for the above indicated residence at the following indicated price, and all bids shall include all other applicable fees. Bid must be typed or in ink. Bids as received must be for execution of the entire job as called for in the project specifications provided. Each item is to be bid as a sperate item and rounded to the nearest dollar. The individual line items are to be totaled to equal bid amount as entered in the bid summary. **Do not include alternate bids, if requested, in bid summary price.** It is expressly understood that the foregoing total bids is the basis for establishing the amount of bid security and is for comparison for bids only and is not to be considered or construed to be a lump sum proposal. It is the right of ECIA and/or the Cities of Clinton or Maquoketa to delete line items if necessary.

Do not include sales tax in your bid.

Bidder _____

Cell Number _____

Firm/Construction Name: _____
(legal name listed on insurance documents)

Address _____

City/State _____

Mailing Address (if different than above) _____

Email address _____

Office number _____

Contractor DUNS Number _____

Federal Tax ID Number _____

Iowa Contractor License Number _____ Number of Employees _____

Signature: _____

Signature: _____

Name (typed or printed): _____

Title: _____ Date: _____

Attached the following information to your bid:

- 1. Proof of contractor's insurance certification

Incomplete bids could be rejected

PROJECT SUBCONTRACTORS and/or SUPPLIERS

I certify, under penalty of perjury, that by submitting this bid and in accordance with the following complete list of all subcontractors and suppliers, if any, to whom the Contractor has awarded a construction contract, under the terms of which they are to furnish material and/or labor to incorporate in the real property. The contractor will notify ECIA of any additional/deletions/changes to the information provide herein as soon as the information is available.

This project is funded in part by a Lead-based Paint Hazard Reduction Grant/Healthy Homes Supplemental Funds from the U.S. Department of Housing and Urban Development (HUD) and is being administered by the City of Clinton of Clinton in partnership with the City of Maquoketa and sub-granted to ECIA. Compliance with all applicable federal, state and local laws, rules and regulations is required, including compliance with the applicable Secretary of the Interior's Standards and Guidelines.

NOTE: Bid could be rejected if not completed and filled out correctly.

- Print the general contractor and all subcontractor license from the state website and attached to your bid. State website: <http://www2.iwd.state.is.us/contractor.nsf>

- List all subcontractors/suppliers used for this project (attach additional sheets if needed) and provide the following information for each subcontractor/supplier.

1.	_____	_____	_____	_____	_____	Business
	Name	DUNS #	TAX ID #	IA Contractor #	Phone	Work Amount
2.	_____	_____	_____	_____	_____	Business
	Name	DUNS #	TAX ID #	IA Contractor #	Phone	Work Amount
3.	_____	_____	_____	_____	_____	Business
	Name	DUNS #	TAX ID #	IA Contractor #	Phone	Work Amount

4. _____ Business
 Name DUNS # TAX ID # IA Contractor # Phone Work Amount

5. _____ Business
 Name DUNS # TAX ID # IA Contractor # Phone Work Amount

I, _____, (Print Name) certify that the above/attached subcontractors/suppliers will be used for this project and the above/attached list of subcontractors and/or suppliers is complete and the ECIA Community Services Advocate will be notified by the signing contractor if any additions or deletions were made from this given list.

Signature: _____ Date: _____

Due to 1999 federal HUD legislation regarding lead-based paint, all line items identified in the project specifications as Lead Hazard work must be accomplished by contractors trained and certified in "safe work practices" (lead abatement contractor and lead abatement worker), which details the procedures for lead hazard work. The certified contractor must provide a copy of his/her certification with this bid document.

The BIDDER is required to indicate the name and address of all subcontractors, along with the contractor or personnel trained and certified as an "LEAD ABATEMENT CONTRACTOR & LEAD ABATEMENT WORKER".

BIDDER agrees to perform all the work described in the site-specific contract documents and the above contractor pool specifications using pricing provide above, and the bid above shall include all other applicable fees. Contractors submitting a bid understand that the pricing provided will be used in determining pricing of specific work specifications and variations in pricing may not be approved by the Program. The Contractor understands a rotation system will be used to rotate units between contractors in the contractor pool. However, you will only be given another unit upon successful clearance of the prior unit. Contractors will be provided work specifications for work on a particular unit and will enter into a contract on that particular unit. The individual line items are to be totaled to equal bid amount as entered in the bid summary. **Do not include Alternate Bids in bid summary price.** It is expressly understood that the foregoing total of the work specification is the basis for establishing the amount of the contract and is not to be considered or construed to be a lump sum proposal.

BIDDER: _____
 FIRM NAME: _____
 STREET ADDRESS: _____
 CITY AND ZIP CODE: _____

CONTACT NUMBER: _____

E-MAIL ADDRESS: _____

IOWA CONTRACTOR LICENSE NUMBER: _____

SIGNATURE: _____

NAME TYPED OR PRINTED: _____

TITLE: _____

DATE: _____

ASLO ATTACH TO YOUR BID THE FOLLOWING INFORMATION. (on file with ECIA is not acceptable).

- 1). LEAD ABATEMENT CONTRACTOR CERTIFICATION
- 1.) LEAD ABATEMENT WORK CERTIFICATION FOR ALL EMPLOYEES
- 2.) PROOF OF CONTRACTORS INSURANCE CERTIFICATION
- 3.) Section 3 Requirements
- 4.) THE BID MUST BE TYPED OR IN INK AND ROUNDED TO THE NEAREST DOLLAR. Every line item must have a cost designation and items may not be lumped together. It is the right of the Clinton-Maquoketa Lead Paint Healthy Homes Program to delete line items if necessary.

Section 3 Requirements

A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

Section 3 Businesses are encouraged to respond to this proposal. A Section 3 business is a business that is:

- 51% owned by Section 3 residents*
- Whose permanent, full-time staff is comprised of at least 30% Section 3 residents*
- Has committed 25% of the dollar amount of its subcontracts to Section 3 businesses

*A Section 3 resident is defined as a public housing resident or someone with a household income that is less than 80% of the area median income.

Businesses that believe they meet the Section 3 criteria are encouraged to register as a Section 3 Business through HUD's website: <https://portalapps.hud.gov/Sec3BusReg/BRegistry/RegisterBusiness>

**INTENT TO COMPLY WITH SECTION 3 REQUIREMENTS
(This form must be completed and returned with your bid proposal)**

Section 3 of the Housing and Urban Development Act of 1968 [12 U.S.C. 170 l u and 24 CFR part 135] is HUD's legislative directive for providing preference to low-income residents of the local community (regardless of race or gender), and the businesses that substantially employ these persons, for new employment, training and contracting opportunities resulting from HUD-funded projects. The regulations seek to ensure that low- and very low-income persons, and the businesses that employ these individuals, are notified about the expenditures of HUD funds in their community and encouraged to seek opportunities, if created.

A Section 3 resident is defined as a public housing resident or someone with a household income that is less than 80% of the area median income.

A Section 3 business is defined as a business that is:

- 51% owned by Section 3 residents
- Whose permanent, full-time staff is comprised of at least 30% Section 3 residents**
- Has committed 25% of the dollar amount of its subcontracts to Section 3 businesses

Note: If your business meets the definition of a Section 3 Business, you may register as a Section 3 Business through HUD's website here: <https://portalapps.hud.gov/Sec3BusReg/BRegistry/RegisterBusiness>

Businesses who self-certify that they meet one of the regulatory definitions of a Section 3 business will be included in a searchable online database. The database can be used by agencies that receive HUD funds, developers, contractors, and others to facilitate the award of covered construction and non-construction

contracts to Section 3 businesses.

Please complete the following:

1. If awarded a contract for this LBHR/HH funded project, do you anticipate hiring new employees to complete the project? (Hiring would be specific to this project)
 Yes No If yes, please estimate the number of employees to be hired: _____

2. Is your business a Section 3 Business? Yes No

3. Is the bidder willing to consider hiring Section 3 residents for future employment opportunities that are a direct result of this LBHR/HH funded project? Yes No

4. Is the bidder willing to consider subcontracting with Section 3 businesses for this project?
 Yes No

I understand that this contracting opportunity is subject to HUD Section 3 requirements (24 CFR Part 135). I have read and understand the Section 3 requirements as generally described above and presented in the Section 3 contract language included in the procurement documents for this project. If awarded a contract, the business commits to following Section 3 requirements, as they apply to this project. If awarded a contract for this project, the business agrees to provide reports to the City of Clinton, and/or ECIA on Section 3 efforts and accomplishments.

Name of Contractor/Subcontractor

Address

Print Name

Title

Signature

Date

The CONTRACTOR shall be required and agrees to:

- A. Furnish evidence of the following minimum insurance coverage and limits:

Class of Coverage

Bodily Injury

Property Damage

Manufacturer and
Contractors

\$100,000/\$300,000

\$100,000

Independent Contractors	\$100,000/\$300,000	\$100,000
Product (Including Completed Operations)	\$100,000/\$300,000	\$100,000
Automobile (Owner, Hired or Leased)	\$100,000/\$300,000	\$100,000
Workmen's Compensation	Statutory/\$100,000	

The CONTRACTOR shall submit a Certificate of Coverage to ECIA for approval, and no cancellation or change shall be permitted without a written notice of such change or cancellation, which must be presented to ECIA ten (10) days prior to any such alteration.

If coverage is due to expire during the contract period, a new Certificate of Coverage shall be presented to ECIA. It is further specifically stipulated that the Insurance Coverage shall include an endorsement, by CONTRACTOR'S Insurance Carrier, that so far as CONTRACTOR'S Insurance Coverage is concerned, it is specifically agreed that said Carrier shall never, in connection with any tort litigation arising under said coverage herein, assert the defense of nonliability based upon the fact that the CITY OF CLINTON and/or CITY OF MAQUOKETA is a governmental instrumentality and is immune to suit.

SPECIMEN

City of Clinton, City of Maquoketa and ECIA continually strive to improve its housing stock and services to property owners; homeowners and/or rental. In an effort to ensure that all housing projects are performed and completed to industry standards and health and safety standards, any contractor applying for inclusion in the Lead/Healthy Homes must first go through a thorough prescreening process. In order to qualify, contractors shall meet the following requirements:

- Be licensed by the State of Iowa, Department of Labor
- Provide current and active insurance certificates that document sufficient insurance coverage as per Program requirements.
- Be able to provide evidence (i.e., certificate of successful completion and satisfactory test results that all workers under his/her employ (employees and/or subcontractors and their employees) who will be involved in any rehabilitation that disturbs painted surfaces (known or presumed to be lead based paint) or any lead hazard reduction activity, have been trained in abatement practices as required by HUD's Lead Safe Housing regulations and the IDPH's 641-Chapter 70IAC.
- Be approved as not being on the HUD's or the U.S. Department of Labor's (DOL's) list of debarred or suspended contractors* <https://www.sam.gov/portal/SAM#1>
- Procurement verification
- Organize and coordinate construction tradespersons.
- Provide the names and addresses of at least 3 clients who can provide a personal reference.
- Vendor Set-Up form and W-9 form on file with the ECIA's Finance Department.
- Familiarity with City building codes and laws related to construction.
- Complete work on schedule, keep appointments and be on time.
- Follow program guidelines
- Follow up on all complaints and negotiate a resolution of disputes in conjunction with program staff.

MINORITY AND WOMEN-OWNED BUSINESSES ARE ENCOURAGED TO APPLY AS WELL AS SMALL, LOCAL AND EMERGING CONTRACTORS.

