



City of Lakewood
Small Works Abatement Roster Application

Attn: Community Development Department
6000 Main Street SW.
Lakewood, WA 98499-5027
(253) 589-2489 FAX: (253) 512-2268

The City of Lakewood is accepting applications for a Small Works Abatement Roster for both federally and non-federally funded residential and commercial demolition of dangerous buildings, lead abatement, asbestos abatement, hazardous materials abatement, and methamphetamine abatements within the city limits of Lakewood. Contractors needed include:

Lead and Asbestos Inspection Services/Surveyors
General Demolition/Abatement Contractors
General Contractors/Junk Removal Contractors

All contractors must be licensed, bonded and insured in the State of Washington. All Abatement contractors must be properly certified and shall provide evidence of current certification upon application. All contractors must have a current City of Lakewood business license.

All contractors and any subcontractors shall comply with E-Verify as set forth in Lakewood Municipal Code Chapter 1.42. E-Verify is an Internet-based system operated by United States Citizenship and Immigration Services in partnership with the Social Security Administration. E-Verify is free to employers and is available in all 50 states. All contractors shall enroll in, participate in and document use of E-Verify as a condition of the award of any contract. All contractors shall continue participation in E-Verify throughout the course of the contractor's contractual relationship with the City. If the contractor uses or employs any subcontractor in the performance of work under any contract, or any subsequent renewals, modifications or extension of any contract, the subcontractor shall register in and participate in E-Verify and certify such participation to the contractor. All contractors shall show proof of compliance with this section, and/or proof of subcontractor compliance with this section, within three (3) working days of the date of the City's request for such proof. Additional information about this E-Verify requirement is attached to this application.

Enrollment in E-Verify is free and can be located at: <http://www.uscis.gov/e-verify/e-verify-enrollment-page>

When using the Small Works Abatement Roster to award contracts, the City will invite proposals from those on the Roster. The contract will be awarded to the contractor submitting the most responsive bid depending on the area of specialty.

Additional applications are available at:

City of Lakewood
Community Development Department
6000 Main Street SW
Lakewood, WA 98499

Or by calling: 253-983-7773

The City of Lakewood is an Equal Opportunity Employer. Small businesses and qualified minority and women owned businesses are encouraged to respond.

The following is applicable to federally funded projects: The City of Lakewood in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation issued pursuant to such Act, hereby notifies all parties that it will affirmatively insure that in any contract entered into pursuant to this invitation, disadvantaged businesses enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of sex, race, color, age, natural origin or disability in consideration of an award of any contract or subcontract.

The following regulations are applicable to federally funded projects funded with U.S. Department of Housing and Urban Development, Community Development Block Grant Funds: Title 24, CFR 570 of the U.S. Code of Federal Regulations, and Public Law 110-289, Housing and Recovery Act of 2008 (Section 2301).

PLEASE NOTE: This roster is a separate roster from the City of Lakewood Small Works Roster available through the City of Lakewood Public Works Department.



Contractor Information and Application

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The completion and submission of this form constitutes formal application for the consideration in awarding contracts through the Small Works roster process for the City of Lakewood as provided in RCW 35.23.352.

QUALIFICATIONS:

1. All contractors desiring to participate may complete a Contractor Qualification Questionnaire (included with this packet and also available from the Community Development Department, 6000 Main Street SW, Lakewood, WA 98499-5027).
2. **The Questionnaire must be completed and returned with copies of the following documentation attached:**
 - a. **State General Contractors License (Dept. of L&I)**
 - b. **City of Lakewood Business License**
 - c. **Copy of current abatement certification(s) (as applicable)**
 - d. **License of Incorporation**
 - e. **Copy of current insurance policy for liability**
 - f. **State of WA Sales Tax Certificate (ID #/ Dept. of Revenue Business License)**
 - g. **The completed Verification of Information (included in this packet) from your bank for credit reference verification.**
 - h. **Documentation affirming contractor's enrollment in E-verify.**
3. Upon return of the completed questionnaire, with supporting documentation, City staff will verify all information provided.
4. If, in the opinion of the City staff, the Contractor meets the stated qualifications, the contractor will be approved to the Small Works Abatement Roster.

DEBARMENT:

The following irregularities may constitute consideration for debarment of a Contractor:

1. Failure to start work within the time specified in the "Notice to Proceed".
2. Failure to provide on-site supervision of work force.
3. Failure to coordinate arrival and departure of work force with property owner.
4. Failure to perform work in accordance with approved specifications.
5. Changing the scope of work without a properly executed Addendum or Change Order.
6. Failure to pay Subcontractors and materials suppliers.

7. Failure to complete the project within the prescribed time frame without an approved extension of the completion date.
8. Failure to honor the Performance Bond to the homeowner(s) and the City of Lakewood.
9. Failure to comply with federal, state or local laws and regulations.
10. Failure to maintain proper and required contractor certifications and licenses.

The City of Lakewood may debar any Contractor who, within a two (2) year period, is found to have allowed any of the stated irregularities to exist without an explanation acceptable to the City.

City staff will monitor all jobs; record any irregularities; attempt to resolve any problems in a manner mutually acceptable to the City, property owner and the Contractor within the limits and conditions of the contract.



Request for Verification of Information

Attn: Community Development Department
 6000 Main Street SW.
 Lakewood, WA 98499-5027
 (253) 589-2489 FAX: (253) 512-2268

Contractor to complete name and address of banking institution and sign authorization:

TO: (Name and address of bank)		FROM: City of Lakewood Community Development Department 6000 Main St. SW Lakewood, WA 98499 253-589-2489	
Name of City of Lakewood staff	Employee title	Date	

Authorization to verify credit information to the City of Lakewood:

Applicant's business name and address	Signature of applicant/contractor
	Date: Account : _____

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TO BE COMPLETED BY DEPOSITORY

The above applicant has applied for our qualified contractor list. The applicant has authorized the City of Lakewood to verify this information. Please complete and return to the City of Lakewood via fax at 253-512-2268 as soon as possible:

Checking Account Yes ____ No ____ Date opened _____
 Savings Account Yes ____ No ____ Date opened _____
 Line of Credit Yes ____ No ____ Date opened _____

Has the account(s) been maintained satisfactorily? Yes ____ No ____

Signature of Depository Representative	Title (please print or type)	Date
Please print or type name signed above	Phone #	



Contractor Qualification Questionnaire

Attn: Community Development Department
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Personal Information:

Name of Company	Address	Telephone
Name and Title	Address	Telephone/Cell Phone #
Name and Title	Address	Telephone/Cell Phone #
State License Number	State Tax Certificate #	Lakewood Business License #
UBI#	Certification #'s	Equal Opportunity Employer: Yes _____ No _____
Craft (Trade)	Years of Experience	Insurance Carrier/ Phone #
Insurance Policy #/ Exp. Date	Insurance Policy Limit	Insurance Policy: Claims Made__ Per Occurrence__

Banks – Checking and Savings:

Bank Name/Acct. #	Address/Branch	Telephone
Bank Name/Acct. #	Address/Branch	Telephone

Note: The account number is SOMETIMES needed by the financial institution for verification.

Credit Reference – Material Suppliers:

Business	Address/Branch	Telephone
Business	Address/Branch	Telephone
Business	Address/Branch	Telephone

Job References: **List your LAST THREE (3) jobs completed**

Name/Contact Person	Address	Telephone
Job Description		Other
Name/Contact Person	Address	Telephone
Job Description		Other
Name/Contact Person	Address	Telephone
Job Description		Other



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Name of Firm: _____

Address: _____

City, State, Zip Code

Phone Number: (____) _____ Fax Number: (____) _____

Cell Phone: (____) _____ Email Address: _____

Contact Person: _____

MBE/WBE Certification #: _____

The Contractor is qualified to perform the following work:
(Check all that apply)

- _____ Demolition
- _____ Asbestos Abatement
- _____ Lead Abatement
- _____ Hazardous Materials Abatement
- _____ Methamphetamine Abatement
- _____ Testing, Removal and Disposal of Contaminated Soils/Hazardous Waste
- _____ Bio-Hazard Cleaning
- _____ Garbage Removal
- _____ Haul Away of Abandoned Vehicles
- _____ General Construction
- _____ General Earthwork/Grading

Do you agree to comply with all equal opportunity employment laws and other applicable state and federal laws pertaining to the performance of government contracts?
___ Yes ___ No

Have you performed contract work that was required to comply with Davis-Bacon Federal Labor Standards Compliance?
___ Yes ___ No If yes, what was the contract amount \$ _____

I, the undersigned, duly serving as authorized agent for the firm indicated herein, do hereby certify that to the best of his/her knowledge and belief, the Contractor is "responsible" as that term is defined in RCW 43.19.1911, that the information contained in this application is true and accurate to the best of my knowledge, and that there has been no willful intent to misrepresent any fact or circumstance regarding the status of said firm or its ability to perform the work indicated herein.

I, the undersigned, duly serving as authorized agent for the firm indicated herein, do hereby certify that the Contractor will comply with any and all regulations pursuant to U.S. Department of Housing and Urban Development, Community Development Block Grant funding as provided in Title 24, CFR 570 of the U.S. Code of Federal Regulations, and Public Law 110-289, Housing and Recovery Act of 2008 (Section 2301).

Authorization is hereby given to release to the City of Lakewood, WA, in conjunction with the Small Works Abatement Roster, any and all information required by the aforesaid agency concerning, but not limited to, credit and financial records.

Executed and submitted this _____ day of _____, 20_____.

Contractor: _____
Contractor / Business Name

By: _____
Authorized Signature

PRINTED name

Title