

CITY OF LAKEWOOD
SMALL WORKS HOUSING REPAIR/REHAB ROSTER

The City of Lakewood is accepting applications for a Small Works Housing Repair/Rehab Roster for federally funded (U.S. Department of Housing and Urban Development Community Development Block Grant and HOME Investment Partnership Act) housing repairs, rehabilitation and lead abatement programs within the city limits of Lakewood. Contractors needed include:

General Contractors
Electrical, Plumbing, and Mechanical
Contractors Roofing Contractors
Septic/Sewer
Contractors Lead
Abatement Contractors
Asbestos Abatement Contractors

All contractors must be licensed, bonded and insured in the State of Washington. All firms must become a lead-based paint certified renovator through the Washington State Department of Commerce, Renovation, Repair and Painting (RRP) program to conduct work on any home constructed prior to 1978.

Lead- paint abatement firms must also be certified through the Washington State Department of Commerce for all abatements, inspections and riskassessments for lead-based paint.

When using the Small Works Housing Repair/Rehab Roster to award contractors, 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 - CDBG
6000 Main Street
SW Lakewood, WA
98499
Or by calling: 253-983-7754

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

Section 3 businesses are strongly encouraged to apply. Section 3 is HUD's requirement for providing preference to low and very low-income residents of the local community, and the businesses that employ these persons, for new employment, training, and contracting opportunities resulting from HUD-funded projects.

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



CITY OF LAKEWOOD
SMALL WORKS HOUSING REPAIR/REHAB ROSTER
INFORMATION AND APPLICATION

TO: General Contractors and Lead-Based Paint Abatement Contractors Who Desire to Participate in the Bidding Process for the City of Lakewood Housing Repair and Rehabilitation Programs

SUBJECT: General Contractor Qualification and Debarment Process

QUALIFICATIONS:

1. General Contractors and Lead-Based Paint Abatement Contractors desiring to participate may complete a Contractor Qualification Questionnaire (included with this packet and also available from the Community Development Department - CDBG Division, 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) Contractor's License (L&I)
 - b. City of Lakewood Business License
 - c. License of Incorporation (if applicable)
 - d. Certification for lead-based paint repair and remodeling activities or evidence of class enrollment (RRP certification or Lead Abatement Contractor certification, as applicable)
 - e. Insurance policy for liability (business, minimum \$1,000,000 with the *City of Lakewood* and the *Tacoma Community Redevelopment Authority* named as co-insured)
 - f. State Sales Tax Certificate (Dept. of Revenue Business License)

Please also include:

- a. One completed Verification of Information form (included in this packet) from your bank for credit reference verification.
- b. Please sign the additional copy of the form for verification of business credit references. We will complete the top portion and send to your business credit references.

3. Upon return of the completed questionnaire, with supporting documentation, City staff will verify all information furnished; visit job site where the Contractor has worked; determine the quality of work, whether work was performed in accordance with the specification; and whether the property owner was satisfied with the job.
4. If, in the opinion of the City staff, the Contractor meets the stated qualifications, the questionnaire and the supporting documentation will be approved by the City of Lakewood and then submitted to the Tacoma Community Redevelopment Authority Board of Directors.

DEBARMENT:

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

1. Failure to start work within ten (10) days of receipt of the "Notice to Proceed", unless otherwise agreed.
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 properly executed Change Order.
6. Continued failure to pay Subcontractors as agreed, upon receipt of a progress draw.
7. Failure to honor the Contractor's Guaranty and Warranty as specifically relates to:
 - a. The guaranty of all work performed
 - b. Keeping the premises clean and orderly during the course of work, and
 - c. Assignment of the contract without written consent of the City of Lakewood and the Tacoma Community Redevelopment Authority.
8. Failure to complete the project within the prescribed period without an approved extension of the completion date.
9. Failure to maintain proper and required contractor certifications and licenses.
10. Failure to honor the Performance Bond to the homeowner(s), the City of Lakewood and/or the Tacoma Community Redevelopment Authority.

The City of Lakewood and/or the TCRA may debar any General 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 of Lakewood and/or the TCRA. Qualification and/or debarment procedures shall be in addition to the factors used by the City of Lakewood and/or the TCRA to determine the lowest and best responsible bidder.

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

The TCRA Board of Directors adopted this procedure on March 19, 1992. The City of Lakewood formed a HOME Consortium with the City of Tacoma (Tacoma Community Redevelopment Board) for funding housing rehabilitation programs using U. S. Department Housing Urban Development HOME Investment Partnership Act funds effective July 1, 2000.

APPLICATION FOR PLACEMENT ON THE CITY OF
LAKEWOOD SMALL WORKS HOUSING
REPAIRS/REHABILITATION ROSTER

Contractor Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Contact Person: _____

The Contractor, by execution and delivery of this Application, is requesting to be considered for placement on the City of Lakewood Small Works Housing Repairs Rehabilitation Roster.

The Contractor is qualified to perform the following Trades (check all that apply):

_____ General Contracting

And/or the following specialty trades:

- | | |
|--------------------------------|----------------------------------|
| _____ Air conditioning/heating | _____ Masonry |
| _____ Asbestos | _____ Mechanical |
| _____ Cabinet/Millwork | _____ Painting/Wallcovering |
| _____ Carpentry/Framing | _____ Paving/Striping |
| _____ Carpeting/Flooring | _____ Pest Control/Repair |
| _____ Concrete | _____ Plumbing |
| _____ Demolition | _____ Renovation/Rehabilitation |
| _____ Drywall/Plaster | _____ Roofing |
| _____ Electrical | _____ Seal Coating |
| _____ Excavating/Grading | _____ Septic/Sewer/Storm Systems |
| _____ Fencing | _____ Siding |
| _____ Fire Protection Systems | _____ Steel/Metal Work |
| _____ Countertop Materials | _____ Tile Work |
| _____ Glazing/Glass | _____ Water Proofing |
| _____ Gutters/Downspouts | _____ Weatherization |
| _____ Insulation | _____ Wood Floor Refinishing |
| _____ Lead Certified | _____ Other (specify) _____ |

What is your response time for service? _____ Within 12 hours

(Check appropriate box) _____ Within 24 hours

_____ Within 48 hours

The individual signing below on behalf of the Contractor hereby certifies on behalf of the Contractor and on behalf of himself or herself that: 1) he/she is an unauthorized representative of the Contractor; 2) the Contractor has received and read the contractor information and application; 3) the Contractor is currently registered as a licensed general or specialty contractor (as appropriate) in the State of Washington; 4) to the best of his/her knowledge and belief, the Contractor is "responsible" as that term is defined in RCW 43.19.1911; and 5) to the best of his/her knowledge and belief, the information contained in this Application and in the attached materials are true, complete and correct.

Authorization is hereby given to release to the City of Lakewood, WA., on behalf of the Tacoma Community Redevelopment Authority (TCRA) if applicable, in conjunction with the City of Lakewood home repair programs, for the repair/rehabilitation of homes in the project area, any and all information required by the aforesaid agency(s) concerning, but not limited to, credit and financial records.

Executed and submitted this _____ day of _____, 20____

Contractor:

Contractor/Business
Name

By:

Authorized Signature

Authorized Signature

Printed Name

Title

Contractor Qualification Questionnaire

PERSONAL INFORMATION		
Name of Company	Address	Telephone/Cell #
Name and Title	Address	Telephone/Cell #
Name and Title	Address	Telephone/Cell #
State License #	State Tax ID #	Lakewood Business Lic. #
Bonding Company	Bond #	Equal Opportunity Employer? Yes ____ No ____
Craft/Trade	# Years' Experience	Month and Year Started Business
BANKS – Checking and Savings		
Bank Name/Acct. #	Address/Branch	Telephone
Bank Name/Acct.#	Address/Branch	Telephone
Note: Account number and location is needed by financial institution for verification		
CREDIT REFERENCE – Material Suppliers		
Business	Address/Branch	Telephone
Business	Address/Branch	Telephone
Business	Address/Branch	Telephone
JOB REFERENCES – List your most recent 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



6000 Main St. SW, Lakewood, WA 98499
 253-589-2489 / 253-512-2268 (fax)

**CITY OF LAKEWOOD
 REQUEST FOR VERIFICATION OF INFORMATION**

Contractor to complete name and address of banking institution or credit reference and sign authorization and include bank account number. Please fill out individual request forms for each account number requesting verification:

TO: (Name and address of bank)		FROM: City of Lakewood Comm. Dev. Dept. 6000 Main St. SW Lakewood, WA 98499 253-589-2489		
Signature of City of Lakewood Staff		Employee Title		Date
Authorization to verify credit information to the City of Lakewood:				
Applicant/Contractor's business name and address		Signature of Applicant/Contractor		Date
Contractor's account #				
TO BE COMPLETED BY DEPOSITORY OR CREDIT REFERENCE				
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:	
Credit line	Yes ____	No ____	Date Opened:	
Business trade line	Yes ____	No ____	Date Opened:	
Has the account(s) been maintained satisfactorily?	Yes ____	No ____		
Signature of Depository Representative		Title (please print/type)		Date
Name (please print/type)		Telephone		

CITY OF LAKEWOOD

E-VERIFY REQUIREMENTS FOR CONTRACTORS

By Ordinance, the City of Lakewood requires that all contractors who enter into agreements to provide services or products to the City use the Department of Homeland Security's E-Verify system when hiring new employees for the term of the contract.

E-Verify is an electronic system designed to verify the documentation of job applicants. It is run by the Department of Homeland Security.

Who is affected?

- All contractors doing business for the City of Lakewood. There is no minimum dollar value for contracts affected.
- All subcontractors employed by the general contractor on these contracts.

Are there exceptions?

- Contracts for "Commercial-Off-The-Shelf" items are exempted from this requirement.
- Individuals, Companies, or other organizations who do not have employees.

How long must the contractor comply with the E-Verify system?

- For at least the term of the contract.

Are there other stipulations?

- E-Verify must be used ONLY for NEW HIRES during the term of the contract. It is NOT to be used for EXISTING EMPLOYEES.
- E-Verify must be used to verify the documentation of ANY new employee during the term of the contract, not just those directly or indirectly working on deliverables related to the City of Lakewood contract.

How will the City of Lakewood check for compliance?

- All contractors will retain a copy of the E-Verify Memorandum of Understanding that they execute with the Department of Homeland Security AND
- Sign and submit to the City an Affidavit of Compliance with their signed contract.
- All General Contractors will be required to have their subcontractors sign an Affidavit of Compliance and retain that Affidavit for 4 years after end of the contract.
- The City of Lakewood has the right to audit the Contractor's compliance with the E-Verify Ordinance.

Further information on E-Verify can be found at the following website:

<http://www.uscis.gov/e-verify>

If you have questions about the City's E-Verify Ordinance, please contact the City of Lakewood's legal department prior to contracting with the City.

CITY OF LAKEWOOD

AFFIDAVIT OF COMPLIANCE WITH LAKEWOOD MUNICIPAL CODE 1.42
"E-VERIFY"

As the person duly authorized to enter into such commitment for

(Company or Organization Name)

I hereby certify that the Company or Organization named herein will

(check one box below)

- Be in compliance with all of the requirements of City of Lakewood Municipal Code Chapter 1.42 for the duration of the contract entered into between the City of Lakewood and the Company or Organization.

OR

- Hire no employees for the term of the contract between the City and the Company or Organization.

NAME

TITLE

DATE