

LAKE COUNTY LAND REUTILIZATION CORP.
8 N State St, Ste 215
Painesville, Ohio 44077-3955

To: Demolition/Asbestos Removal Contractors
From: Phyllis Dunlap, Program Administrator
Date: February 22, 2017
RE: Lake County Land Reutilization Corp. Neighborhood Initiative Program

Dear Contractor:

The Lake County Land Reutilization Corp. has been awarded Neighborhood Initiative Funds to demolish blighted residential properties in Lake County.

If you are interested in participating in this program, please complete the attached Contractor Data Sheet as well as the W-9, review and sign the Contractor General Rules and return to our office, along with your Liability Insurance Certificate and Worker's Compensation Certificate. Insurance and Bonding requirements are attached. If awarded a contract, you will be required to supply a Certificate of Insurance showing the Lake County Land Reutilization Corp. as an additional insured and provide an OCP Policy.

Asbestos Surveys will be completed for each residential property to be demolished. All asbestos abatement must be performed by a licensed Asbestos Abatement Contractor. You may also subcontract with a properly licensed entity to do the proposed asbestos work. Please submit a copy of the Asbestos License if licensed. Contractor's subcontracting asbestos abatement will be required to submit an asbestos license for the subcontractor with each proposal.

By completing this form, you will be notified each time there4 is a Request for Proposal for Demolition / Asbestos Removal of selected houses. **If you do not complete and return the forms, it will be assumed you do not wish to participate in the program.**

Send completed form to: Phyllis A. Dunlap
CT Consultants, Inc.
8150 Sterling Ct
Mentor, Ohio 44060

Thank you for your interest. We look forward to working with you.

Respectfully,

CT CONSULTANTS, INC.

Phyllis A. Dunlap
Program Administrator

LAKE COUNTY LAND REUTILIZATION CORPORATION
NEIGHBORHOOD INITIATIVE PROGRAM (NIP)
CONTRACTOR DATA SHEET

DATE: _____ NAME: _____
BUSINESS ADDRESS: _____
BUSINESS PHONE #: _____ HOME PHONE #: _____
E-MAIL ADDRESS: _____
SS#: _____ FED TAX ID NO: _____

Names and addresses of all owners, partners and, if a corporation, the names of major stock holders and/or officers _____

Years in Business: _____ List the construction experience of each of the principals and any licenses held (attach a copy of all licenses held): _____

Other Cities in which your firm or principals have operated: _____

Business References: (To include local banks with whom you do or have done business, including those who finance your work.) _____

NAME and addresses and **PHONE NUMBERS** of at least three recent customers who have had demolition and/or asbestos removal completed by your firm:

1. _____
2. _____
3. _____

THE UNDERSIGNED CONTRACTOR CERTIFIES THAT ALL INFORMATION GIVEN HEREIN IS SUBSTANTIALLY CORRECT AND FURTHER AGREES:

1. To maintain in a current status all licenses and bonds required.
2. That the work will be performed in accordance with the property requirement standards, subject to a clear final inspection by Lake County Land Reutilization Corp. or an Authorized Representative.
3. That if work performed by the contractor is found to be unsatisfactory by the administering agency or if contract relations between the contractor, owner or other parties are found to be unsatisfactory, that the administering agency will remove the contractor's name from the approved list, with such accompanying publicity as it deems necessary.
4. That adequate insurance and workman's compensation will be provided.
5. That the contracting firm will abide by U.S. Department of Housing and Urban Development regulations pertaining to equal employment opportunity.
6. That work will be done in conformance with all applicable codes and zoning regulations for the respective community in which the demolition work is performed.

Program Administrator: Phyllis A. Dunlap

Contractor Signature

LAKE COUNTY LAND REUTILIZATION CORPORATION
NEIGHBORHOOD INITIATIVE PROGRAM (NIP)

CONTRACTOR GENERAL RULES

1. General Contractors will submit a copy of all insurance and worker's compensation carried by their firm to the Lake County Land Reutilization Corp.'s (LCLRC) Office or representative and update the same promptly. The contractor's Liability Insurance policy shall be endorsed such that limits are on a per project basis. The contractor will also provide an Owner's and Contractor's Protective Policy.
2. Contractor is aware that Bid/Performance/Payment Bonds will be required for all contracts.
3. All asbestos work associated with the Demolition Projects must be performed by a licensed asbestos abatement contractor.
4. Upon award of any work, a contract will be signed by the Owner and the Contractor.
5. Execution of Contract; required Permit purchases shall be completed within ten (10) days of Notice of Award.
6. ***Contractor is required to submit "during pictures" for each site location which include construction equipment on site and an identifiable landmark that can be found in the before pictures.***
7. Changes in work will be permitted if absolutely necessary to accomplish intent of original specifications. Change Orders must be signed by the LCLRC Inspector, Contractor and LCLRC. Any changes made without permission of LCLRC and/or their representatives will be at the expense of the General Contractor.
8. General Contractors will keep premises clean, neat and clear of hazards to the homeowner while working.
9. City Inspectors and Lake County Land Reutilization Corp. staff shall inspect all work and materials periodically. All work must meet the inspector's complete satisfaction. If LCLRC and inspectors are not completely satisfied, no payment shall be issued until all work is corrected to satisfaction. If work is not corrected within a reasonable length of time, the performance bond will be utilized by the LCLRC to complete the unit and the contractor will be ineligible to perform any future work with the Community Development Office.
10. After the receipt of an Invoice; Release of Liens; Asbestos Manifests, if applicable; dump slips, copies of permits and approvals; during pictures and applicable warranties from the General Contractor final payment can be submitted. Final payment must be signed off by City Inspector, LCLRC Inspector, and Program Administrator.
11. Contractor understands that payment will be made upon approval and remittance from the Attorney General's office for work completed. The current turn-around time from the Attorney General's Office is 45 days from date of submission.
12. All work by all contractors will be warranted for a period of at least one (1) year from final acceptance unless otherwise stated by LCLRC.

Your complete cooperation will be greatly appreciated. If there are any further questions, please feel free to contact the Community Development Office at (440)530-2230.

I have read, understand and acknowledge the above Contractor Rules.

Date

Signature

LAKE COUNTY LAND REUTILIZATION CORPORATION

DEMOLITION POLICIES & PROCEDURES

Notify consultant, CT Consultants, Inc., of project eligibility for demolition under the NIP Program.

Upon notification from LCLRC authorizing the demolition, CT Consultants, Inc. will

- 1) Complete a site visit to identify structures to be demolished as well as identify any additional items to be addressed and take "before pictures"
- 2) Order Asbestos Survey
- 3) Complete Historic Preservation Review
- 4) Estimate the demolition cost portion of the project
- 5) Receive the Asbestos Survey Analysis
- 6) Estimate the asbestos cost portion of the project
- 7) Prepare bid document/s
- 8) Advertise on CT Consultants website, solicit electronically to prequalified contractors
- 9) Review, qualify and recommend contractors to LCLRC for award
- 10) Contractors selected with a current contract will have the new projects added as a change order
- 11) Award the demolition contract to the lowest and best bidder for each address
- 12) Prepare contracts and/or change orders as needed
- 13) Set up pre-construction conference
- 14) Execute contracts and conduct the pre-construction conference
- 15) Issue the Notice to Proceed
- 16) Contractor is responsible for issuing the 10-day required EPA Notice
- 17) Site is inspected at least once during demolition (consultant)
- 18) Contractor is responsible for during pictures
- 19) Final Inspection and photographs (consultant)
- 20) Obtain required supporting documents from the contractor

Contractor is responsible for:

- 1) All necessary Permits
- 2) During photographs
- 3) EPA 10 day Notice (provide copies to consultant)
- 4) Asbestos dump slips
- 5) Permit Inspections
- 6) Coordination with the Asbestos Contractor/s

Prequalification - Contractors may submit a contractor's application.

The LCLRC continually accepts applications from contractors. Prequalification forms are available at www.lakecountylandbank.org under the Resource page. Applications received are reviewed, insurance and worker's compensation reviewed, Federal debarred list reviewed and references checked.

Each time a new demolition is anticipated, prequalified contractors are notified that the bid can be found on the consultants website (www.ctconsultants.com). A copy of the Contractor's application is attached as well as the Contractor General Rules for participation.

Bid process - Lake County Land Reutilization Corporation

For each new Phase, the Consultant will prepare a bid package, set a bid date, advertise the bid in the local newspaper and list on the consultant's website. Electronic solicitations will be forwarded to prequalified contractors.