

CT Consultants, Inc. – Engineers, Architects, Planners

8150 Sterling Ct
Mentor OH 44060-5698

**Administrator for
Lake County Land Reutilization Corporation's
Demolition / ODOD Building and Revitalization Demolition Program
8 N State St. Ste. 215
Painesville OH 44077-3955**

To: Demolition/Asbestos Removal Contractors

From: Phyllis Dunlap, Program Administrator, CT Consultants, Inc.

Date: February 15, 2022

Dear Contractor:

The Lake County Land Reutilization Corporation's (LCLRC) demolition related activities including the recently announced ODOD Building and Revitalization Program, are administered through CT Consultants, Inc.

Contractors interested in participating in this program or other demolition related work, should 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 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. and CT Consultants, Inc. as an additional insureds and provide an Owner's and Contractor's Protective Policy.

Asbestos Surveys will be completed for each residential and commercial property to be demolished. All asbestos abatement must be performed by a licensed Asbestos Abatement Contractor. You may subcontract with a properly licensed entity to do any required 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 there is a Request for Proposal for Demolition / Asbestos Removal of selected properties. **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**
pdunlap@ctconsultants.com and/or
CT Consultants, Inc.
8150 Sterling Ct
Mentor, Ohio 44060-5698

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

Respectfully,

CT CONSULTANTS, INC.

Phyllis A. Dunlap
Program Administrator

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Administrator for
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CONTRACTOR DATA SHEET

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

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

Years in Business: _____ List the construction experience of each of the principals and any licenses held (attach 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 worker'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.
7. That the contractor understands that for commercial demolitions State Prevailing Wage applies.

Program Administrator: Phyllis A. Dunlap

Contractor Signature: _____

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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.
2. Contractor is aware that Bid/Performance/Payment Bonds will be required for all contracts.
3. Contractor is aware that for commercial demolitions funded through the State of Ohio Building Demolition Program, State Prevailing Wage provisions apply. Certified Payrolls will be required.
4. All asbestos work associated with the Demolition Projects must be performed by a licensed asbestos abatement contractor.
5. Upon award of any work, a contract will be signed by the Owner and the Contractor.
6. Upon execution of Contract, required Permit purchases shall be completed within ten (10) days of Notice of Award.
7. **Contractor is required to submit pictures for each site location which include construction equipment on site and an identifiable landmark that can be found in the photographs taken before, during and after all work is completed.**
8. 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.
9. General Contractors will keep premises clean, neat and clear of hazards to the homeowner while working.
10. City Inspectors and Lake County Reutilization Corp. staff shall inspect all work and materials periodically. All work must meet the inspectors' 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.
11. 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.
12. Contractor understands that payment for demolition work will be made upon all approvals. Invoices for Demolition work will be paid 30 days upon receipt of invoice. State of Ohio Building Demolition Program work will be paid upon remittance from the Ohio Department of Development, anticipated to be 45 days from date of submission.
13. 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.

Signature

**THE LAKE COUNTY LAND REUTILIZATION
CONSTRUCTION CONTRACT INSURANCE REQUIREMENTS**

**IF AWARDED, THE FOLLOWING INSURANCE LIMITS WILL BE REQUIRED
PRIOR TO SIGNING A CONTRACT
PLEASE TAKE THIS INTO CONSIDERATION WHEN PLACING A BID**

Workers' Compensation:

- | | |
|--|-------------|
| (a) State | Statutory |
| (b) Applicable Federal (e.g., Longshoreman's): | Statutory |
| (c) Employer's Liability: | \$1,000,000 |

Contractor's Liability Insurance which shall also include completed operations and product liability coverage.

- (a) Bodily Injury and Property Damage, Combined Single Limit (CSL) (Except Products and Completed Operations) Property Damage liability insurance will provide Explosion, Collapse, and Underground coverage where applicable.

Each Occurrence	\$2,000,000*
General Aggregate	\$4,000,000*

- (b) Products and Completed Operations Aggregate \$1,000,000

Products and Completed Operations to be maintained for two (2) years after final payment and Contractor shall continue to provide evidence of such coverage to the Owner on an annual basis during the aforementioned period.

- (c) Personal and Advertising Injury (Per Person/Organization and per occurrence).
\$1,000,000

- (d) Fire Damage \$100,000

- (e) *Umbrella Excess Liability – As needed to increase primary policy to required limits.

- (f) If the General Liability Policy includes a General Aggregate, such policy shall be endorsed to have General Aggregate apply to this project only (Per Project Aggregate Limit).

Automobile Liability - (Owned, Non-Owned, Hired) Contractor may provide split limits or combined single limit.

- (a) Split Limits:

Bodily Injury,	Each Person:	\$2,000,000
	Each Occurrence	\$2,000,000

Property Damage,	Each Occurrence	\$1,000,000
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or

- (b) Combined Single Limit

Bodily Injury and Property Damage,	Each Occurrence	\$2,000,000
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- (c) Umbrella Excess Liability – as needed to increase Primary Policy to specified limits.

“To the extent available in the insurance industry with industry standard exclusions and as allowed under the laws and regulations in the State of Ohio;”

The Contractor shall purchase and provide an "Owner's and Contractor's Protective Policy" with the Owner listed as the insured for the following limits:

Each Occurrence	\$1,000,000
General Aggregate	\$2,000,000

The Contractor shall purchase and maintain during the Contract Time all insurance requirements of section GC-5.06 of the General Conditions as applicable for the type of work to be performed upon the Project to the full insurable value thereof for the benefit of the Owner, the Contractor, Subcontractors and Suppliers as their interest may appear. This insurance shall cover the work until final acceptance and final payment by the Owner. This provision shall in no way release the Contractor or Contractor's Surety from obligations under the Contract Documents to fully complete the Project. The original policy(s) shall be filed with the Owner or his designated representative.