

Contractors Workshop

Armstrong County Department of Planning & Development

Contractors Workshop

- Welcome
- Contractor Requirements
 - Application
 - Assurances
- Approval Process
 - Becoming & Remaining an Approved Contractor
 - Regaining Eligibility Status
 - Resolving Grievances

Welcome

- Introductions
- Housekeeping
- Photos may be taken for promotional & documentation purposes

Current Funding Programs

- Community Development Block Grant (CDBG) - Federal
- USDA Rural Development – Housing Preservation Grant – Federal and County
- Senior Home Repair Program – State, County, and Owner's Share

Contractor Requirements

Initial Application

- Initial application for “Approved Contractor” status
- Three (3) customer references (within past two years)
- Two (2) material supplier references (in excess of \$1,000 per year in past two years)
- Must have a DUNS number (www.dnb.com/duns)
- Must not be disbarred at the state and federal level

Initial Application & Ongoing

- PA State Police Criminal Background Check for all employees involved in Project
- PA Child Abuse History Clearance for all employees involved in Project
- 3 year validation from the time they were most recently certified

Initial Application & Ongoing

- Noncompliance – Bids will be rejected
- Attend project training meetings as DPD recommends
- Certificate of Insurance (Contractors & Subcontractors)
- Apply prevailing wage as required
- Three month probationary period

Initial Application & Ongoing

- Bid Concurrence
- Payments
- Third Party Inspector
- Warranties

Certificate of Insurance

General Liability	Bodily Injury	Property Damage
Manufacturers and Contractors	\$1,000,000 each occurrence	\$1,000,000 each occurrence
Independent Contractors	\$1,000,000 each occurrence	\$1,000,000 each occurrence
Products, Including Completed Ops	\$1,000,000 aggregate	\$1,000,000 aggregate
Auto-owned, hired or leased	\$1,000,000 each person \$1,000,000 each occurrence	\$1,000,000 aggregate
Worker's Compensation	As required in PA	

Certificate of Insurance

Contracts with lead, radon, asbestos or mold -
Certification of Insurance in an amount no less than
\$3,000,000 each occurrence, including umbrella/excess
coverage

PA State Prevailing Wage

Contract total exceeds \$25,000 = PA State Prevailing Wage
– DPD will provide wage decision information

Contractors & Subcontractors must submit
certified payrolls each week

DPD conducts employee interviews at the job site
– Contractors/Subcontractors cooperation required

Section 3

Contractors must make a good-faith effort to use businesses that are located in Armstrong County and have:

- At least 51% ownership by low-moderate income resident(s) of Armstrong County; or
- At least 30% of the employee workforce is residents of the County and also low-moderate income status
- Subcontract at least 25% of the total contract with a business concern who meets any one of the two above requirements

Contractor Assurances

Contract Agreement, including agreement to comply with:

- Equal Opportunity Provisions (Executive Order 11246)
- Section 3
- Anti-Kickback Copeland Act
- Home Improvement Consumer Protection Act, Act 132 of 2008 – Registration with PA Office of Attorney General for work in excess of \$5,000

Lead Base Paint

Lead Base Paint Regulations of 9/15/1999 for Housing Rehab

Protect Your Family From Lead in Your Home pamphlet
– www.epa.gov/lead

Paint testing required on all federally funded rehab projects

Lead Base Paint

Projects from \$1,000 - \$4,000

- Repair surfaces disturbed during rehab
- Use lead safe work practices
- Clearance of work site

Lead Base Paint

Projects from \$5,000 - \$24,999

- Risk assessment
- Interim controls
- Use lead safe work practices
- Clearance of the unit

Lead Base Paint

Projects \$25,000 and above

- Risk assessment
- Abatement (Interim controls on surfaces not disturbed by rehab)
- Use lead safe work practices
- Clearance of the unit

Lead Base Paint

Contractor or Employees Requirement: Lead safe work practices certification on all housing rehab projects

Contractor Requirement: Lead Base Paint, Safe Work Practices training to bid specialized projects

Lead Base Paint

Mitigation or Abatement Projects

Contractor & Employees Requirement: Lead safe work practices certification

OR

Hold certification as a Lead Abatement Contractor

Undetermined Risk Assessment

Upon discovering undetermined asbestos, radon, mold or lead, the Contractor shall:

- Stop work immediately
- Notify Armstrong County DPD
- Cannot leave a home in an unsafe condition.

Be an Approved Contractor

Apply to be an Approved Contractor

Obtain Certifications & Clearances

3-Month Probation

Attend Training as Required by DPD

Follow-up as Needed to Maintain Status

Guidelines Page 25-28

Approval Process

Be an Approved Contractor

Remain an Approved Contractor by:

- Complying with program regulations
- Do great project work
- Use good quality materials
- Don't collaborate to take unfair advantage in bidding
- Pay prevailing wages

Be an Approved Contractor

Remain an Approved Contractor by:

- Complying with rehab project specs
- Complete work on time
- Correct deficiencies

Regaining Eligibility & Resolving Grievances

Refer to Armstrong County Residential Rehabilitation Program Guidelines, page 29, for steps to take if a Contractor is removed from the Approved Contractor List.

The guidelines provide a resolution procedure, page 29, to handle complaints between contractors & property owners.