



TENNESSEE LEAD HAZARD REDUCTION DEMONSTRATION PROGRAM

Department of Environment and Conservation
401 Church Street, 5th Floor L&C Tower Nashville, TN 37243
Phone: 855-511-1210 Fax: 615-532-0886
email: LEADSAFE.TN@TN.GOV
<http://www.tn.gov/environment/leadsafetn/>

CONTRACTOR APPLICATION

Dear Contractor:

Enclosed you will find the Criteria for Acceptance into the Tennessee Lead Hazard Reduction Program contractor pool procurement program. A preliminary Contractor Application is also provided. The Tennessee Lead Hazard Reduction Program (TN-LHRD) is a HUD funded program that focuses on the removal of lead-based paint hazards in pre-1978 residential units located in Nashville-Davidson County. The TN-LHRD Program is committed to removing the hazards in 242 units by March 2013.

Your firm is invited to participate in the TN-LHRD Program, but to offer to participate, your company must be a Tennessee certified lead based paint abatement firm, in good standing pursuant to the requirements outlined Rule Chapter 1200-01-18 et. seq. –Lead-based Paint Abatement Requirements in. If you have any questions, please contact our office at 1-855-511-1210. In order to do business with the State of Tennessee, your firm must also be a registered corporation on file with the Tennessee Secretary of State.

Upon completion, please forward your application to our office for review and evaluation.

Thank you for your interest in the Tennessee Lead Hazard Reduction Demonstration Program.

Sincerely,

Adrienne White
Program Director

adrienne.white@tn.gov



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Please Print or Type

Company Name: _____

Company Address: _____

*Post Office Box is not acceptable

City: _____ State: _____ Zip Code: _____

Business Telephone: _____ Cell Phone: _____

Owner Name(s): _____

Social Security: _____ Federal Tax I.D.: _____

Owner(s) Address: _____

1. Please list all property owned solely or jointly by you within Davidson County:

2. Have you ever been convicted of a felony within the United States of America? _____

If yes, please provide date(s) and location(s): _____

3. Please list at least three properties on which you have completed renovation work:

Name: _____ Name: _____

Address: _____ Address: _____

Telephone: _____ Telephone: _____



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Name: _____

Name: _____

Address: _____

Address: _____

Telephone: _____

Telephone: _____

4. Are you or any of your employee's licensed to do electrical, heating or plumbing work in the Davidson County? No _____ Yes _____ *Please provide name and license
Name _____ License _____

I certify that all information contained in this application is true and correct to the best of my knowledge.

Signatures of owner(s): 1. _____

2. _____

3. _____

General Background

1. Current name and address of Contractor:

2. Previous name or address of Contractor:

3. Current President or Chief Executive Officer:

Years in position: _____

4. Current number of permanent employees: _____

5. Name and address of current affiliated companies: *Parent, subsidiary, divisions, etc.
Please identify relationship.



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Financial Status:

Tennessee Department of Environment and Conservation reserves the right to request the financial status information on a case by case basis.



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A. Bankruptcies

1. Has the Contractor or any of its parents or subsidiaries ever had a Bankruptcy Petition filed in its name, voluntarily or involuntarily? *If yes, specify date, circumstance and resolution.

2. Has any Majority Shareholder ever had a Bankruptcy Petition filed in his/her name, voluntarily or involuntarily? *If yes, specify date, circumstance and resolution.

B. Loans

1. Is this Contractor currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? *If yes, specify details and prospects for resolution.

C. Bonding

1. What is the Contractors' current bonding capacity with a contract surety company?

2. Please identify the Contractors surety company and the current line of bonding credit that company has extended to the Contractor:

3. Please give the name, address and telephone number of your current surety agency or underwriting contact:



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4. Have Performance or Payment Bond claims ever been made to a surety for this Contractor on any project, past or present?

5. If the answer to four is yes, please describe the claim, the name of the company or person making the claim and the resolution of the claim:

6. In the past five years, has any surety company refused to bond the Contractor on any project? *If yes, specify the reasons given for the refusal and the name and address of the surety company that refused to bond:

7. In the past five years, has any surety company refused to bond the Contractor's parent or subsidiaries on any project? *If yes, specify the reasons given for the refusal and the name and address of the surety company that refused to bond:

Proposed Project Personnel – All personnel must be certified in the appropriate lead-based paint discipline per the requirements outlined in **Tennessee Rule Chapter 1200-01-.01 Lead-based Paint Requirements.**

Proposed Project Manager

1. List the name, qualifications and background of your proposed project manager for this Project. Include the names and addresses of companies he/she has been affiliated with in the last five years. Attach resume if necessary:



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2. List at least three projects, by size, type and duration that the proposed project manager has supervised in the last five years for the Contractor, or for any other company:

Proposed Job Superintendent

1. List the name, qualifications and background of your proposed job superintendent (*if different from the project manager) for this Project. Include the names and addresses of companies he/she has been affiliated with in the last five years. Attach resume if necessary:

2. List at least three projects, by size, type and duration that the proposed job superintendent has supervised in the last five years for the Contractor, or for any other company.

References

A. Banks

Bank 1

Name: _____

Address: _____

City and State: _____

Contact: _____

Phone: _____



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Bank 2

Name: _____

Address: _____

City and State: _____

Contact: _____

Phone: _____

B. Suppliers

Supplier 1

Name: _____

Address: _____

City and State: _____

Contact: _____

Phone: _____

Supplier 2

Name: _____

Address: _____

City and State: _____

Contact: _____

Phone: _____

C. Owners *from similar past projects

Project 1

Name: _____

Address: _____

City and State: _____

Contact: _____

Phone: _____



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Project 2

Name: _____

Address: _____

City and State: _____

Contact: _____

Phone: _____

Project 3

Name: _____

Address: _____

City and State: _____

Contact: _____

Phone: _____

Project 4

Name: _____

Address: _____

City and State: _____

Contact: _____

Phone: _____

Comments

Please list any additional information that you believe would assist the Tennessee Lead Hazard Reduction Demonstration Program in evaluating the possibility of using the Contractor on this Project:



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Permission to Conduct a Credit Check

I, _____, _____ of _____
 (Name) (Title) (Company)

Authorize the Tennessee Department of Environment and Conservation, Lead Hazard Reduction Demonstration Program to conduct a Credit Check on the company here named.

Name of Chief Executive Officer: _____

Social Security or Employee Identification #:- _____ - _____

Principal Address of Business: _____

 Signature

 Date

Notary:



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INSTRUCTIONS ON PREPARING A CONTRACTOR'S PROPOSAL

Dear Contractor:

Unless you are currently on our list, the following items are required to be on file or submitted along with your bid in order to have a complete and proper bid:

1. A copy of your Business Certificate (DBA). If you are incorporated, please submit copies of papers pertaining to this incorporation. A copy of your Tennessee lead-based paint firm certification certificate.
2. Workmen's compensation as applicable.
3. General Liability Insurance (\$1,000,000 minimum coverage).
4. Bid and Proposal (filled out and signed)
5. Bid Breakdown Sheet (filled out and signed).
6. Non-Collusion Affidavit of Prime Bidder/Subcontractor (signed and witnessed).
7. **SECTION 3 COMPLIANCE (24 CFR Part 135)** – Section 3 and the regulations in 24 CFR Part 135 are applicable to this HUD funded grant, its sub-grantees, recipients and housing units targeted for lead hazard reduction and interim control. The parties to this Contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement Section 3. As evidence by their execution of this Contract, the parties to the Contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 135 regulations.

Economic Opportunity for Section 3 Residents and Individuals - Contractors and subcontractors must demonstrate compliance with this part by committing to employ Section 3 residents and or individuals located in Nashville-Davidson County as a percent of the aggregate number new hire employees for each year over the duration of the Section 3 project. If contractors and subcontractors have adequate existing employees to complete the contract then they shall not be required to hire new employees for which 30 percent would be Section 3 residents. If the contractor does not have adequate employees, the State requests that at minimum two Section 3 residents who have completed the lead-based paint training and certification provided under this HUD grant, be hired and paid appropriate prevailing wages



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(Labor Class B) at each unit where lead hazard reduction occurs. The Davis-Bacon wage rates are not applicable to this program. However, if the contractor uses grant funds in conjunction with other federal programs, Davis-Bacon requirements may apply to the extent required under the other federal programs. The contractor is not required to submit a weekly certified payroll record for this job, nor is the contract held to the prevailing wage rates established as part of the Davis Bacon Act requirements. However, as part of the State's HUD grant economic opportunity requirements, the contractor shall provide the State documentation to support that Section 3 individuals trained and certified under the HUD grant were employed on lead hazard reduction projects performed under this grant contract.

If you have any questions, please contact James Adkins 1-615-532-8011



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CERTIFICATIONS

The undersigned hereby makes a preliminary application to the Tennessee Department of Environment and Conservation Lead Hazard Reduction Demonstration Program (TN-LHRD) to perform residential lead-based paint hazard reduction activities. The undersigned acknowledges that this application is made pursuant to a program offered by TN-LHRD and that the methods for reducing and/or abatement of the lead-hazards, the cost of such lead-based paint hazard control and other permitted costs will be determined by TN-LHRD. The undersigned further agrees to perform the control and/or abatement of lead-based paint hazards in the approved property, and the said contractor shall be selected by TN-LHRD through a bid process and allow TN-LHRD the right of overseeing, approving work performance and the project close-out of all contracted activities.

The undersigned agrees that the lead hazard control work must be conducted in compliance with HUD's Lead Safe Housing Rule, the HUD Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing (HUD Guidelines), and applicable federal, state and local regulations and guidance, including, but not limited to the EPA's standards (found within 40 CFR 745) and State of Tennessee regulations found at Rule Chapter 1200-1-18-.01 Lead-based Paint Abatement. The undersigned agrees that he and his employees, during the performance of a TN-LHRD project, will not engage in the following prohibited practices when conducting Lead Hazard Control work:

1. Open flame burning or torching;
2. Machine sanding or grinding without a high-efficiency particulate air (HEPA) exhaust control;
3. Uncontained hydro blasting or high-pressure washing;
4. Abrasive blasting or sandblasting without HEPA exhaust control;
5. Heat guns operating above 1,100 degrees Fahrenheit or that char paint;
6. Chemical paint strippers containing methylene chloride or other volatile hazardous chemicals in a poorly ventilated space; and
7. Dry scraping or dry sanding, except scraping in conjunction with heat guns or around electrical outlets or when treating no more than two square feet in any one interior room or space, or totaling no more than 20 square feet on exterior surfaces.

The undersigned applicant agrees that it must observe the procedures for worker protection established in the HUD Guidelines, as well as the requirements of the Occupational Health and Safety Administration (OSHA) (in particular, 29 CFR 1926.62, Lead Exposure in Construction), or the state or local occupational safety and health regulations, whichever are most protective.

If accepted into the TN-LHRD Contractor Program and awarded a project, the undersigned applicant agrees to further HUD's strategy for Economic Opportunities for Low- and Very Low-Income Persons (Section 3). Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. § 1701u) applies directly to TN-LHRD (the HUD grantee) and all



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subsequent contracts expended for grant requirements. (see 24 CFR 135.3(a)(2)(i)). The purpose of Section 3 is to ensure that new training, employment or contracting opportunities created during the grant will be directed to low- and very low-income persons residing in the target area and to the business concerns that employ these persons, to the greatest extent feasible. If the undersigned contractor plans to hire any new employees or award contracts to carry out the agreed upon lead hazard control activities, it must comply with the Section 3 requirements found at 24 CFR 135.32. The undersigned understands that Tennessee Department of Environment and Conservation is the recipient of a HUD grant totaling more than \$100,000 and any contractor, subcontractor or sub-grantee receiving contracts under the grant must comply with the Section 3 requirements for any new hiring or sub-contracting opportunities provided under those contracts.

The undersigned understands that failure to comply with TN-LHRD program requirements may result in recapture, by the State of Tennessee, all of the monies advanced in conducting the lead-based paint hazard control and/or abatement.

The undersigned certifies, under penalty of law, that to the best of their knowledge, all statements made in this application and supporting documentation are true and accurate, correct and complete.

Printed Name *Date* *Printed*
Name

Applicant Signature *Date* *Applicant Signature*

Notary: