



City of Phoenix

NEIGHBORHOOD SERVICES DEPARTMENT

Neighborhood Revitalization Division

NEIGHBORHOOD SERVICES DEPARTMENT HOUSING REHABILITATION SECTION

CONTRACTOR GENERAL INFORMATION

General Information

Please fill out the Contractor Application completely and attach original forms when signatures or notarized documents are required. Do not send original contractor licenses—copies only. If you have questions, please call **602-534-4444**. General qualifications for inclusion on the Neighborhood Services Department (NSD) Housing Rehabilitation (Housing Rehab) Qualified Vendors List (QVL) are:

- A. LICENSE:** The Contractor must have a current contractor's license issued by the Arizona Registrar of Contractors. The license classification must be appropriate for the type(s) of bid(s) the contractor will submit. All work must be completed in a professional workmanlike manner in compliance with the workmanship standards of the Registrar of Contractors as established by Arizona statute, with all applicable laws, statutes, ordinances, building codes or rules and regulations, and the Housing Rehab Housing Rehabilitation Standards Manual.
- B. EXCLUSIONS: All Contractors are required to have a Dun & Bradstreet D-U-N-S Number registered in sam.gov.** Instructions on how to obtain a D-U-N-S Number is included in this packet. Neither Contractors nor its principals, agents or subcontractors that are presently debarred, suspended, or proposed for debarment to the U.S. Department of Housing or Urban Development (HUD) Debarment (and Excluded Parties) list or declared ineligible or voluntarily excluded from participation in the transaction evidenced in any NSD contract by any federal department or agency shall be placed on the Neighborhood Services Department Housing Rehab Qualified Vendors List.
- C. EQUAL OPPORTUNITY & EMPLOYMENT:** Contractors and all subcontractors shall abide by all Federal, State and local regulations pertaining to equal employment opportunity including:
- a. The Contractor shall ensure that applicants are employed, and employees are dealt with during employment without regard to their race, color, religion, sex, national origin, age or disability.
 - b. If the Contract is for work to be performed on a non-residential structure or a structure that will contain eight (8) or more dwelling units after rehabilitation, the Contractor and subcontractors will abide by the Federal regulations as set forth in HUD Form 4010/3200 Federal Labor Standards Provisions which will be made a part of all Neighborhood Commercial Rehabilitation Contracts.
- D. SECTION 3:** NSD supports the Section 3 Program and its efforts to foster local economic development, neighborhood economic improvement, and individual self-sufficiency. Contractors (and sub-contractors) will have the opportunity to qualify for the Section 3 Program through business, employee, and/or contract certifications. Section 3 qualified contractors may be notified of other bid opportunities outside of the Housing Rehab section.

- E. PROBATIONARY PERIOD:** Contractors meeting all required prerequisites shall remain on a probationary status until such time when the Contractor becomes the responsible low bidder and satisfactorily completes five neighborhood rehabilitation projects. Following this satisfactory completion, the Contractor shall be placed on the Qualified Vendors List. Unsatisfactory Contractor's performance during or after the probationary period, findings of fraud and/or falsification of any document, or is found to be listed on the HUD Debarment List after completing the probationary period, the Contractor will be removed from the QVL.
- F. CONFLICT OF INTEREST:** No contractor or its principals, agents or subcontractors shall have any direct or indirect interest in Housing Rehab projects nor participate in any decision relating to a project contract which is prohibited by law. Any potential or actual conflict of interest must be immediately disclosed to the Housing Rehab Supervisor for review.
- G. CONTRACTOR APPROVAL:** All contractors that perform work for the Housing Rehabilitation Section must be approved by the Housing Rehab Supervisor and added to the Department's QVL. In order to be eligible to participate as a Housing Rehab contractor, receive bid opportunities and perform construction services on Housing Rehab projects, contractors will be screened and qualified on an individual basis and must meet all eligibility requirements set forth within the NSD Housing Rehab Contractor Application Packet. New applications will be evaluated and if requirements are met, the eligible contractor will be added to the QVL.

Contractor Eligibility

Housing Rehab staff will use the following information to determine eligibility. Please return these required items with your application:

- 1. CONTRACTOR APPLICATION:** Fill out each section of the application and attach the submittal items listed at the end. Your application can not be processed if any required item is omitted. Remember to sign the application and print your name in the space provided.
- 2. INDIVIDUAL AUTHORIZATION FORM:** The Authorizing Officer of the company may authorize designated persons to sign documents for the company. The signature of the officer and person being authorized must be notarized. List the title of the officer and designated person on the form. Complete one Individual Authorization Form for each designated person authorized to sign documents for the company.
- 3. BID INFORMATION SHEET:** Fill out contact information and type of work desired. Check all work that your firm is interested in bidding and which of the **required** type of license(s) or certification you (or the firm) currently hold.
- 4. CONTRACTING LICENSES:** Include a copy of each contractor's license and certification you have that is appropriate for the work you will do with the Housing Rehab Section.
- 5. CERTIFICATE OF INSURANCE:** Furnish to the City of Phoenix a Certificate of Insurance, signed by a person authorized to do so, certifying that the minimum general liability, automobile, & worker's compensation insurance coverage set forth in conditions referenced are in full force and effect and will not be cancelled until thirty (30) days after written notice is given to the City of Phoenix, or until the work covered by a duly executed contract is completed and accepted by the City of Phoenix and the property owner, whichever comes first. Make sure to list the City of Phoenix as an additional insured. Lead Abatement Contractors are required to obtain and maintain pollution liability insurance. Payment and Performance bonds may be required for certain projects. **See the Insurance Requirements section for additional information.**

- 6. CERTIFICATE OF WORKMANS' COMPENSATION INSURANCE:** Unless it is included on your certificate of general liability insurance, this verification shall also be furnished to the City of Phoenix. **See the Insurance Requirements section for additional information.**
- 7. CERTIFICATE FOR EPA'S RENOVATION, REPAIR, & PAINT (RRP) RULE FOR FIRM AND EMPLOYEE:** NSD **requires all rehab contractors** doing business with the department to hold this required EPA certification. **See the additional information included in this packet.**
- 8. ADDITIONAL REQUIRED CERTIFICATIONS:** BPI certification and OSHA 30 certification for Weatherization contractors and EPA Lead Abatement Firm, Supervisor, and Worker certifications for Lead Abatement Contractors.

Vendor Payment

After your application has been reviewed and approved, the contact person listed on the application will be notified by email. If your company is not currently listed as a vendor with the City of Phoenix, you will be required to do so **prior to submission of your first bid proposal.** Additional information and assistance for vendor self-registration will be included in the email.

The Housing Rehab Section continues to support the vision to make Phoenix a community of desirable neighborhoods by continuing its efforts to enhance the quality of life for low- to moderate- income residents by rehabilitating single and multi-family housing units. To help support and revitalize neighborhoods, rehabilitations will address health and safety hazards, promote energy efficiencies, conservation and sustainability when funding allows. However, the Department makes no guarantee as to the number of bid opportunities or awarded bids that will be made to contractors which are deemed eligible and placed on the Housing Rehab QVL.

Please send your completed Application Package to:

City of Phoenix
 Neighborhood Services Department
 Attn: Housing Rehab Section/Laura Smith
 200 W. Washington, 4th Floor
 Phoenix, AZ 85003-1611

E. References

Current Suppliers				
Supplier	Type	Contact Person	Telephone	
1.				
2.				
3.				
Subcontractors that have done work for you. If you are a sub, then list generals you have done work for.				
Subcontractor/General	Trade	Contact Person	Telephone	
1.				
2.				
3.				
Projects you have completed within the last two years. Include any government agencies or non-profits that you have done work for. Providing this information gives City of Phoenix permission to contact the referenced individuals.				
Customer Address				
Type of Work	Date Completed	Contract Price	Contact Person	Telephone
1.				
2.				
3.				

F. Please submit the following items with your application.

- 1. Your registered D-U-N-S Number
- 2. One Individual Authorization Form for each person authorized to sign documents for the company
- 3. Section 3 Packet
- 4. Bid Information Sheet
- 5. One copy of each different contractor's license you hold
- 6. Certificate of general liability & automobile insurance
- 7. Certificate of Workers' Compensation Insurance (or waiver form, if sole proprietor)
- 8. Certification for EPA Renovation, Repair, and Painting (RRP) Rule for Firm and Employee
- 9. Additional Certifications (if applicable) - BPI Certification & OSHA 30 Construction Certification (Weatherization contractors) or EPA Certification (Lead abatement contractors)

G. How did you learn about the NSD programs? _____

H. The undersigned certifies that all the information in this application and all information provided in support of this application are true and complete to the best of the undersigned's knowledge and belief. This application should be signed by one of the principals of the company.

Signature

Title

Date

Print Name



BID INFORMATION

1. CONTACT: Who should we contact to provide information about bids?

Person:	Work:
	Mobile:
	Email:
How are you able to receive bids? <input type="checkbox"/> Email <input type="checkbox"/> Pick-Up only	

2. TYPE OF WORK: What types of work are you interested in bidding?

Some companies prefer to bid only small projects, others prefer only large projects and still others like to bid all available work. Keep in mind that if you receive bid packages but do not submit bids, this may adversely affect your eligibility to receive future bid packages.

Check **all** that you are interested in bidding: (License requirements are in parentheses, please circle the license that you hold. Remember, **all** contractor firms must hold an EPA Renovation, Repair and Painting (RRP) certification.)

<input type="checkbox"/> 1. Demolition of an old house and construction of a new house complete. (B, KB-2, KB-1)										
<input type="checkbox"/> 2. Large renovation projects from \$25k to \$100k+. (B, B-3, KB-2, KB-1)										
<input type="checkbox"/> 3. Renovation projects up to 25k requiring 2 or more subcontractors. (CR-61, B, B-3, KB-2, KB-1)										
<input type="checkbox"/> 4. Small Renovation projects requiring only <u>one</u> trade. <table style="width: 100%; border: none;"> <tr> <td style="border-right: 1px solid black; padding: 5px;"><input type="checkbox"/> Carpentry (C-7, CR-61, B, B-3, KB-2, KB-1)</td> <td style="padding: 5px;"><input type="checkbox"/> Roofing, Foam (C-42R)</td> </tr> <tr> <td style="border-right: 1px solid black; padding: 5px;"><input type="checkbox"/> Concrete (C-9, CR-61, B, B-3, KB-2, KB-1)</td> <td style="padding: 5px;"><input type="checkbox"/> Electrical (C-11)</td> </tr> <tr> <td style="border-right: 1px solid black; padding: 5px;"><input type="checkbox"/> Fencing (C-14, CR-61, B, B-3, KB-2, KB-1)</td> <td style="padding: 5px;"><input type="checkbox"/> Mechanical (C-39R)</td> </tr> <tr> <td style="border-right: 1px solid black; padding: 5px;"><input type="checkbox"/> Painting (C-34, CR-61, B, B-3, KB-2, KB-1)</td> <td style="padding: 5px;"><input type="checkbox"/> Plumbing (C-37R)</td> </tr> <tr> <td style="border-right: 1px solid black; padding: 5px;"><input type="checkbox"/> Roofing, Shingles and Shakes (C-42R, CR-61, B, B-3, KB-2, KB-1)</td> <td></td> </tr> </table>	<input type="checkbox"/> Carpentry (C-7, CR-61, B, B-3, KB-2, KB-1)	<input type="checkbox"/> Roofing, Foam (C-42R)	<input type="checkbox"/> Concrete (C-9, CR-61, B, B-3, KB-2, KB-1)	<input type="checkbox"/> Electrical (C-11)	<input type="checkbox"/> Fencing (C-14, CR-61, B, B-3, KB-2, KB-1)	<input type="checkbox"/> Mechanical (C-39R)	<input type="checkbox"/> Painting (C-34, CR-61, B, B-3, KB-2, KB-1)	<input type="checkbox"/> Plumbing (C-37R)	<input type="checkbox"/> Roofing, Shingles and Shakes (C-42R, CR-61, B, B-3, KB-2, KB-1)	
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<input type="checkbox"/> Fencing (C-14, CR-61, B, B-3, KB-2, KB-1)	<input type="checkbox"/> Mechanical (C-39R)									
<input type="checkbox"/> Painting (C-34, CR-61, B, B-3, KB-2, KB-1)	<input type="checkbox"/> Plumbing (C-37R)									
<input type="checkbox"/> Roofing, Shingles and Shakes (C-42R, CR-61, B, B-3, KB-2, KB-1)										
<input type="checkbox"/> 5. Lead-Based Paint Abatement projects (CR-61 B, B-3, KB-2, KB-1)										
<input type="checkbox"/> 6. Weatherization projects (CR-61 B, B-3, KB-2, KB-1) and BPI Certification & OSHA 30 Construction Required										

** For all C classifications, the K classification is also acceptable. **

3. PROCESS: Bidders are randomly selected by a computer that only selects from those contractors who are currently eligible to bid for the required trade/project. When you are selected, you will receive a bid package via email. To submit the best bid possible, the Housing Rehab Section urges all bidders to visit the subject property and contact the appropriate Rehabilitation Specialist with questions regarding the scope of work or any information needed to ensure that those bidding the work have the clearest understanding possible of the job specification.

All bids shall be submitted at Phoenix City Hall, 200 W. Washington Street, 4th Floor. Bids must be in a **sealed envelope** with the following information written on the outside of the envelope (the City has labels for this purpose):

- | | |
|--------------------|-------------------|
| 1) Bid due date | 3) Project number |
| 2) Project address | 4) Owner name |

Bids must be time-stamped and placed in the bid box by 2:00 pm on the due date. **There is no grace period.** Bid opening information will be provided in your bid package.

If you are submitting a bid to do lead hazard control work, the contractor must be an EPA certified lead-based paint abatement contractor for the state of Arizona and have an EPA certified lead abatement supervisor and workers.

If you are submitting a bid to do Weatherization work, the contractor must have a dedicated BPI certified representative to oversee work and conduct the project testing and analysis.

4. BID RESULTS: Bids will be opened on the due date at 2:00 pm at Phoenix City Hall, 4th floor (unless otherwise stated in the bid package). This meeting is open to all contractors who would like to attend. The name of each bidder and the prices shall be read. Unless otherwise indicated, the lowest responsive, responsible bidder will be awarded the project.

Notwithstanding any other provision of the invitation to bid, the City reserves the right to: (1) waive any immaterial defect or informality; or (2) reject any or all bids or portions thereof; or (3) reissue an invitation to bid. Only authorized City personnel will view itemized bids and other information received in response to the invitation to bid. Following this meeting, the total price of each bidder as well as the awarded contractor will be posted in a book at the service counter on the 4th floor. Bid information will also be recorded and made available via the bid hotline at **602-534-4457** within 24 hours of bid opening.

If a contractor wishes to protest a bid for a particular project, he must do so in writing within seven (7) calendar days of the posting of the bid results. Protests must be filed with the housing rehab supervisor, and must include:

- 1) The name, address, and phone number of the protester
- 2) The project number, name and address of the customer
- 3) A detailed statement of the legal and factual grounds for the protest, including copies of any relevant documents
- 4) The form of relief requested.

The protest must be signed by the protester or an authorized representative.

5. REASONS YOU MAY NOT RECEIVE BID PACKAGES: It is your responsibility to keep your general liability insurance, auto insurance, workers' comp, contractor's license(s) and other required certifications current and to provide us with written proof when requested. If you are not receiving bids, it could be that one or more of these items have expired in our system. You may not necessarily receive notification of such, but you may call us to verify the status of these items in our system. Note too, that if you are not receiving any new bids it could be because:

- (a.) You are late on a current project
- (b.) You have more than your maximum limit of jobs
- (c.) You have been given an ineligible status in accordance with the No Bid / No Response Policy
- (d.) You are not compliant with EPA RRP Rule or BPI Certification policies

You may contact Housing Rehab staff at 602-534-4444 if you have questions about these matters.



CONTRACTOR INSURANCE REQUIREMENTS

Contractor and subcontractors shall procure and maintain insurance until all their obligations have been discharged, including any warranty periods under the housing rehabilitation contract are satisfied, and any insurance claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors.

The insurance requirements herein are minimum requirements. The City in no way warrants that the minimum limits contained herein are sufficient to protect the Contractor from liabilities that might arise out of the performance of the work by the Contractor, his agents, representatives, employees, or subcontractors. Contractor is free to purchase such additional insurance as may be determined necessary.

MINIMUM SCOPE AND LIMITS OF INSURANCE

The Contractor shall provide coverage at least as broad and with limits of liability not less than those stated below. An excess liability policy or umbrella liability policy may be used to meet the minimum liability requirements provided that the coverage is written on a "following form" basis.

A. GENERAL LIABILITY

Commercial General Liability - Occurrence Form Policy shall include bodily injury, property damage, and broad form contractual liability and XCU coverage.

Each Occurrence	\$1,000,000
Personal and Advertising Injury	\$1,000,000
General Aggregate	\$2,000,000
Products - Completed Operations Aggregate	\$1,000,000

The policy shall be endorsed to include the following additional insured language: "The City of Phoenix shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Contractor, including completed operations".

B. AUTOMOBILE LIABILITY

Bodily injury and property damage for any owned, hired, and non-owned vehicles used in the performance of any city of Phoenix rehabilitation project.

Combined Single Limit (CSL)	\$1,000,000
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The policy shall be endorsed to include the following additional insured language: "The City of Phoenix shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Contractor, including automobiles owned, leased, hired or borrowed by the Contractor."

C. WORKER'S COMPENSATION AND EMPLOYERS' LIABILITY

Workers' Compensation	Statutory Limits
Employers' Liability	
Each Accident	\$100,000
Disease - Each Employee	\$100,000
Disease - Policy Limit	\$500,000

The Worker's Compensation policy shall contain a waiver of subrogation against the City of Phoenix.

This requirement shall not apply when a Contractor or subcontractor is exempt under A.R.S. Section 23-901, **AND** when such Contractor or subcontractor executes the appropriate sole proprietor waiver form.

D. ADDITIONAL INSURANCE REQUIREMENTS: The policies shall include, or be endorsed to include, the following provisions:

1. On insurance policies where the City of Phoenix is named as an additional insured, the City of Phoenix shall be an additional insured to the full limits of liability purchased by the Contractor even if those limits of liability are in excess of those required by Contract.
2. The Contractor's insurance coverage shall be primary insurance and non-contributory with respect to all other available sources.

E. NOTICE OF CANCELLATION: For each insurance policy required, the Contractor must provide to the City, within 2 business days of receipt, a notice if a policy is suspended, voided or cancelled for any reason. Such notice shall be mailed, emailed, hand delivered or sent by facsimile transmission to: **Marcos Guzman, City of Phoenix—Neighborhood Services Dept., 200 W. Washington Street, 4th Floor, Phoenix, AZ 85003, Email: marcos.guzman@phoenix.gov.**

F. ACCEPTABILITY OF INSURERS: Insurance is to be placed with insurers duly licensed or authorized to do business in the state of Arizona and with an "A.M. Best" rating of not less than B+ VI. The City in no way warrants that the above-required minimum insurer rating is sufficient to protect the Contractor from potential insurer insolvency.

G. VERIFICATION OF COVERAGE: Contractor shall furnish the City with certificates of insurance (ACORD form or equivalent approved by the City). The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

All certificates and any required endorsements are to be received and approved by the City before work commences. Each insurance policy required must be in effect at or prior to commencement of work and remain in effect for the duration of the project. Failure to maintain the insurance policies as required or to provide evidence of renewal is a material breach of contract.

All certificates required shall be sent directly to Marcos Guzman, City of Phoenix, Neighborhood Services Department, 200 W. Washington Street, 4th Floor, Phoenix, AZ 85003. The City reserves the right to require complete, certified copies of all insurance policies required at any time. **DO NOT SEND CERTIFICATES OF INSURANCE TO THE CITY'S RISK MANAGEMENT DIVISION.**

H. SUBCONTRACTORS: All required subcontractor certificates and endorsements are to be received and approved by the City before work commences. All insurance coverages for subcontractors shall be subject to the minimum requirements identified above, unless otherwise specified.

I. APPROVAL: Any modification or variation from the insurance requirements outlined in this document shall be made by the Law Department, whose decision shall be final.

*****FOR LEAD ABATEMENT CONTRACTORS ONLY*****

INSURANCE: Lead abatement contractors are required to obtain and maintain, during the term of the contract, pollution liability insurance which covers lead-based paint activities from an insurance company licensed to do business in this state. This should be an occurrence-based policy with limits of liability not less than \$1,000,000. The policy shall be endorsed to include the following additional language: "The City of Phoenix shall be named as an additional insured with respect to liability arising out of activities performed by, or on behalf of, the contractor". The contractor may bid for work but will not be awarded a job until this insurance policy is in place.



City of Phoenix



LEAD HAZARD CONTROL PROGRAM

Contractors interested in working with the City of Phoenix Lead Hazard Control Program (LHCP) as a certified lead abatement contractor should complete the Neighborhood Services Department Contractor Application and provide all required documents as requested in the Contractor Information Packet. Additional documentation needed for LHCP work are detailed below. If you are already on the Qualified Vendors List with the Housing Rehabilitation Section and would like to bid on LHCP projects, you will only need to provide the additional LHCP documentation listed.

CERTIFICATIONS: The firm must be certified by the Environmental Protection Agency (EPA) to do lead abatement work. In addition, you will need at least one EPA certified lead supervisor. Any additional people who will work on lead hazard control projects will need to be EPA certified lead workers. A typical crew might consist of one supervisor and two workers. For more information about certifications, you may contact the EPA at www.epa.gov/lead and review the links under “Abatement and Evaluation Program”. You may also contact the National Lead Information Center at **1-800-424-LEAD [5323]**. The Lead Hazard Control Program requires these certifications before a contractor will be allowed to bid.

The Neighborhood Services Department **requires all contractors** doing business with the department to hold EPA Renovation, Repair, and Paint (RRP) firm and worker certification. **See the additional information included in this information packet.**

LICENSE(S): Before being allowed to bid, the lead abatement contractor is required to hold one or more of the following licenses from the Arizona Registrar of Contractors: CR-61, K-61, B, B-3, KB-2, KB-1 (L-61, B-1, B-2 can be accepted for apartment work of more than 4 units, but for the most part, work is residential).

INSURANCE: In addition to the requirements listed in the Contractor Information packet, lead abatement contractors are required to obtain and maintain, during the term of the contract, pollution liability insurance which covers lead-based paint activities from an insurance company licensed to do business in this state. This should be an occurrence-based policy with limits of liability not less than \$1,000,000. The policy shall be endorsed to include the following additional language: “The city of Phoenix shall be named as an additional insured with respect to liability arising out of activities performed by, or on behalf of the contractor”. The contractor may bid for work but will not be awarded a job until this insurance policy is in place.

OTHER PAPERWORK: Before work can begin the LHCP will need to have the following on file from the contractor:

- OSHA Lead Compliance Plan
- Respiratory Protection Program
- HAZCOM Program Plan.

The LHCP can provide assistance to the contractor in producing these plans.

DOCUMENTATION NEEDED FOR WORKERS: Each supervisor and worker working on LHCP projects will need to have the following paperwork on file with the LHCP:

- Results of a respirator exam (showing that a doctor has cleared them to wear a respirator)
- Results of a respirator fit test
- Results of a blood test (showing that their blood lead level is within the acceptable range)
- Current training and EPA certificates

For more information about the Lead Hazard Control Program please call 602-534-4444.

LEAD HAZARD CONTROL PROGRAM REQUIRED DOCUMENTS

ITEMS NEEDED BEFORE CONTRACTOR CAN BID

- Copy of company EPA certification to do lead-based paint abatement
- Copy of EPA certifications for supervisors and workers
- Copy of company EPA RRP certification
- Copy of EPA RRP certification for qualified employee

ITEMS NEEDED BEFORE CONTRACTOR CAN BE AWARDED A BID

- Certificate of pollution liability insurance, which covers lead-based paint activities
- Physical exam for each supervisor and worker showing they are able to wear a respirator
- Respirator fit test
- Blood test showing blood lead level

ITEMS NEEDED BEFORE WORK CAN BEGIN

- OSHA Lead Compliance Program
- Respiratory Protection Program
- HAZCOM Program Plan



City of Phoenix

NEIGHBORHOOD SERVICES DEPARTMENT

Neighborhood Revitalization Division

Neighborhood Services Department Housing Rehab Section Contractors

Environmental Protection Agency (EPA)

7. Renovation, Repair and Painting (RRP) Rule Certification

The EPA's Lead Renovation, Repair and Painting Rule (RRP Rule) aims to protect the public from lead-based paint hazards associated with renovation, repair and painting activities. These activities can create hazardous lead dust when surfaces with lead paint, even from many decades ago, are disturbed.

Under the RRP Rule (effective April 22, 2010), any firm performing renovation, repair, and painting projects that disturb lead-based paint in homes, childcare facilities and pre-schools built before 1978 **must be certified by the EPA** (or an EPA authorized state) and must follow specific work practices to prevent lead contamination. The firm must have a Renovation Supervisor who is trained and certified by an EPA accredited training provider.

Since the majority of Neighborhood Services Department (NSD) rehab projects occur on properties built prior to 1978, **NSD requires all rehab contractors doing business with the department to hold the required EPA certification.**

Organizations that offer EPA RRP training can be found on the EPA website at <https://www.epa.gov/lead> under "Locate an RRP training class or provider".

The following are some organizations which may offer the EPA RRP training:

Allstate Services Environmental
<http://www.allstate-services.com>

ETC Compliance Solutions
<http://e-t-c.com/>



D-U-N-S Number Instructions

Before you can bid on government proposals, you will need to obtain a Dun & Bradstreet, or D-U-N-S (Data Universal Numbering System), number. The number is a unique nine-digit identification number for each physical location of your business. D-U-N-S Number assignment is free for all businesses required to register with the federal government for contracts or grants.

1. What do I need to get my D-U-N-S Number?

When registering for your D-U-N-S Number, you will need the following:

- Legal name
- Headquarters name and address for your business
- Doing Business As (DBA) or other name by which your business is commonly recognized
- Physical address, city, state and ZIP Code
- Mailing address (if separate from headquarters and/or physical address)
- Telephone number
- Contact name and title
- Number of employees at your physical location
- Whether you are a Home-Based Business

2. How do I get my D-U-N-S Number?

Good news! Getting your D-U-N-S Number is easy.

Go to: <http://fedgov.dnb.com/webform> to request your D-U-N-S Number. This process can take up to two days.

3. After I receive my D-U-N-S Number, what should I do?

You must register your new D-U-N-S Number in System for Award Management (sam.gov). This process will take approximately 30 minutes to complete if you have all the necessary information on hand, depending on the size and complexity of your entity (company).

See Item 9 -- instructions for registering your D-U-N-S Number in **sam.gov**



SAM (System for Award Management)

www.sam.gov

To register in sam.gov as an entity:

Step 1: Create a user ID and password at www.sam.gov

Step 2: Login to sam.gov with your user ID and password

Step 3: Gather all the required information needed to complete your registration:

- DUNS number
- Name
- Address
- CAGE or NCAE code (automatically assigned if needed)
- Taxpayer number
- General information

Step 4: Click on “Register New Entity”: from the left side navigation pane.

Step 5: Complete and submit the online registration. It is estimated that it will take approximately 30 minutes to complete registration if you already have all the necessary information on hand, depending on the size and complexity of your entity.

Step 6: You will receive an email confirming that your registration is in process. Note that new registrations can take an average of 7-10 business days to process in SAM. SAM must send out some information for validation with outside parties before your registration can be activated; this includes TIN validation with the IRS and CAGE validation/assignment with DoD. This timeframe may be longer if the information you provide is flagged for manual validation by either party.

If you notice your registration has had a “Submitted” status for longer than 10 business days, and you have not otherwise been contacted to correct or update information, please contact the Federal Service Desk at 866-606-8220 or <https://www.fsd.gov>.

Visit D-U-N-S Request Service to obtain more detailed instructions on applying for your D-U-N-S Number. Also, see the FAQs for obtaining a D-U-N-S Number or visit System for Award Management (sam.gov).

4. My entity (company) is now registered with sam.gov, what’s next?

After you have completed all the steps above, please send your D-U-N-S Number to Marcos Guzman, Housing Rehabilitation Supervisor, at marcos.guzman@phoenix.gov or call 602-534-4444.