

Documentation Requirements

All Contractors:

Must complete the *Contractor Application Form*.

Must be duly licensed for any/all work performed on behalf of clients, or, must subcontract with those who hold appropriate and required licenses/training to cover each scope of work. Must provide Construction Contractors Board (CCB) registry number(s) to PDC for verification. CCB registration must be current, active, accurate, and reflective of any additional licensed activity and/or specialized training.

Must carry and maintain, at all times, the adequate and required bond and insurance coverage for type of license, business activity and projects awarded (see page 9 f G.C article 20 of the General Conditions). This insurance requirement includes, but may not be limited to: Liability Insurance and Workman's Compensation Insurance (if applicable). A copy of the certificate of insurance is required with this application and upon every subsequent renewal.

Must provide business documentation reflecting any/all licensed/registered business names, authorized agents and signers, as well as any DBA filings. These documents would include articles of incorporation, limited liability company or partnership agreements and assumed business name filing (if applicable). Any changes to business entity, structure or signing/agent authority require updated copies to be submitted to PDC.

Rehab Contractors:

Must provide current and updated copies of all the following, as it applies to the work you seek to perform.

- i. Complete the Lead safe work practices training course. Re-certify every two years.
- ii. Register this specialized training with the Construction Contractors Board (CCB #503-378-4621)
- iii. Hold and maintain the "Working Safe-Lead-based Paint permit", as required by the Oregon Department of Human Services (ODHS 503-731-4012)
- iv. Have and maintain all current and proper forms, disclosures, signs, containment and resources to comply with regulations.
- v. Perform work in accordance to **PDC's General Conditions** and in compliance with the all pertinent government and regulatory agencies. To review go to www.pdc.us/housingpubs
- vi. Have and maintain the required bond and certificate of liability insurance coverage.

Lead Abatement Contractors:

Must provide current and updated copies of all the following, as it applies to the work you seek to perform.

- i. Be trained, certified and licensed by and according to EPA 40 CFR 745 and the Oregon Administrative Rules Chapter 333 Division 069 – "Certification of individuals and firms engaged in Lead-based paint activities".
- ii. Hold and maintain the proper licensing with the Construction Contractors Board and register specialized training (CCB #503-378-4621)
- iii. Hold and maintain the "Working Safe-Lead-based Paint permit", as required by the Oregon Department of Human Services (ODHS#503-731-4012)
- iv. Have and maintain all current and proper forms, disclosures, signs, containment and resources to comply with regulations.
- v. Perform work in accordance to PDC's *General Conditions* and in compliance with the all pertinent government and regulatory agencies.
- vi. Have and maintain a certificate of liability insurance, that includes required pollution liability coverage and names PDC as "additional insured".

Performance Requirements

Must consistently perform quality work according to **PDC's General Conditions**. All work shall be done in accordance and compliance with all codes, rules and regulations that pertain to the act of doing business and/or providing materials, labor and services to a client receiving funding through PDC. In all cases, where it is not otherwise agreed in writing, the contractor is responsible for obtaining any/all necessary permits if and when required.

Must have a proven track record of quality performance on renovation projects and/or Lead Abatement projects. References are required on a minimum of two projects and one vendor credit reference.

Additional Information about Working with PDC

The Neighborhood Housing Program of the Portland Development Commission provides funding programs for a variety of borrowers. The following are some funding guidelines to enable you to better determine your level of interest in partnering with us to serve our clients.

Lead hazard regulations must be met in all projects with federal funding. The following is mandatory information that you will be required to know and comply with on all projects.

Lead-based Paint (LBP) Regulations

- a. All contractors must be familiar with this regulation for the State of Oregon as stated below.
- b. Oregon Administrative Rule - OAR 333-069 requires that ANY person removing or stabilizing paint on housing or child care settings built before 1978 must obtain a "Working Safe - Lead-Based Paint" Permit from the Department of Human Services at (503) 731-4012.
- c. All contractors are required to complete the Lead Safe Work Practices Training Course - call Oregon Department of Human Services for additional information at (503) 731-4012.
- d. Contractors and Construction Companies with employees who engage in lead reduction activities are further required to have training certificates for all project managers, supervisors, foremen and workers.

The homeowner is your client. PDC is the lender. Our role is to help facilitate the compliance and repair of projects our funding supports. There are specific documents and reporting required under these funding programs, however, our forms and efforts do not replace your responsibility to provide forms, notices and contracts that your governing agency requires.

A number of our clients are low-income, disabled or have special needs. Some clients may be more difficult or may live in undesirable circumstances. Although we understand the preference towards the "larger/nicer" jobs, all clients are to obtain 3 competitive bids and will need to have the work done by licensed/bonded/insured contractors. Therefore, PDC expects all contractors on our list to maintain the willingness to bid without partiality on all jobs, as their time & expertise allows.

If applicable to the project, the contractor must attend Pre-Bid Meetings in order to be eligible to bid on respective jobs. Any legitimate absence must be approved by the Construction Advisor prior to that Pre-Bid Meeting.

In order to promote job timeliness, PDC may act to declare that a contractor may not be eligible to bid on new job projects if that contractor has existing contracts that are not completed according to PDC *General Conditions*.

All jobs must be completed according to the dates listed on the *Proceed Letter*. These dates will reflect the start and end of the project. Any variations or delays must be granted in advance, by the Construction Advisor assigned to the project, in a *Change Order* signed by all parties.

PDC pays on work completed. Down-payments or advances for materials are not provided. PDC will make progress payments on work that is actually finished and materials installed.

All changes to proposed and contracted work must be made in writing, on a contractor-provided change order. Changes must be signed by all parties, approved by PDC prior to the proposed change. Copies are required to be maintained by contractor, owner and PDC.

PDC must receive and hold copy of all change orders, permit finals, clearances, invoices for completed work and signed loan disbursement documents from the owners, as well as complete a final assessment of owner satisfaction and contract fulfillment prior to full and final disbursement of a project. Payment is prompt on good quality, fully completed jobs, with satisfied customers and complete paperwork.

I have received, reviewed in full and agree to comply with all items contained herein, as evidenced by the authorized signature below.

Signature: _____ Print Name: _____ Date: _____

PDC Neighborhood Housing Program
222 NW 5th Avenue, Portland, OR 97209
Phone 503.823.3004 – Fax 503.823.3435

