

City of Worcester, Massachusetts

Michael V. O'Brien
City Manager

Timothy J. McGourthy
Chief Development Officer
Executive Office of Economic Development



Miguel A. Rivera
Director
Housing Development Division

March 18, 2013

Dear Contractor,

The City of Worcester is pleased to announce that the Worcester Lead Abatement Program was funded through the Office of Healthy Homes and Lead Hazard Control 2012 funding cycle.

If you wish to be considered for inclusion on the current list and invited to bid on future WLAP projects, the program requires the following information:

1. MA Deleader license and photo ID (contractor, supervisor and workers)
2. MA Deleader training certificates for all employees
3. Corporate name as it appears on Secretary of State's website for all corporations and LLCs. List the name and title of all authorized signatories.
4. Business certificate for all DBAs. List name and title of all authorized signatories.
5. Unrestricted MA Construction Supervisor license
6. MA Home Improvement Contractor Registration
7. OSHA 30 Certificate for all on-site Supervisors (if employees)
8. Copy of Respirator and Medical Monitoring and Worker Protection Program (if Employees)
9. Proof of Better Business Bureau membership
10. At least 3 referrals for Lead jobs over \$8,000.00
11. Proof of insurance pertaining to General Liability, Property Damage, Motor Vehicle and Worker's Compensation in amounts not less than set forth below:
 - i. Commercial General Liability - (Bodily Injury, including accidental death) \$100,000 per occurrence/\$300,000 aggregate and (Property Damage) \$100,000 per occurrence/\$300,000 aggregate
 - ii. Automobile Liability/Combined Single Limit- \$100,000 per occurrence/\$300,000 aggregate (all owned, scheduled, hired, and non-owned autos)
 - iii. Workers Compensation - MA Statutory Requirements

The Contractor shall furnish a certificate(s) of insurance coverage of the types and amounts required. The City of Worcester shall be named in such policies as additional insured on said coverage and certificates and shall be identified as certificate holders. The Contractor shall require its insurance company(ies) to notify the certificate holders of any reduction or cancellation of the insurance at least thirty (30) days prior to the effective date of such reduction or cancellation.

Please deliver the information to my attention.

**Attention: James Brooks, Lead Rehabilitation Specialist
Executive Office of Economic Development
City of Worcester
455 Main St. 4th Floor, Worcester, MA 01610**

Or you can Email it to me at **brooksj@worcesterma.gov**

If you have any questions, please call me at 508-799-1400, ext. 229.

Sincerely,

James Brooks
Lead Rehabilitation Specialist
Executive Office of Economic Development
City of Worcester