



October 18, 2013

**GENESEE COUNTY LAND BANK REQUEST FOR APPLICATIONS**

Application will be received by the Genesee County Land Bank, 452 S. Saginaw, 2<sup>nd</sup> Floor, Flint, MI 48502, for **LETTERS OF QUALIFICATION AND RATE QUOTATIONS FOR PRE-DEMOLITION ENVIRONMENTAL MITIGATION OF HAZARDOUS MATERIAL CONTAINING STRUCTURES** for the purpose of receiving bids and possible contract awards.

All procurements are conducted in accordance with the policies and requirements included in the Genesee County Land Bank Request for Proposals and Genesee County Purchasing Regulations. If there is a conflict between the two, the Genesee County Land Bank policies and requirements supersede Genesee County Purchasing Regulations. Copies of which is on file and available for inspection at the Genesee County Land Bank or on the Land Bank website at: [www.thelandbank.org](http://www.thelandbank.org).

Questions regarding this request for applications should be referred to Lucille James, Brownfield and Demolition Program Manager in writing at [ljames@thelandbank.org](mailto:ljames@thelandbank.org).

**Each applicant is responsible for becoming pre-qualified prior to receipt of bids or proposals for the pre-demolition environmental mitigation of hazardous material projects issued on parcels within Genesee County designated by the Genesee County Land Bank.**

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Lucille James  
*Genesee County Land Bank  
Brownfield & Demolition Program Manager*

**THE GENESEE COUNTY LAND BANK**



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# REQUEST FOR APPLICATION – LETTERS OF QUALIFICATION AND RATE QUOTATIONS FOR PRE-DEMOLITION ENVIRONMENTAL MITIGATION OF HAZARDOUS MATERIAL CONTAINING STRUCTURES

## SECTION 1: INSTRUCTIONS TO APPLICANTS

1. Submit one (1) original, one (1) additional copy of application and one flash drive containing a PDF copy. The original must include an original signature, on the Signature Page, of the person authorized to make a binding offer. All applications become the property of the Genesee County Land Bank Authority (GCLBA). The GCLBA will not photocopy your applications for the purpose of complying with this provision requiring duplicate copies. Failure to provide the required number of complete duplicate copies may result in rejection of your application.
2. All communications, any modifications, clarifications, amendments, questions, responses or any other matters related to this Application, shall be made by and through the demolition program contact referenced in this solicitation. No contact regarding this solicitation made with other GCLBA employees is permitted. Any violation of this condition may result in the immediate rejection of application.
3. The Standard Terms and Conditions are an integral part of the bidding process.
4. The Genesee County Land Bank requires a signed Bidders Insurance Checklist with each proposal submitted. Insurance required per the specifications governing this work must be provided prior to the contract starting date and kept in full effect and compliance during the entire contract period. Failure to comply with these provisions will cause termination of the contract.
5. Prospective bidders shall be responsible for routinely checking the Genesee County Land Bank website at <http://www.thelandbank.org> for issued addenda and other relevant information. Genesee County shall not be responsible for the failure of a prospective bidder to obtain addenda and other information issued at any time related to this Request for Applications.
6. The contractor agrees to be responsible for any loss or damage to property or persons due to the performance of services herein contracted and further agree to protect and defend the Genesee County Land Bank against all claims or demands whatsoever, and to hold the Genesee County Land Bank harmless from any loss or damage resulting therefrom.
7. See Submittal Requirements (*Section 7*) for submitting application in the required format.



## SECTION 2: STANDARD TERMS AND CONDITIONS

- 1. Genesee County Land Bank Request for Proposals and Genesee County Purchasing Regulations:** All procurements are conducted in accordance with the Genesee County Land Bank Request for Proposals and Genesee County Purchasing Regulations. If there is a conflict between the two, the Genesee County Land Bank policies and requirements supersedes Genesee County Purchasing Regulations. Copies of which is on file and available for inspection at the Genesee County Land Bank 452 S. Saginaw 2nd Floor, Flint, MI 48502 or on the Genesee County Land Bank website at: [www.thelandbank.org](http://www.thelandbank.org).
- 2. Bid Opening:** Bids will be opened and read publicly at the time and place designated in the Invitations for Bids. Bids will be open to public inspection in accordance with applicable State law.
- 3. Evaluation and Award:** The contract will be awarded to the responsible and responsive bidder whose bid meets the requirements and criteria set forth in the Invitation for Bids. Genesee County Land Bank reserves the right to reject any or all offers, to waive any informality or irregularity in any offer, and to negotiate with the apparent successful bidder(s) in the best interest of the Genesee County Land Bank. Unless otherwise indicated in the Invitation for Bids, the Genesee County Land Bank reserves the right to award the contract in whole or in part, by item, by group of items, or by section where such action serves the best interests of the Genesee County Land Bank.
- 4. Selection Process:** Proposals that are submitted timely and comply with the mandatory requirements of the RFP will be evaluated in accordance with the terms of the RFP. Any contract resulting from this RFP will not necessarily be awarded to the vendor with the lowest price. Instead, contract shall be awarded to vendor whose proposal received the most points in accordance with criteria set forth in RFP.
- 5. Discussion with Responsible Bidders and Revisions to Bids:** Discussions may be conducted with responsible bidders who submit responses determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and conformance to, the solicitation requirements. If provided in the RFQ, revisions of offers may be permitted after submissions and prior to award for the purpose of obtaining Best and Final offers.



6. **Cancellation; Rejection of Bids** The Invitation for Bids may be canceled by the Genesee County Land Bank at any time for any reason. Any bids received may be rejected in whole or in part when in the best interests of the Genesee County Land Bank.
7. **Receipt of Bids:** It is solely the responsibility of the bidder to assure the timely receipt of its bid at the location indicated in the bid announcement. LATE BIDS WILL NOT BE CONSIDERED.
8. **Tax:** The Genesee County Land Bank is a Michigan Municipal Corporation and as therefore is exempt from Federal Excise Tax and Michigan Sales Tax.
9. **Non-Discrimination:** The successful bidders(s)/Contractor(s) covenants that it will not discriminate against an employee or applicant of employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status or a disability that is unrelated to the individual's ability to perform the duties of a particular job or position, and that it will require the same non-discrimination assurances from any subcontractor who may be used to carry out duties described in this contract. Breach of this covenant shall be regarded as a material breach of this contract.
10. **Performance Bond:** If a performance bond is required, the bond must be issued by a company authorized to do business in the State of Michigan.
11. **Conflict of Interest:** Each bidder, by submitting a bid, represents that the bidder has no knowledge that any employee, representative or agent of the bidder is a Genesee County Land Bank employee who has directly or indirectly participated on behalf of the Genesee County Land Bank in the contemplated procurement, or that any Genesee County Land Bank employee who has so participated or any member of such an employee's immediate family has a financial interest pertaining to the contemplated procurement from the bidder, and represents that the bidder reasonably believes that no employee, representative, or agent of bidder is a Genesee County Land Bank employee who has so participated and that no Genesee County Land Bank employee who has so participated or member of that employee's immediate family has a financial interest in the contemplated procurement from the bidder.
12. **Inspection:** All goods are received subject to inspection and testing. If goods are defective or fail to meet the bid specifications, the Genesee County Land Bank shall have the right to reject the goods or to correct the defects. The contractor shall pay the Genesee County Land Bank for expenses incurred in correcting defects. Rejected goods will be held for forty-five days after delivery awaiting instruction from the contractor. After the forty-five day period, the Genesee County Land Bank will dispose of the goods without further liability to the Genesee County Land



Bank. The contractor is responsible for the costs of handling, packing, and transportation incurred in returning or disposing of defective or non-conforming goods.

13. **Bidder's Representations:** Each bidder by submitting a bid represents as follows:

1. That the bidder has read and understood the bidding documents and has bid in accordance therewith;
2. That the bid has been submitted by a duly authorized owner, partner, or corporate officer;
3. That the bid submitted has been prepared independently without collusion, agreement, understanding, or planned common course of action with any other supplier of the goods or services described in the Invitation for Bids, designed to limit independent bidding or competition.

14. **Independent Contractor:** Bidder agrees that if awarded a contract, bidder shall be an independent contractor and not an employee of the Genesee County Land Bank. The contractor shall secure at its own expense all personnel required in supplying goods or services under the award contract. All such personnel shall have no contractual relationship with the Genesee County Land Bank and shall not be considered employees of the Genesee County Land Bank.

15. **Insurance:** Each bidder must submit a complete Bidder's Insurance Checklist, if so stipulated in the RFQ. The required coverage and minimum limits may vary dependent upon the dollar amount of the contract, length of time of the contract, and the hazard level of the work or services to be performed. The types of insurance coverage may include: workers compensation, general liability, auto liability and/or professional liability. The insurer, insurance retention group, pool, or self-insurer must be authorized/licensed to provide such coverage within the State of Michigan and meet minimum financial ratings, if applicable. The Best rating is required. It is the rating of the Insurance Provider through which bidder would acquire Insurance for performing the Scope of Services included in this RFQ.

Insurance Checklists vary from one solicitation to another due to distinct and different Scopes of Services. Each Checklist is labeled with a corresponding RFQ Number and Title and therefore must be executed separately for each RFP/IFB/RFQ.

16. **Indemnification:** The successful bidder shall defend, indemnify, and hold harmless the Genesee County Land Bank and its officers and employees from and against all claims, losses, damages, and expenses including but not limited to attorney's fees, arising out of or resulting from the performance of the contract.

17. **Warranty:** The bidder warrants that all goods and services furnished under a contract resulting from the Invitation for Bids shall be in conformance with the bid documents and that the goods



are of merchantable quality as described in the Uniform Commercial Code, Section 2-314, and fit for the purpose for which they are sold. This warranty is in addition to any manufacturer's standard warranty which may apply or any warranty provided by law, and is in addition to all other express warranties made by the bidder.

18. **Applicable Law:** Any contract resulting from the Invitation for Bids shall be governed by the laws of the State of Michigan. Unless otherwise provided in the contract documents, the contractor shall secure and pay for all permits, fees, duties, licenses, inspections, and approvals necessary for the execution and completion of the contract. The contractor shall give all notices to comply with all laws, ordinances, rules, regulations, and lawful orders of any public authority bearing on the performance of the contract.
19. **Right to Inspect:** The Genesee County Land Bank may, at reasonable times, inspect the place of business, or worksite of a contractor or subcontractor which is pertinent to the performance of a contract or potential contract.
20. **Right to Audit:** The Genesee County Land Bank may at any reasonable times and places, audit the books and records of any contractor who has submitted cost or pricing data as a part of its proposal, to the extent that such books and records are pertinent to such cost or pricing data for a period of three years from the date of final payment under the contract. The Genesee County Land Bank shall be entitled to audit the books and records of a contractor or subcontractor other than a firm fixed-price contract to the extent that such books and records are pertinent to the performance of such contract or subcontract. Such books and records shall be maintained by the contractor for a period of three years from the date of final payment under a prime contract and by the subcontractor for a period of three years from the date of final payment under a subcontract.
21. **Safety:** The Genesee County Land Bank, as the owner or manager of the premises where the service or work is to be performed, or as the purchaser of goods received, requires that all applicable Michigan Occupational Health & Safety (MIOSHA) Rules and Regulations are followed by your employees and that the goods meet the applicable safety regulation. All Center of Disease Control guidelines (CDC) incorporated by reference within the MIOSHA regulations must be followed.

## SECTION 4: MINIMUM QUALIFICATIONS OF BIDDERS

In order to qualify as a qualified firm and added to a prequalification list, a bidder shall have the capability in all respects to perform any possible future contract and the integrity and reliability which will assure good faith performance. This requirement shall include, but is not limited to, the availability



of the appropriate financial, material, equipment, facility, personnel, ability, expertise and experience necessary to meet all contractual requirements.

At a minimum, the following requirements are necessary for submission of a response:

1. **Evidence of Financial Stability:** The bidder shall be financially stable and has the financial wherewithal to carry out the requirements of this solicitation. All respondents shall include two years of Company tax returns and a most recent financial statement provided by their accountant or a letter from their accountant stating evidence of financial stability with the proposal response. This information will assist GCLBA in determining the Respondent's financial condition. GCLBA is seeking this information to ensure that the proposer's have the financial stability and wherewithal to assure good faith performance.
2. **License & Certificate:** The bidder must be a licensed Asbestos Abatement Contractor by the State of Michigan in the name of principal. ***(The person/company that is issued the License and/or Certificate by the State of Michigan must be in entity that applies to be added to the prequalified list.)***
3. **Evidence of Insurance:** The bidder must have Commercial General Liability with limits not less than Including Premises/operations \$1,000,000 per occurrence with \$2,000,000 aggregate; Workers Compensation Statutory limits of Michigan; Employers Liability with limits \$100,000 accident/disease, \$500,000 policy limit, disease; Automobile Liability with limits not less than \$1,000,000 combined single limit each accident-Owned, hired, nonowned; and, Professional Liability with limits not less than \$1,000,000 including errors & omissions \$200,000 per occurrence \$600,000 in aggregate for Medical Malpractice. A certificate of insurance must be included with submission of qualifications. ***(See Attachment A for Bidder's Insurance Checklist)***
4. **Certificate of Good Standing (Corporation) or Certificate of Existence:** The bidder shall provide a Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Michigan Department of Licensing and Regulatory Affairs Corporations, Securities & Commercial Licensing Bureau. ***(If Respondent is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable, must be submitted for each entity comprising the joint venture.) Entity must be in existence for a minimum of five (5) years.***
  - a. If you are a *sole proprietor*, your Michigan Builders or M&A –Home Wrecking License must be in good standing with the Michigan Department of Licensing and Regulatory Affairs Corporations, Securities & Commercial Licensing Bureau.
  - b. **Please note:** *The individual license will allow an individual to perform work as a sole proprietor, under their personal name or an assumed name from their County Clerk's Office. The individual license may NOT be used for a corporation, limited liability company or partnership. If you are conducting business as a corporation, limited liability*





*company, or partnership, you must also apply for a second license which will be for the company.*

5. Experience: Bidders must have a minimum five (5) years of proven experience performing environmental mitigation services.
6. Bid, Performance and **Payment** Bond: Bidders must have the ability to secure a Bid Bond in the amount of five (5%) of their bid amount and **a Performance Bond and Payment Bond**, if awarded, in an amount equal to one hundred percent (100%) of the total contract amount. Surety on such bonds shall be by a bona fide company authorized to do business in the State of Michigan. **Bonds requirement shall be increase consistent with any contract amount increase.**
7. Conflict of Interest Statement & Supporting Documentation: The Respondent shall disclose any professional or personal financial interests that may be a conflict of interest in representing the GCLBA. In addition, all Respondents shall further disclose arrangement to derive additional compensation from various investment and reinvestment products, including financial contracts.
8. Debarment and Suspension: The Respondent certifies to the best of its knowledge and belief that it, its agents, and its subcontractor:
  - a. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by any federal department or the State.
  - b. Have not within a three-year period preceding this Contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, MLB, or local) transaction or contract under a public transaction, as defined in 45 CFR 1185; violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
  - c. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, State, or local) with commission of any of the offenses enumerated in subsection (b).
  - d. Have not within a three-year period preceding this Contract had one or more public transactions (federal, State, or local) terminated for cause or default.
  - e. Will comply with all applicable requirements of all other State or federal laws, executive orders, regulations, and polices governing this program.
9. State License and or Certification: Any other State License and/or Certification that is deemed necessary to complete the Scope of Work as described.
  - a. Hazardous Waste Operations and Emergency Response (HAZWOPER) Certification



**10. Capacity:** The bidder must have the capacity to complete number projects that is required by the GCLBA *on a weekly basis*.

- a. Asbestos and Hazardous Material Abatement: Complete ten (10) or more environmental mitigation and disposal projects per week.

If a bidder does not convince the Genesee County Land Bank that it possesses the above minimum qualifications with the bid (response), the Genesee County Land Bank shall deem the bidder not qualified and the bidder will not be added to the prequalification list.

## **SECTION 5: PURPOSE**

The Genesee County Land Bank is seeking to qualify firms to provide pre-demolition environmental mitigation of hazardous material for selected residential/commercial properties within the boundaries of Genesee County.

The services to be provided may include, but are not limited to:

## **SECTION 6: SCOPE OF SERVICES**

The purpose of this project is to provide pre-demolition environmental mitigation of hazardous material for structures located in the City of Flint and in Genesee County. *(See Attachment G #5 for Scope of Work for Residential/Commercial Environmental Abatement & Disposal)*

### **RESIDENTIAL/COMMERCIAL ENVIRONMENTAL BUILDING INSPECTION**

#### **1.0 PROJECT/SITE CONDITIONS**

##### **A. General Requirements**

The work covered by this section includes the mitigation of potentially environmentally hazardous material located on selected tax-reverted residential/commercial properties owned or managed by the Genesee County Land Bank. The purpose of the mitigation is to properly dispose of environmental concerns associated with the residential/commercial properties.

##### **B. Responsibility**

It shall be the responsibility of the Contractor to review the attached specifications; the conditions, and the relative difficulty thereof, which are present and that may affect results of the environmental mitigation measures.

##### **C. Knowledgeable Person**



It shall be the Contractor's responsibility to assure that the mitigation measures and disposal of material is supervised by individuals certified and knowledgeable on the State of Michigan and local regulations in such endeavors. Such persons shall comply with the appropriate Federal, State, and local regulations that mandate work practices and shall be capable of performing the work under this contract.

D. Supplying Necessary Items

The Contractor shall be responsible for supplying all labor, material, equipment, services, insurance, bonds, and all incidentals which are necessary or required to perform the Work in accordance with applicable regulations and these specifications.

E. Liability

The Contractor shall assume full responsibility and liability for the compliance with all Federal, State, regional, and local regulations pertaining to work practices, confined spaces, hauling, disposal, and protection of workers and visitors to the site. This shall include Hazard Communication to workers and visitors of the work site (29 CFR 1926.59).

## 2.0 DESCRIPTION OF WORK

The Work covered by this section includes the mitigation and disposal of environmentally hazardous material/wastes located on residential/commercial properties scheduled for demolition in Genesee County, Michigan.

A. Hazardous Materials/Waste Disposal

1. Each residential/commercial building that has been identified may contain but is not limited to the presence of hazardous materials/waste including listed below:
  - Paint
  - Pesticides/Herbicides
  - Fluorescent Light Bulbs
  - Fluorescent Light Fixture Ballasts
  - Mercury Switches
  - Fuels/Solvents
  - Underground Storage Tanks

These materials shall be properly removed from the structures, packed, and disposed of by current regulations.

2. The pre-demolition inspection will document the presence of each material/waste identified, the location and quantity of each material/waste.
3. Photographs will be provided for each property identifying hazardous materials/wastes.



### **3.0 PRE-WORK SUBMITTALS**

The Contractor will submit a Work Plan to the Professional to include the following:

- A. Work Plan
  - 1. Schedule and sequence of work.
  - 2. Sampling and analysis protocols.
  - 3. Quality Control
  - 4. Submittals
  - 5. Health and Safety Plan
  - 6. Health and Safety personnel and assignments
  - 7. Site Specific Health and Safety procedures

- B. Safety Plan

A written Health and Safety Plan (HASP) shall be submitted prior to the start of Work. The HASP must be prepared to comply with the appropriate Federal, State, and local regulations, which mandate work practices. This plan must be submitted in writing to the Professional prior to the start of any site work.

### **4.0 HAZARDOUS WASTE DISPOSAL**

Lab Pack and properly dispose of hazardous waste identified during the environmental inspections. Include laboratory analysis for characterization if necessary. (55 gallon drums properly labeled shall be used for packing material)

### **5.0 TECHNICAL**

- A. Description

Environmentally Hazardous Material Removal and Disposal

- 1. It shall be the responsibility of contractor to remove and dispose of material identified in pre-demolition of structures as being environmentally hazardous.

- B. Summary

This Section includes the following:

- 1. Removal and disposal of potentially environmentally hazardous material.

- C. Submittals

- 1. Landfill records for record purposes indicating receipt and acceptance of hazardous wastes by a landfill facility licensed to accept hazardous wastes.



2. All properties must be on individual waste manifest receipt.
3. Landfill receipts/waste manifests must be submitted to the Land Bank within 35 days.
4. Payments will not be processed without receipt of waste manifest documenting proper disposal of waste.
  1. Request for Payment Packet must include:
    - a. Request for Final Payment
    - b. Sworn Statement
    - c. Waivers of Lien from yourself, as well as all subcontractors listed on Sworn Statement
    - d. Invoice on Contractor's Letterhead
    - e. Before and After Photographs of the site (labeled)
    - f. If sub-contracting, you must provide proof that the sub-contractor is in compliance with the Michigan Workers' Disability Compensation Act requirements and appropriately licensed.
    - g. Waste Manifest- Indicate it is Type II landfill
    - h. Certified Payroll
    - i. Field Report/Daily Log

#### D. Hazardous Conditions

1. Structures identified in future bid documents will have been found to contain potentially environmentally hazardous material as provided by the pre-demolition inspector. The contractor will be required to remove and dispose of such material as directed by owner/owners representative.
2. The pre-demolition inspection will have identified potentially environmentally hazardous material. These items may include but not be limited to the following: flammables, fuels/waste oils, thinners/paints/solvents; underground storage tanks; pesticides; mercury switches, aerosol cans, fluorescent light bulbs, etc. These items are to be removed and disposed by a licensed contractor familiar with the proper procedures. These materials are required to be characterized and placed with like materials in clearly marked 55 gallon drums and disposed of properly prior to any site demolition work.
3. Contractor shall supply Owner a copy of landfill and disposal receipts.



E. **CERTIFICATION OF PROPERTY**

1. Contractor shall notify owner/owner's representative in writing that when each specific listed property has been mitigated of potentially environmentally hazardous material within 24 hours of completion of said work.
2. Contractor shall revise Notification of Intent to Renovate/Demolish through the One Stop Submittal website and upload pictures certifying the completion of mitigation of hazardous materials. (See Attachment E)

a. **See Attachment G: #5 Scope of Work for Asbestos Abatement**

6.0 **RATES**

Interested firms must submit typical rates for the mitigation and removal of environmentally hazardous materials as listed on the enclosed form.

7.0 **USE OF WATER**

- a. Water must be on site, either through a water truck provided by a contractor or Hydrant rental to water mist, temporary enclosures, and other suitable methods to limit the spread of dust and dirt. Comply with governing environmental protection regulations.
- b. Water must be on site, either through a water truck provided by a contractor or Hydrant rental to water mist, temporary enclosures, and other suitable methods to limit the spread of dust and dirt. Comply with governing environmental protection regulations.
- c. **Adequately Wet-** As defined in 40 CFR Part 61, Subpart M, sufficiently mix or penetrate with liquid to prevent the release of particulates from the source material. Continue wetting asbestos-containing material (ACM) if visible emissions are encountered during abatement activities. When uncertainties arise, continue wetting material until uncertainties diminish.
- d. Do not create hazardous or objectionable conditions, such as ice, flooding, and pollution, when using water.

8.0 **LIQUIDATED DAMAGES.**

- a. CONTRACTOR and the GCLBA recognize that time is of the essence for this Contract and that GCLBA will suffer financial loss if the Work is not completed within the times specified in the Term of Contract, plus any extensions thereof allowed in accordance of Contract. The parties also recognize the delays, expense, and difficulties involved in proving in a legal or arbitration proceeding the actual loss suffered by GCLBA if the Work is not completed on time. Accordingly, instead of requiring any such proof, GCLBA and CONTRACTOR agree that as liquidated damages for delay (but not as a penalty),



CONTRACTOR shall pay GCLBA \$250.00 for each day that expires after the time specified in Notices to Proceed, as well as Term of Contract for Substantial Completion until the Work is substantially complete. After Substantial Completion, if CONTRACTOR shall neglect, refuse, or fail to complete the remaining Work within the Contract Time or any proper extension thereof granted by GCLBA, CONTRACTOR shall pay GCLBA \$250.00 for each day that expires after the time specified in the Term of Contract for completion and readiness for final payment until the Work is completed and ready for final payment.

## **SECTION 7: SUBMITTAL REQUIREMENTS**

**RFP responses must be submitted both via hard copy and electronic copy. Each respondent shall submit one (1) original, one (1) additional copy of application and one flash drive containing a PDF copy of the following documents in a clear, legible, 12 point font, and 8.5 by 11 inch format.**

**Responses not submitted via hard copy will not be considered. Respondents are advised to adhere to the Submittal Requirements. Failure to comply with the instructions of this RFP will be cause for rejection of submittals.**

GCLBA reserves the right to seek additional information to clarify responses to this RFP. Each response must include the following:

### **A. Letter of Interest**

Please submit a Cover Letter of Interest on your firms letterhead signed by a duly authorized officer or representative of the Respondent, not to exceed two pages in length. The Letter of Interest must also include the following information:

1. The principal place of business and the contact person, title, telephone/fax numbers and email address.
2. A brief summary of the qualifications of the Respondent and team. Please ensure you are including information for GCLBA to assess your qualifications in regards to the scoring criteria set forth in this RFP.
3. Description of organization (i.e. Corporation, Limited Liability Company, or Joint Venture).
4. The names and business addresses of all Principals of the Respondent. For purposes of this RFP “Principals” shall mean persons possessing an ownership interest in the Respondent.
  - If the Respondent is a partially owned or fully-owned subsidiary of another organization, identify the parent organization and describe the nature and extent of the parent organization’s approval rights, if any, over the activities of the Respondent.



5. The Signature Page attached hereto at the end of this RFP and incorporated herein by reference must be signed by Respondent and attached to the Letter of Interest

## **B. INFORMATION REQUIRED FROM BIDDERS**

1. Experience and capacity to implement the scope of work described in Scope of Services. Please ensure you are including information for GCLBA to assess your qualifications in regards to the scoring criteria set forth in this RFP.
2. Familiarity with the GCLBA and basic understanding of programs (see [www.thelandbank.org](http://www.thelandbank.org) for more information) including previous experience with other Land Banks.
3. **The qualification of assigned project staff and subcontracts, including:**
  - a. Relevant professional and educational experience,
  - b. Identification of specific staff individuals with experience managing demolition projects, and
  - c. Identification of landfills and disposal sites who will participate in the project.
  - d. Past projects will be reviewed to determine if the respondent has successfully completed projects similar in nature and scope. Respondents should provide narrative examples of three (3) projects that are similar in nature to projects described in the RFP.
4. Capacity to complete multiple environmental mitigation and disposal services on a weekly basis. Must provide an itemized list of the firm's equipment, number of employees and number of environmental mitigation and disposal services that can be completed in one week. (See Attachment C for Capacity Experience and Section 8 for Evaluation & scoring criteria)
5. Respondents should state whether they are an MBE/WBE/DVBE or Section 3 business enterprise. If so, please provide a copy of a current MBE/WBE/DVBE certification letter from the City of Flint or Genesee County Planning Commission. If you have not received a letter/response, please complete forms in Attachment D & G).

## **SECTION 8: PRE-DEMOLITION ENVIRONMENTAL MITIGATION CONTRACTOR PREQUALIFICATION EVALUATION CRITERIA**

The GCLBA will evaluate the qualifications received and identify the submittals that are the most responsive, responsible and offer the best service to the GCLBA. The GCLBA will consider consultant qualifications, financial viability, project references, and experience with comparable projects.

### **A. REVIEW PROCESS**

The GCLBA Demolition Team will review applications and qualifications in accordance with the minimum qualifications set forth in this application and the objectives and policies of the GCLBA Demolition Program. Applications and supporting documentation must be submitted for review and approval prior to a submitted response to any request for proposals issued by the Genesee County Land Bank. All





proposals that meet the minimum qualification will be added to the GCLBA Prequalified Contractors list. Only firms/contractors that are the on the GCLBA Approved Contractor lists can respond to RFP's issued by the GCLBA.

## QUESTIONS

Questions regarding this RFP should be submitted in writing via email to [ljames@thelandbank.org](mailto:ljames@thelandbank.org) .

## SUBMITTAL OF APPLICATION

Responses to this Request for Applications must be delivered to:

Lucille James  
Demolition Program Manager  
Request for Applications  
Genesee County Land Bank Authority  
452 S. Saginaw St. 2<sup>nd</sup> Floor  
Flint, MI 48502



## SIGNATURE PAGE - GENESEE COUNTY

The undersigned represents that he or she:

1. is duly authorized to make binding offers on behalf of the company,
2. has read and understands all information, terms, and conditions in the application,
3. has not engaged in any collusive actions with any other potential applicants,
4. is not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by any federal or state department,
5. hereby offers to enter into a binding contract with Genesee County Land Bank for the products and services herein offered, if selected by Genesee County Land Bank :

Name (Typed): \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Federal EIN: \_\_\_\_\_

Date: \_\_\_\_\_

### Contact Person

Please indicate name, telephone number, fax number, mailing address, and e-mail address of company representative for matters regarding this application.

\_\_\_\_\_

|              |          |
|--------------|----------|
| Contact Name | Position |
|--------------|----------|

\_\_\_\_\_

Email

\_\_\_\_\_

Mailing Address

\_\_\_\_\_

|       |     |
|-------|-----|
| Phone | Fax |
|-------|-----|



## APPLICATION SUBMITTAL REQUIREMENTS CHECKLIST

Please provide Checklist with response to RFA

- Please provide the Submittal Requirements as stated in Section 7. This section provides instruction for the written portion of your proposal. It will comprised of the following sections:
  - Section 7-A: Letter of Interest
  - Section 7-B: Information Required from Bidders
- Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) by the Michigan Department of Licensing and Regulatory Affairs Corporations, Securities & Commercial Licensing Bureau. (If Respondent is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable, must be submitted for each entity comprising the joint venture.)
- Evidence of Insurance
- State of Michigan Asbestos Abatement Licenses/Certifications for company and workers
- Hazardous Waste Operations and Emergency Response (HAZWOPER) Certification
- Any other State License and/or Certification that is deemed necessary
- Evidence of Financial Stability
- References (Attachment B) Please Note: Please do not use GCLB as a reference.
- Capacity of Company (Attachment C)
- Pricing Proposal – Unit Rate Form
- MBE/WBE, DVBE, Local Hiring, HUD Section 3, if applicable (Attachment D & H) or Section 3 letter from the City of Flint
- Conflict of Interest Statement & Supporting Documentation (Attachment F)
- Signature Page
- RFP Submittal Requirements Checklist

*\*\* Some of the submittal requirements are included in the attachments.*



## ATTACHMENT A: GENESEE COUNTY BIDDER'S INSURANCE CHECKLIST

**Coverages Required**

**Limits (Figures denote minimums)**

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. Workers' Compensation</li> <li>2. Employers Liability</li> <li>3. General Liability 1,000,000/OCC/AGG</li> <li>4. Professional liability</li> <li>5. Products/Completed operations</li> <li>6. Contractual liability</li> <li>7. Explosion, Collapse, Subsidence</li> <li>8. Automobile liability<br/>    Owned, hired, nonowned</li> <li>9. Authority's and Contractors Protective</li> <li>10. Genesee County named as an additional insured on other than workers' compensation via endorsement. A copy of the endorsement must be included with the certificate.</li> <li>11. Cancellation notice is to read:<br/>    Should any of the above described policies be cancelled before the expiration date thereof, the issuing insurer will mail 30 days written notice to the certificate holder named to the left or 10 day notice for non-payment of premium.</li> <li>12. The certificate must state bid number and title</li> </ol> | <p>Statutory limits of Michigan</p> <p>\$100,000 accident/disease</p> <p>\$500,000 policy limit, disease</p> <p>Including Premises/operations</p> <p>\$1,000,000 per occurrence with \$2,000,000 aggregate</p> <p>\$1,000,000 including errors &amp; omissions</p> <p>\$200,000 per occurrence \$600,000 in aggregate for Medical Malpractice</p> <p>\$1,000,000 per occurrence with \$2,000,000 aggregate</p> <p>\$1,000,000 general aggregate (gen. agg.)</p> <p>Excess Policy with limits at least \$2,000,000</p> <p>\$1,000,000 combined single limit each accident-Owned, hired, nonowned</p> |
|---|---|

**A copy of the insurance certificate with the Genesee County Land Bank listed as a certificate holder is required and must be attachment to the response to this proposal.**

**Bidder's Statement**

I understand the insurance requirements and will comply in full if awarded the contract.

\_\_\_\_\_

Bidder

\_\_\_\_\_

Signature



## ATTACHMENT B: LIST OF REFERENCES (3)

### Reference #1:

Company/Municipality: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Type of Project: \_\_\_\_\_

\_\_\_\_\_

Budget: \_\_\_\_\_

### Reference #2:

Company/Municipality: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Type of Project: \_\_\_\_\_

\_\_\_\_\_

Budget: \_\_\_\_\_

### Reference #3:

Company/Municipality: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Type of Project: \_\_\_\_\_

\_\_\_\_\_

Budget: \_\_\_\_\_



## ATTACHMENT C: CAPACITY & EXPERIENCE

Company Name: \_\_\_\_\_

### Statement of Experience

Years of Company Experience: \_\_\_\_\_

Years of Individual Experience: \_\_\_\_\_

Licenses, Certificates, Accreditations held by firm and/or employees (Provide documentation):

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### **The qualification of assigned project staff and subcontracts, including:**

- Relevant professional and educational experience (Provide documentation on attached sheet)
- Identification of specific staff individuals with experience managing demolition projects:

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Provide three (3) examples of projects that are similar in nature to projects described in the RFP.

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**Demonstration of Capacity**

Number of abatement projects completed in a week period: 10      15      20

Other \_\_\_\_\_

Number of employees: \_\_\_\_\_

List of equipment (can attach list if need): \_\_\_\_\_

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**Subcontractor**

Will you be using a sub-contractor? \_\_\_\_\_

Sub-contractor Authorized Representative: \_\_\_\_\_

Sub-Contractor Years of Experience: \_\_\_\_\_

Sub-Contractors License or Certification: \_\_\_\_\_

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Sub-Contractor's Number of employees: \_\_\_\_\_

List of equipment (can attach list if need): \_\_\_\_\_

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**Identification of landfills and disposal sites who will participate in the project:**

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I certify that I have the necessary equipment and staffing available in order to complete the Scope of Work outlined in this bid. I certify that I have read the Scope of Work included in this bid.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
(Name of Contractor/ Authorized Representative)

\_\_\_\_\_  
(Signature of Contractor /Authorized Representative)

\_\_\_\_\_  
(Contractor Address)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Email)





## ATTACHMENT D: CERTIFICATION FORM OF BUSINESS ENTERPRISE

Company Name: \_\_\_\_\_

### Business Enterprise Status:

Check all that apply: MBE \_\_\_\_\_ WBE \_\_\_\_\_ SBE \_\_\_\_\_  
LBE \_\_\_\_\_ DVBE \_\_\_\_\_ OBE \_\_\_\_\_

### Ethnicity of Owner (s):

Check all that apply: White \_\_\_\_\_ Black \_\_\_\_\_ Hispanic \_\_\_\_\_  
Asian \_\_\_\_\_ Native American \_\_\_\_\_

I undersigned, certify the above information to be accurate and is satisfied that the above company meets the requirements for self-certification as an MBE, WBE, SBE, LBE, DVBE, and/or OBE.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Contractor Name (please print)

\_\_\_\_\_  
Contractor Signature

*(See other side for explanation)*



## **Explanation of Business Enterprise Status**

A Minority Business Enterprise (MBE) is a business entity which is at least 51% owned by one or more minorities who are citizens or lawful permanent residents of the United States and a member of a recognized ethnic or racial group.

A Women Business Enterprise (WBE) is a business entity at least 51% owned by one or more women who are citizens or lawful permanent residents of the United States.

An Other Business Enterprise (OBE) is any business which does not otherwise qualify as a Minority or Women Business Enterprise.

A Small Business Enterprise (SBE) is an independently owned and operated business; with 50 or fewer employees and net profits of 100,000 or less.

A Local Business Enterprise (LBE) is a business entity whose principal place of business is located within the boundaries of Genesee County.

A Disabled Veteran Business Enterprise (DVBE) is a business concern certified by the administering agency as meeting all of the following: 1) a veteran of the military, naval, or air service of the United States with a service-connected disability of at least 10 percent, and who is also a resident of California, 2) one or more disabled veterans own 51% percent of the firm, 3) the management and control of the daily business operations are by one or more disabled veterans, and 4) it is a sole proprietorship corporation or partnership with its home office located in the United States and is not a subsidiary of a foreign firm.



# ATTACHMENT E: MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY – NESHP PROGRAM

## A. NOTIFICATION OF INTENT TO RENOVATE/DEMOLISH – ONE STOP SUBMITTAL INSTRUCTIONS

The Department of Environmental Quality is pleased to announce the ability to submit the **Notification of Intent to Renovate/Demolish** form on-line. You will be able to submit electronically by accessing and using the Michigan Business One Stop site. We have made enhancements to help better serve you. To get started click the following link:

<http://www.michigan.gov/business>

If you are a new user you will need to register. This is a one-time registration for your business. Instructions with graphics are attached. For questions with navigation call the toll free # for Michigan Business One Stop Customer Assistance Center is 1.877.766.1779 (M - F, 7 am - 6 pm).

You will now see the following page.



From here you can:

- Access One Stop tutorials
- Take the One Stop tour
- Try the One Stop simulator

For new users, you will need to register for a One Stop identification and password. This process can be started by clicking on the GO button under the Start & Register section.



For registered users with a user ID and password (or after registering) you can enter your user ID and password in the provided entry fields and click the GO button under the Registered User section.

Your final step is to register your business by clicking on the GO button under the For Business section.



Follow the instructions to register your business in One Stop. This is a onetime process that you may need your papers and documents from creating your business.

Asbestos NESHAP Program  
Technical Programs Unit  
Michigan DEQ-Air Quality Division



## ATTACHMENT F: CONFLICT OF INTEREST / NON-COLLUSION AFFIDAVIT

State of \_\_\_\_\_:

S.S.

County of \_\_\_\_\_:

I, \_\_\_\_\_ of

\_\_\_\_\_  
(Name of Company/Firm)

And that I am authorized to make this affidavit on behalf of my firm, its owner, directors and officers. I am the person responsible in my firm for the price(s) and the amount of the bid.

I state:

1. This company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other provider, and the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any other person in this type of business prior to the official opening of this proposal.
2. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive or other form of complementary bid.
3. \_\_\_\_\_, its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract.
4. This company, corporation, firm, partnership or individual is fully aware that this contract is wholly or partially federally funded, and further, by submission of the bid or proposal that the individual or form certifies that there is no conflict of interest with any public official, employee, agency, commission, or committee with the GCLBA.



I state that \_\_\_\_\_ understands and

(Name of my Company/Firm)

Acknowledges that the above representations are material and important, and will be relied on by the Genesee County Land Bank Authority in awarding the contract(s) for which this bid is submitted. I understand and my firm understands that misstatements in this affidavit is and shall be treated as fraudulent concealment from the Genesee County Land Bank Authority of the true facts relating to the submission bids for this contract.

**SIGNATURE SECTION**

\_\_\_\_\_

(Signature)

(Title)

\_\_\_\_\_

(Company Name)

(Street / P. O. Box)

\_\_\_\_\_

(Company Telephone Number)

(City)

(State) (Zip)

**NOTARIZATION SECTION**

Subscribed and sworn to before me this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_

Notary Public Signature

\_\_\_\_\_

My Commission Expires:



## ATTACHMENT G: ADDITIONAL PROGRAM INFORMATION

1. Federal Labor Standard Provisions
2. Equal Opportunity Clause (Executive Order 11246)
3. Genesee County Prevailing Wage Policy
4. Section 3 Clause and City of Flint Section 3 Program Information
  1. Certification for Resident Seeking Section 3 Training and Employment
  2. Mott Workforce Development Contact Information Sheet
  3. Certification for Business Concern Seeking Section 3 Preference in Contracting and Demonstration of Capacity
  4. Genesee County Section 3 forms
  5. Genesee County Land Bank Section 3 Reporting form (Program requirement regardless of contractors Section 3 status, all contractors must fill out this form with payment requests)
5. Scope of Work for Residential/Commercial Environmental Abatement & Disposal



## Applicability

The Project or Program to which the construction work covered by this contract pertains is being assisted by the United States of America and the following Federal Labor Standards Provisions are included in this Contract pursuant to the provisions applicable to such Federal assistance.

**A. 1. (i) Minimum Wages.** All laborers and mechanics employed or working upon the site of the work will be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account (except such payroll deductions as are permitted by regulations issued by the Secretary of Labor under the Copeland Act (29 CFR Part 3), the full amount of wages and bona fide fringe benefits (or cash equivalents thereof) due at time of payment computed at rates not less than those contained in the wage determination of the Secretary of Labor which is attached hereto and made a part hereof, regardless of any contractual relationship which may be alleged to exist between the contractor and such laborers and mechanics. Contributions made or costs reasonably anticipated for bona fide fringe benefits under Section 1(b)(2) of the Davis-Bacon Act on behalf of laborers or mechanics are considered wages paid to such laborers or mechanics, subject to the provisions of 29 CFR 5.5(a)(1)(iv); also, regular contributions made or costs incurred for more than a weekly period (but not less often than quarterly) under plans, funds, or programs, which cover the particular weekly period, are deemed to be constructively made or incurred during such weekly period.

Such laborers and mechanics shall be paid the appropriate wage rate and fringe benefits on the wage determination for the classification of work actually performed, without regard to skill, except as provided in 29 CFR 5.5(a)(4). Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein: Provided, That the employer's payroll records accurately set forth the time spent in each classification in which work is performed. The wage determination (including any additional classification and wage rates conformed under 29 CFR 5.5(a)(1)(ii) and the Davis-Bacon poster (WH-1321) shall be posted at all times by the contractor and its subcontractors at the site of the work in a prominent and accessible, place where it can be easily seen by the workers.

**(ii) (a)** Any class of laborers or mechanics which is not listed in the wage determination and which is to be employed under the contract shall be classified in conformance with the wage determination. HUD shall approve an additional classification and wage rate and fringe benefits therefor only when the following criteria have been met:

- (1)** The work to be performed by the classification requested is not performed by a classification in the wage determination; and
- (2)** The classification is utilized in the area by the construction industry; and
- (3)** The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination.

**(b)** If the contractor and the laborers and mechanics to be employed in the classification (if known), or their representatives, and HUD or its designee agree on the classification and wage rate (including the amount designated for fringe benefits where

appropriate), a report of the action taken shall be sent by HUD or its designee to the Administrator of the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, Washington, D.C. 20210. The Administrator, or an authorized representative, will approve, modify, or disapprove every additional classification action within 30 days of receipt and so advise HUD or its designee or will notify HUD or its designee within the 30-day period that additional time is necessary. (Approved by the Office of Management and Budget under OMB control number 1215-0140.)

**(c)** In the event the contractor, the laborers or mechanics to be employed in the classification or their representatives, and HUD or its designee do not agree on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), HUD or its designee shall refer the questions, including the views of all interested parties and the recommendation of HUD or its designee, to the Administrator for determination. The Administrator, or an authorized representative, will issue a determination within 30 days of receipt and so advise HUD or its designee or will notify HUD or its designee within the 30-day period that additional time is necessary. (Approved by the Office of Management and Budget under OMB Control Number 1215-0140.)

**(d)** The wage rate (including fringe benefits where appropriate) determined pursuant to subparagraphs (1)(ii)(b) or (c) of this paragraph, shall be paid to all workers performing work in the classification under this contract from the first day on which work is performed in the classification.

**(iii)** Whenever the minimum wage rate prescribed in the contract for a class of laborers or mechanics includes a fringe benefit which is not expressed as an hourly rate, the contractor shall either pay the benefit as stated in the wage determination or shall pay another bona fide fringe benefit or an hourly cash equivalent thereof.

**(iv)** If the contractor does not make payments to a trustee or other third person, the contractor may consider as part of the wages of any laborer or mechanic the amount of any costs reasonably anticipated in providing bona fide fringe benefits under a plan or program, Provided, That the Secretary of Labor has found, upon the written request of the contractor, that the applicable standards of the Davis-Bacon Act have been met. The Secretary of Labor may require the contractor to set aside in a separate account assets for the meeting of obligations under the plan or program. (Approved by the Office of Management and Budget under OMB Control Number 1215-0140.)

**2. Withholding.** HUD or its designee shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld from the contractor under this contract or any other Federal contract with the same prime contractor, or any other Federally-assisted contract subject to Davis-Bacon prevailing wage requirements, which is held by the same prime contractor so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics, including apprentices, trainees and helpers, employed by the contractor or any subcontractor the full amount of wages required by the contract. In the event of failure to pay any laborer or mechanic, including any apprentice, trainee or helper, employed or working on the site of the work, all or part



of the wages required by the contract, HUD or its designee may, after written notice to the contractor, sponsor, applicant, or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds until such violations have ceased. HUD or its designee may, after written notice to the contractor, disburse such amounts withheld for and on account of the contractor or subcontractor to the respective employees to whom they are due. The Comptroller General shall make such disbursements in the case of direct Davis-Bacon Act contracts.

**3. (i) Payrolls and basic records.** Payrolls and basic records relating thereto shall be maintained by the contractor during the course of the work preserved for a period of three years thereafter for all laborers and mechanics working at the site of the work. Such records shall contain the name, address, and social security number of each such worker, his or her correct classification, hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in Section I(b)(2)(B) of the Davis-bacon Act), daily and weekly number of hours worked, deductions made and actual wages paid. Whenever the Secretary of Labor has found under 29 CFR 5.5 (a)(1)(iv) that the wages of any laborer or mechanic include the amount of any costs reasonably anticipated in providing benefits under a plan or program described in Section I(b)(2)(B) of the Davis-Bacon Act, the contractor shall maintain records which show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been communicated in writing to the laborers or mechanics affected, and records which show the costs anticipated or the actual cost incurred in providing such benefits. Contractors employing apprentices or trainees under approved programs shall maintain written evidence of the registration of apprenticeship programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs. (Approved by the Office of Management and Budget under OMB Control Numbers 1215-0140 and 1215-0017.)

**(ii) (a)** The contractor shall submit weekly for each week in which any contract work is performed a copy of all payrolls to HUD or its designee if the agency is a party to the contract, but if the agency is not such a party, the contractor will submit the payrolls to the applicant sponsor, or owner, as the case may be, for transmission to HUD or its designee. The payrolls submitted shall set out accurately and completely all of the information required to be maintained under 29 CFR 5.5(a)(3)(i). This information may be submitted in any form desired. Optional Form WH-347 is available for this purpose and may be purchased from the Superintendent of Documents (Federal Stock Number 029-005-00014-1), U.S. Government Printing Office, Washington, DC 20402. The prime contractor is responsible for the submission of copies of payrolls by all subcontractors. (Approved by the Office of Management and Budget under OMB Control Number 1215-0149.)

**(b)** Each payroll submitted shall be accompanied by a "Statement of Compliance," signed by the contractor or subcontractor or his or her agent who pays or supervises the payment of the persons employed under the contract and shall certify the following:

**(1)** That the payroll for the payroll period contains the information required to be maintained under 29 CFR 5.5 (a)(3)(i) and that such information is correct and complete;

**(2)** That each laborer or mechanic (including each helper, apprentice, and trainee) employed on the contract during the payroll

period has been paid the full weekly wages earned, without rebate, either directly or indirectly, and that no deductions have been made either directly or indirectly from the full wages earned, other than permissible deductions as set forth in 29 CFR Part 3;

**(3)** That each laborer or mechanic has been paid not less than the applicable wage rates and fringe benefits or cash equivalents for the classification of work performed, as specified in the applicable wage determination incorporated into the contract.

**(c)** The weekly submission of a properly executed certification set forth on the reverse side of Optional Form WH-347 shall satisfy the requirement for submission of the "Statement of Compliance" required by subparagraph A.3.(ii)(b).

**(d)** The falsification of any of the above certifications may subject the contractor or subcontractor to civil or criminal prosecution under Section 1001 of Title 18 and Section 231 of Title 31 of the United States Code.

**(iii)** The contractor or subcontractor shall make the records required under subparagraph A.3.(i) available for inspection, copying, or transcription by authorized representatives of HUD or its designee or the Department of Labor, and shall permit such representatives to interview employees during working hours on the job. If the contractor or subcontractor fails to submit the required records or to make them available, HUD or its designee may, after written notice to the contractor, sponsor, applicant or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds. Furthermore, failure to submit the required records upon request or to make such records available may be grounds for debarment action pursuant to 29 CFR 5.12.

#### **4. Apprentices and Trainees.**

**(i) Apprentices.** Apprentices will be permitted to work at less than the predetermined rate for the work they performed when they are employed pursuant to and individually registered in a bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship Training, Employer and Labor Services, or with a State Apprenticeship Agency recognized by the Office, or if a person is employed in his or her first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually registered in the program, but who has been certified by the Office of Apprenticeship Training, Employer and Labor Services or a State Apprenticeship Agency (where appropriate) to be eligible for probationary employment as an apprentice. The allowable ratio of apprentices to journeymen on the job site in any craft classification shall not be greater than the ratio permitted to the contractor as to the entire work force under the registered program. Any worker listed on a payroll at an apprentice wage rate, who is not registered or otherwise employed as stated above, shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any apprentice performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. Where a contractor is performing construction on a project in a locality other than that in which its program is registered, the ratios and wage rates (expressed in percentages of the journeyman's hourly rate) specified in the contractor's or subcontractor's registered program shall be observed. Every apprentice must be paid at not less than the rate specified in the registered program for the apprentice's level of progress, expressed as a percentage of the

journeymen hourly rate specified in the applicable wage determination. Apprentices shall be paid fringe benefits in accordance with the provisions of the apprenticeship program. If the apprenticeship program does not specify fringe benefits, apprentices must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification. If the Administrator determines that a different practice prevails for the applicable apprentice classification, fringes shall be paid in accordance with that determination. In the event the Office of Apprenticeship Training, Employer and Labor Services, or a State Apprenticeship Agency recognized by the Office, withdraws approval of an apprenticeship program, the contractor will no longer be permitted to utilize apprentices at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

**(ii) Trainees.** Except as provided in 29 CFR 5.16, trainees will not be permitted to work at less than the predetermined rate for the work performed unless they are employed pursuant to and individually registered in a program which has received prior approval, evidenced by formal certification by the U.S. Department of Labor, Employment and Training Administration. The ratio of trainees to journeymen on the job site shall not be greater than permitted under the plan approved by the Employment and Training Administration. Every trainee must be paid at not less than the rate specified in the approved program for the trainee's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination. Trainees shall be paid fringe benefits in accordance with the provisions of the trainee program. If the trainee program does not mention fringe benefits, trainees shall be paid the full amount of fringe benefits listed on the wage determination unless the Administrator of the Wage and Hour Division determines that there is an apprenticeship program associated with the corresponding journeyman wage rate on the wage determination which provides for less than full fringe benefits for apprentices. Any employee listed on the payroll at a trainee rate who is not registered and participating in a training plan approved by the Employment and Training Administration shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. In addition, any trainee performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. In the event the Employment and Training Administration withdraws approval of a training program, the contractor will no longer be permitted to utilize trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

**(iii) Equal employment opportunity.** The utilization of apprentices, trainees and journeymen under 29 CFR Part 5 shall be in conformity with the equal employment opportunity requirements of Executive Order 11246, as amended, and 29 CFR Part 30.

**5. Compliance with Copeland Act requirements.** The contractor shall comply with the requirements of 29 CFR Part 3 which are incorporated by reference in this contract

**6. Subcontracts.** The contractor or subcontractor will insert in any subcontracts the clauses contained in subparagraphs 1 through 11 of this paragraph A and such other clauses as HUD or its designee may by appropriate instructions require, and a copy of the applicable prevailing wage decision, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all the contract clauses in this paragraph.

**7. Contract termination; debarment.** A breach of the contract clauses in 29 CFR 5.5 may be grounds for termination of the contract and for debarment as a contractor and a subcontractor as provided in 29 CFR 5.12.

**8. Compliance with Davis-Bacon and Related Act Requirements.** All rulings and interpretations of the Davis-Bacon and Related Acts contained in 29 CFR Parts 1, 3, and 5 are herein incorporated by reference in this contract

**9. Disputes concerning labor standards.** Disputes arising out of the labor standards provisions of this contract shall not be subject to the general disputes clause of this contract. Such disputes shall be resolved in accordance with the procedures of the Department of Labor set forth in 29 CFR Parts 5, 6, and 7. Disputes within the meaning of this clause include disputes between the contractor (or any of its subcontractors) and HUD or its designee, the U.S. Department of Labor, or the employees or their representatives.

**10. (i) Certification of Eligibility.** By entering into this contract the contractor certifies that neither it (nor he or she) nor any person or firm who has an interest in the contractor's firm is a person or firm ineligible to be awarded Government contracts by virtue of Section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1) or to be awarded HUD contracts or participate in HUD programs pursuant to 24 CFR Part 24.

**(ii)** No part of this contract shall be subcontracted to any person or firm ineligible for award of a Government contract by virtue of Section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1) or to be awarded HUD contracts or participate in HUD programs pursuant to 24 CFR Part 24.

**(iii)** The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001. Additionally, U.S. Criminal Code, Section 1010, Title 18, U.S.C., "Federal Housing Administration transactions", provides in part: "Whoever, for the purpose of . . . influencing in any way the action of such Administration . . . makes, utters or publishes any statement knowing the same to be false . . . shall be fined not more than \$5,000 or imprisoned not more than two years, or both."

**11. Complaints, Proceedings, or Testimony by Employees.** No laborer or mechanic to whom the wage, salary, or other labor standards provisions of this Contract are applicable shall be discharged or in any other manner discriminated against by the Contractor or any subcontractor because such employee has filed any complaint or instituted or caused to be instituted any proceeding or has testified or is about to testify in any proceeding under or relating to the labor standards applicable under this Contract to his employer.

**B. Contract Work Hours and Safety Standards Act.** The provisions of this paragraph B are applicable only where the amount of the prime contract exceeds \$100,000. As used in this paragraph, the terms "laborers" and "mechanics" include watchmen and guards.

**(1) Overtime requirements.** No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of 40 hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of 40 hours in such workweek.

**(2) Violation; liability for unpaid wages; liquidated damages.** In the event of any violation of the clause set forth in subpara-

graph (1) of this paragraph, the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in subparagraph (1) of this paragraph, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of 40 hours without payment of the overtime wages required by the clause set forth in sub paragraph (1) of this paragraph.

**(3) Withholding for unpaid wages and liquidated damages.** HUD or its designee shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contract, or any other Federally-assisted contract subject to the Contract Work Hours and Safety Standards Act which is held by the same prime contractor such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in subparagraph (2) of this paragraph.

**(4) Subcontracts.** The contractor or subcontractor shall insert in any subcontracts the clauses set forth in subparagraph (1) through (4) of this paragraph and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in subparagraphs (1) through (4) of this paragraph.

**C. Health and Safety.** The provisions of this paragraph C are applicable only where the amount of the prime contract exceeds \$100,000.

**(1)** No laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to his health and safety as determined under construction safety and health standards promulgated by the Secretary of Labor by regulation.

**(2)** The Contractor shall comply with all regulations issued by the Secretary of Labor pursuant to Title 29 Part 1926 and failure to comply may result in imposition of sanctions pursuant to the Contract Work Hours and Safety Standards Act, 40 USC 3701 et seq.

**(3)** The Contractor shall include the provisions of this paragraph in every subcontract so that such provisions will be binding on each subcontractor. The Contractor shall take such action with respect to any subcontract as the Secretary of Housing and Urban Development or the Secretary of Labor shall direct as a means of enforcing such provisions.

**EQUAL OPPORTUNITY CLAUSE  
(EXECUTIVE ORDER 11246)**

"During the performance of this contract, the contractor agrees as follows:

"(1) The contractor will not discriminate against any employee or applicant for Employment because of race, creed, color, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, color, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

"(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, or national origin.

"(3) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

"(4) The contractor will comply with all provisions of Executive Order No. 11246 of Sept. 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

"(5) The contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

"(6) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be cancelled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of Sept 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

"(7) The contractor will include the provisions of Paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of Sept. 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, That in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States."

## **GENESEEE COUNTY POLICIES PREVAILING WAGE POLICY**

1. Every contract executed with the County of Genesee or with a contracting agent must contain express terms as follows:

a. That the rates of wages and fringe benefits to be paid to each class of construction mechanics by the contractor and all of his subcontractors, on the project which is the subject of the contract, shall not be less than the wage and fringe benefits currently prevailing in the County of Genesee.

b. That the contractor and all of his subcontractors shall not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment because of race, color, religion, national origin, ancestry, sex, or age.

2. Each contracting agent, before awarding any contract, shall determine the schedule of prevailing wages and fringe benefits for all classes of construction mechanics called for in the contract. Such wages and fringe benefits shall be those prevailing in the County of Genesee, on projects of a character similar to that being contracted, under collective agreements or understandings between bona fide organizations or construction mechanics and their employers. Such agreements and understandings, to meet the requirements of this section, shall not be controlled in any way by either an employee or employer organization. Such schedule of prevailing rates or wages and fringe benefits shall be made a part of the specifications for the work to be performed. Such schedule may be the minimum wage and fringe benefit scale for Genesee County compiled and published by the Building and Construction Trades Department of the AFL-CIO.

3. Every contractor shall keep posted on the construction site, in a conspicuous place, a copy of all prevailing wage and fringe benefit rates prescribed in the contract and shall keep an accurate record showing the names and occupation of, and actual wages and benefits paid to, each construction mechanic employed by him in connection with said contract.

4. If the contractor or subcontractor is in default in the performance of the covenants set forth in paragraph 1 above, the contracting agent shall proceed to enforce said covenants, and upon the failure of the contractor or subcontractor to abide by said covenants, the contracting agent shall proceed with its remedies as provided by state and federal law.

5. Any interested party may challenge the performance of the contractor or subcontractor of the covenants of paragraph 2 above by filing a written complaint with the contracting agent. The contracting agent shall then conduct an investigation, which may include a public hearing, to determine whether it will proceed as provided in paragraph 4 above.

6. As used herein,

a. "Contracting agent" means any officer, board, commission, or organization which receives directly or indirectly monies or properties from or on behalf of the County of Genesee, including without limitation a lessee or sub-lessee of land owned by Genesee County.

b. "Contract" means any agreement, as a result of competitive Proposals or otherwise, for new construction, alteration, repair, installation, painting, decorating, completion, demolition, conditioning, reconditioning, or improvement of public buildings, works, bridges, highways or roads, which is to be performed in Genesee County and either on County of Genesee property or financed by or through the County of Genesee.

c. "Construction mechanic" means any skilled or unskilled mechanic, laborer, worker, helper, assistant, apprentice or driver, but shall not include executive, administrative, professional, office, or custodial employees, and shall not include Genesee County employees who are working pursuant to a collective bargaining agreement between said County and a bona fide labor organization.

7. Contracts which contain provisions requiring the payment of prevailing wages as determined by the United States Secretary of Labor pursuant to the Federal Davis-Bacon Act (United States Code, title 40, section 276a et seq.) or which contain provisions requiring the payment of prevailing wages as determined by the Department of Labor pursuant to P.A. 166 of 1965, as amended, MCL 408.551 et seq., or which contain minimum wage schedules which are the same as prevailing wages in the locality as determined by collective bargaining agreements or understandings between bona fide organizations or construction mechanics and their employers, are exempt from the provisions of this resolution.

8. Any lease of property owned by Genesee County shall include a provision that new construction, alteration, repair, installation, painting, decorating, completion, demolition, conditioning, reconditioning, or improvement of buildings, works, bridges, highways, or roads on such property shall be considered work on public buildings, works, bridges, highways, or roads, within the meaning or provision 6(b) of this resolution and that the lessee or any sub-lessee will be bound by the provisions of this resolution.

9. It is the intent of this Board of Commissioners that every contracting agent shall adopt the preceding paragraphs of this resolution.

10. The Genesee County Purchasing Agent, the Genesee County Controller, and the Genesee County Chief Engineer, are hereby directed to effectuate this resolution, on behalf of this Board, within their respective spheres of responsibility.

11. The Genesee County Clerk is hereby directed to forward to each Genesee County board, commission, elected official, agency, and department, a copy of this resolution and a notation of the adoption of same.

12. The previous resolution of this Board concerning payment of prevailing wages, as adopted on June 23, 1969, and as set forth as pages 337 through 339 of the compiled 1969 Proceedings of this Board, is hereby rescinded."

Resol. #79-558

Approved 10/23/79

forms2\prevwage

5/94

## SECTION 3 CLAUSE

All Section 3 covered contracts shall include the following clause (referred to as the “Section 3 Clause”):

A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, [12 U.S.C. 1701u](#) (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected by before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).



**City of Flint - Certification for Business Concern Seeking Section 3 Preference in Contracting and Demonstration of Capacity**

Name of Business \_\_\_\_\_ Phone and Fax Number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Type of Business: Corporation Partnership Sole Proprietorship

Type of Business Activity: \_\_\_\_\_

Please attach the following documentation as evidence of status:

**For all business entities (as applicable):** (Submit at least one)

- |  |   |
|--|---|
| <input type="checkbox"/> Copy of Articles of Incorporation                                     | <input type="checkbox"/> Certificate of Good Standing             |
| <input type="checkbox"/> Assumed Business Name Certificate                                     | <input type="checkbox"/> Partnership Agreement                    |
| <input type="checkbox"/> List of owners/stockholders and 51% ownership of each                 | <input type="checkbox"/> Corporation Annual Report                |
| <input type="checkbox"/> Organization chart with names and titles and brief function statement | <input type="checkbox"/> Latest Board minutes appointing officers |
|  | <input type="checkbox"/> Additional documentation                 |

Submit Documentation for (1,2 or 3)

**1. For business claiming status as a Section 3 resident-owned enterprise:**

- Mott Community College Workforce Development Certification for Section 3 Residents (at least 51% of the business owners)

**2. For Business claiming Section 3 status by subcontracting 25% of the dollar award to qualified Section 3 Business:**

- List of subcontracted Section 3 business(es) and contract/agreement documentation of subcontract amount
- Mott Community College Workforce Development Section 3 certification & all supporting documentation for each subcontracted Section 3 Business

**3. For business claiming Section 3 status by claiming at least 30 percent of their full time, permanent workforce are currently Section 3 residents or were Section 3 eligible residents within 3 years of date of first employment with the business:**

- List of all current full time employees
- List of employees claiming Section 3 status
- Mott Community College Workforce Development Certification for Section 3 Residents (at least 30% of all current full-time employees) with supporting documentation showing Section 3 status immediately prior to the date of first hire

**For all business entities:** (Submit documentation for all three)

**Evidence of ability to perform successfully under the terms and conditions of the proposed contract:**

- Current audited financial statement or most recent Income Tax Return
- Statement of ability to comply with public policy related to government funding (federal, state or city work experience) evidenced by providing a copies of contracts for the past two years
- List of owned equipment

\_\_\_\_\_  
Authorized Name, Title and Signature

Date \_\_\_\_\_

Please submit documentation of the following items to Dept. of Community and Economic Development, 1101 S. Saginaw St., North Building Flint, Michigan 48502, [tatkinson@cityofflnt.com](mailto:tatkinson@cityofflnt.com) or fax to 810-766-7315. Direct any questions to 810-766-7436.

Section 3 Status is: Local (City of Flint) and Low Income based on current HUD Income Limits

Flint, MI MSA  
 MFI: \$52,100

| FY 2013 Income Limits for 30% of HUD Area Median Income |                    |                    |                    |                    |                    |                    |                    |
|---|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| 1 person household                                      | 2 person household | 3 person household | 4 person household | 5 person household | 6 person household | 7 person household | 8 person household |
| \$11,700  | \$13,350           | \$15,000           | <b>\$16,650</b>    | \$18,000           | \$19,350           | \$20,650           | \$22,000           |

  

| FY 2013 Income Limits for 50% of HUD Area Median Income |                    |                    |                    |                    |                    |                    |                    |
|---|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| 1 person household                                      | 2 person household | 3 person household | 4 person household | 5 person household | 6 person household | 7 person household | 8 person household |
| \$19,450  | \$22,200           | \$25,000           | <b>\$27,750</b>    | \$30,000           | \$32,200           | \$34,450           | \$36,650           |

  

| FY 2013 Income Limits for 80% of HUD Area Median Income |                    |                    |                    |                    |                    |                    |                    |
|---|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| 1 person household                                      | 2 person household | 3 person household | 4 person household | 5 person household | 6 person household | 7 person household | 8 person household |
| \$31,100  | \$35,550           | \$40,000           | <b>\$44,400</b>    | \$48,000           | \$51,550           | \$55,100           | \$58,650           |

Open Enrollment

Monday – Thursday ONLY  
Arrive 15 minutes early  
Intake is at 9AM-or-1PM  
Must be on time!!!  
Intake is 3-31/2 hours  
No children PLEASE!

# Mott Community College

## Section 3 Resident Application Process

(810) 232-2555

Mott Community College (MDD) – Workforce & Career Development Department offers several programs through the **Federal Workforce Investment Act (WIA)**. The objective of these programs is to assist adults who are seeking employment or skill improvements as a path to better employment.

**Adult Worker Program** – Available to any adult 18 years or older. **Dislocated Worker Program** – Available to any adult 18 years or older who has been terminated, laid off or has exhausted their unemployment compensation. **Incumbent Worker Program** – Available for any adult who is currently employed and wants to improve their skills in computers, basic math, grammar or reading. This program can also be utilized by employers interested in customized training for their current workforce.

Each program offers three levels of service: staff-assisted core, intensive and training services. Participants are involved in activities such as Individual Job Development, Advanced Job Club, Advanced Screened Referrals and Follow-Up Services, which are tailored to meet individual needs. Supportive Services may be available on a limited basis, to those who qualify for the purpose of enabling the successful participation and completion of program services.

To take advantage of these program opportunities, individuals must register with and receive core services from the Employment Services Office; complete the WIA Registration process and meet the program eligibility and documentation requirements.

**The following documentation will be needed at the time of your appointment as it applies to your situation.**

- **Career Alliance Referral Forms from Employment Services (located in the basement of Career Alliance)**
- **Valid Driver's License or State ID**
- **Social Security Card**
- **Birth Certificate (If no valid ID)**
- **Adult Workers (Proof of Family Size & Proof of Income – Most Recent Check Stub)**
- **Most Recent Tax Return (To Verify Family Size)**
- **Dislocated Workers (Most Current UA Check Stub UA Determination Notice)**
- **Letter of dismissal from last employer – if applicable**
- **Medical Cards / Bridge Card**
- **DHS Statement of Income**
- **SSI / SSD Statement of Income**
- **Copy of WorkKeys assessment results**
- **DD-214 Military Transfer/Discharge Paper**

**We look forward to working with you soon!**

Mott Community College Workforce Education Center/Garfield G. Wagner, Jr. Building  
709 N. Saginaw Street, Flint, MI 48503 Phone: (810) 232-2555

**City of Flint Housing Administration Division  
SECTION 3 DEVELOPER/SUBGRANTEE EMPLOYMENT ROSTER**

Contractor Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Project Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_ Reporting Period: \_\_\_\_\_  
Please list all current full time, permanent employees on your project -- Identify Section 3 Certified employees

|  | Name | Address | Telephone | Starting Date | Ending Date | Position |
|--|------|---------|-----------|---------------|-------------|----------|
|--|------|---------|-----------|---------------|-------------|----------|

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

Construction contracts are subject to compliance with the requirement to pay prevailing wages determined under Davis-Bacon Act (40 U.S.C. 276a)

Signature \_\_\_\_\_ Date: \_\_\_\_\_

## GENERAL CONTRACTOR / SUBCONTRACTOR TIMESHEET

|                |  |            |  |
|----------------|--|------------|--|
| <b>Name</b>    |  |            |  |
| <b>Address</b> |  |            |  |
| <b>City</b>    |  |            |  |
| <b>State</b>   |  | <b>Zip</b> |  |

|               |             |  |           |  |
|---------------|-------------|--|-----------|--|
| <b>Period</b> | <b>from</b> |  | <b>to</b> |  |
|---------------|-------------|--|-----------|--|

| Job Category        | Hours Worked by Existing Staff | Number of Non-Section 3 New Hires | Hours Worked by Non-Section 3 New Hires | Number of New Hires that are Section 3 Residents | Hours Worked by New Hire Section 3 Residents | Number of Section 3 Trainees | Hours Worked by Section 3 Trainees |
|---------------------|--------------------------------|-----------------------------------|---|--|--|------------------------------|------------------------------------|
| Office Clerical     |                                |                                   |   |  |  |                              |                                    |
| Building Contractor |                                |                                   |   |  |  |                              |                                    |
| Electrical          |                                |                                   |   |  |  |                              |                                    |
| Plumbing            |                                |                                   |   |  |  |                              |                                    |
| HVAC/Mechanical     |                                |                                   |   |  |  |                              |                                    |
| Carpentry           |                                |                                   |   |  |  |                              |                                    |
| Drywall             |                                |                                   |   |  |  |                              |                                    |
| Roofing             |                                |                                   |   |  |  |                              |                                    |
| Siding              |                                |                                   |   |  |  |                              |                                    |
| Flooring/Carpet     |                                |                                   |   |  |  |                              |                                    |
| Concrete            |                                |                                   |   |  |  |                              |                                    |
| Insulation          |                                |                                   |   |  |  |                              |                                    |
| Demolition          |                                |                                   |   |  |  |                              |                                    |
| General Laborer     |                                |                                   |   |  |  |                              |                                    |
| Asbestos            |                                |                                   |   |  |  |                              |                                    |
| Lead Paint          |                                |                                   |   |  |  |                              |                                    |
| Sewer/Water         |                                |                                   |   |  |  |                              |                                    |
| Excavation          |                                |                                   |   |  |  |                              |                                    |
| Landscape           |                                |                                   |   |  |  |                              |                                    |
| other:              |                                |                                   |   |  |  |                              |                                    |
| other:              |                                |                                   |   |  |  |                              |                                    |

Submitted by  
Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

**Genesee County Land Bank  
Section 3 Monthly Reporting Form**

Project Address \_\_\_\_\_

Business & Fed ID. \_\_\_\_\_

Contact Person \_\_\_\_\_

Reporting  
Start & End Date \_\_\_\_\_

Phone: \_\_\_\_\_

| Employee Name | Address | Telephone | Section 3 |    | New Hire* |    | Hours Worked | Position |
|---------------|---------|-----------|-----------|----|-----------|----|--------------|----------|
|               |         |           | yes       | no | yes       | no |              |          |
|               |         |           |           |    |           |    |              |          |
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|               |         |           |           |    |           |    |              |          |
|               |         |           |           |    |           |    |              |          |

\* New hire for this project

| Sub-Contractor | Trade | Telephone | Section 3 Business** |    | Contract Amount | # of Sec. 3 New Hires | # of Non-Section 3 Hires | Total Section 3 Hours | Total Non-Sec. 3 Hours |
|----------------|-------|-----------|----------------------|----|-----------------|-----------------------|--------------------------|-----------------------|------------------------|
|                |       |           | yes                  | no |                 |                       |                          |                       |                        |
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Total Section 3 Sub Contracts \_\_\_\_\_ Total Non-Section 3 Sub Contracts \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

\*\*Copy of Section 3 Certification  
of Business for Subs

ATTACHMENT G-5 – Scope of Work for Residential/Commercial  
Environmental Abatement & Disposal:

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## SECTION 1 – SUMMARY OF WORK

### RESIDENTIAL/COMMERCIAL ENVIRONMENTAL ABATEMENT AND DISPOSAL

#### 1.0 PROJECT/SITE CONDITIONS

##### A. General requirements

The work covered by this section includes the abatement and disposal of asbestos and potentially environmentally hazardous material located on selected tax-reverted residential/commercial properties owned by Genesee County and Land Bank or other local municipality. The purpose of the abatement and disposal is to properly remove asbestos and environmental hazardous materials/waste concerns associated with the residential/commercial properties prior to the structures being demolished or rehabilitated.

##### B. Responsibility

It shall be the responsibility of the Contractor to review the specifications; the conditions, and the relative difficulty thereof, which are present and that may affect results of the environmental abatement measures.

##### C. Knowledgeable Person

It shall be the Contractor's responsibility to assure that the abatement measures and disposal of material is supervised by individuals certified and knowledgeable on the State of Michigan and local regulations in such endeavors. Such persons shall comply with the appropriate Federal, State, and local regulations that mandate work practices and shall be capable of performing the work under this contract.

##### D. Supplying Necessary Items

The Contractor shall be responsible for supplying all labor, material, equipment, services, insurance, bonds and all incidentals which are necessary or required to perform the Work in accordance with applicable regulations and these specifications.

##### E. Liability

The Contractor shall assume full responsibility and liability for the compliance with all Federal, State, regional and local regulations pertaining to work practices, confined spaces, hauling, disposal and protection of workers, visitors to the site. This shall include Hazard Communication to workers and visitors of the work site (29 CFR 1926.59).

Furnish Certificates of Insurance which specifically set forth evidence of all coverage required of the Contractor and Sub-Contractor(s) prior to commencement of work. Certificates shall be sent to the Genesee County Land Bank, 452 S. Saginaw St., Second Floor Flint, MI 48502. Furnish to the GCLBA copies of all endorsements that are subsequently issued amending coverage or limits.

#### 2.0 DESCRIPTION OF WORK

The Work covered by this section includes the abatement and disposal of asbestos containing material and environmentally hazardous material/wastes located on residential/commercial properties scheduled for demolition or rehabilitation in the City of Flint.



## SUMMARY OF WORK

### A. Hazardous Materials/Waste Disposal

- 1) Contractors will be authorized by the GCLBA to proceed on the removal and disposal of environmentally hazardous materials from specific residential/commercial structures.
- 2) Each residential/commercial building has been surveyed and inspected for the presence of hazardous materials/waste including but not limited to one or more of:
  - Asbestos Containing Building Materials
  - Paint (Latex/Oil Base)
  - Pesticides/Herbicides
  - Fluorescent Light Bulbs
  - Fluorescent Light Fixture Ballasts
  - Mercury Switches
  - Fuels/Solvents/Oils
  - Underground Storage Tanks
  - Aboveground Storage Tanks
  - Refrigerators/Air Conditioners/Freezers
  - Chemicals

The Contractor shall properly remove, pack, and dispose of these in accordance with all applicable current regulations.

- 3) A site specific Pre-Demolition Inspection/Hazardous Materials Survey will be prepared by others for each structure.
- 4) The Pre-Demolition Inspection/Hazardous Materials Survey will document the presence of each material/waste identified, the location and quantity of each material/waste. All materials identified during inspections have been clearly marked with fluorescent spray paint and where possible, moved to a central location that is also marked by spray paint.
- 5) A copy of the Hazardous Materials Survey and summary of identified materials will be supplied at the time Contractor is authorized to proceed with the removal and disposal of environmentally hazardous materials from specific residential/commercial structures. The survey will list the type of each material/waste identified, the location within the property, and the quantity of each material.
- 6) Following authorized to proceed and receipt of the Pre-Demolition Inspection/Hazardous Materials Survey, Contractor is encouraged to inspect the site of the proposed work. Prior to proceeding on the authorized work, Contractor may visit each of the listed sites to arrive at a clear understanding of the conditions under which the work is to be done and to make their own determination as to the amount of asbestos and/or hazardous materials to be removed from the sites. Contractor will be held responsible to have compared the premises with the hazardous materials survey, drawings, specifications, or other provided items, and to have satisfied himself as to all conditions affecting the execution of the work.
- 7) Contractor shall remove all asbestos, hazardous materials, and other materials banned from landfill disposal, regardless of the estimated quantities provided in the Hazardous Materials Survey Report.
- 8) No payment adjustments in excess of the quantities identified in the hazardous materials survey shall be made by the GCLBA without prior written authorization. Deviations from the hazardous materials survey shall be submitted to the Demolition Program Coordinator: Genesee County Land Bank, 452 South Saginaw Street, Flint, Michigan 48502, (810) 257-3088.

- 9) Contractor shall also establish and obtain prior written authorization for abatement and disposal of asbestos and hazardous materials not included in Unit Rate Schedule. Prior written authorization is required for payment of items not included in unit rate schedule.
- 10) For those sites listed on the inspection summary which contain “unknown” materials, the Contractor is required to perform characterization test(s) and properly dispose of the material in accordance with Unit Rate Schedule.
- 11) A summary of hazardous materials within each structure will also be provided in an electronic spreadsheet. Following abatement and removal, Contractor shall provide to GCLBA all actual quantities on a per unit basis. Contractor shall submit the inventory of actual quantities removed in hardcopy and electronic format. Reporting formats shall be provided by the GCLBA.
- 12) Contractor shall submit invoices on a per unit basis. Invoices formats shall be pre-approved by the GCLBA.

### 3.0 HAZARDOUS MATERIAL/WASTE COLLECTION AND DISPOSAL

- A. The Contractor is responsible for providing the appropriate packaging to transport the materials/wastes from each site in accordance with all applicable state and federal laws.
- B. All materials/wastes must be segregated and packaged according to the applicable hazardous class (i.e., flammables, corrosives, etc.) before leaving an individual site. Materials may be combined (lab packed) from site to site according to hazard class.
- C. The Contractor is responsible for preparing the proper shipping papers necessary to transport the materials from each individual site at the time the materials leave the site.
- D. If it is necessary for the Contractor to store the materials/wastes overnight to facilitate lab packing, the materials can only be stored at a licensed transfer, storage or disposal facility.
- E. The shipping papers will be carried at all times by the transporter when moving the materials/wastes on public roadways.
- F. The Contractor will conform to all necessary vehicles placarding when transporting materials.
- G. The Contractor will maintain a separate inventory sheet (trip log) for each property that hazardous materials/wastes are removed in accordance with the Michigan Department of Environmental Quality Operation Memo 121-3, Revised part 121 Consolidated Manifest Management Procedures. The records must indicate the property address, type and quantity of materials/waste removed.

### 4.0 TECHNICAL

#### A. DESCRIPTION

##### Environmentally Hazardous Material Removal and Disposal

1. It shall be the responsibility of Contractor to remove and dispose of material identified in the pre-demolition inspection/hazardous materials survey of structures as being environmentally hazardous. Contractor shall remove all asbestos, hazardous materials, and other materials banned from landfill disposal, regardless of the estimated quantities provided in the Hazardous Materials Survey Report. Adjustments shall be included in the final total quantity reported by the Contractor; however, no payment adjustments in excess of the quantities identified in the hazardous materials survey shall be made by the GCLBA without prior written authorization.

## B. SUMMARY

This section includes the following:

1. Removal and disposal of potentially environmentally hazardous material.

## C. SUBMITTALS

1. Upon completion of the material/waste collection and disposal the Contractor will provide a separate Inventory Sheet for each property that materials/wastes were removed. Asbestos and hazardous materials removed must be itemized for each structure on a per unit basis.

The Inventory Sheet will be supported by the following paperwork (as applicable to the individual property).

- A copy of the disposal manifest and/or shipping papers used to dispose of materials/wastes from each disposal/recycling facility.
  - A copy of the CFC recovery certificate signed and certified by the licensed CFC recovery professional.
  - A copy of the scrap metal receipt for AST/USTs and other metals.
2. Landfill records for record purposes indicating receipt and acceptance of asbestos materials by a landfill facility licensed to accept such wastes.
    - a) Contractor shall supply GCLBA with a copy of all landfill, recycling, weight tickets, disposal receipts, manifests and other documentation relating to the removal and disposal of asbestos and hazardous materials from the properties.

**b) Landfill receipts/waste manifests must be submitted to the Land Bank within 10 days with invoice at the completion of project.**

- i. All documentation must be submitted for each property/project individually.
- ii. Payments will not be processed without receipt of waste manifest documenting proper disposal of waste.
  - (1) Request for Payment Packet must include:
    - (a) Request for Final Payment
    - (b) Sworn Statement – Must list all subcontractors
    - (c) Waivers of Lien from yourself, as well Unconditional Waiver of Lien from all subcontractors listed on Sworn Statement
    - (d) Invoice on Contractor's Letterhead
    - (e) Before and After Photographs of the site (labeled)
    - (f) If sub-contracting, you must provide proof that the sub-contractor is in compliance with the Michigan Workers' Disability Compensation Act requirements and appropriately licensed.
    - (g) NESHAP
    - (h) Waste Manifest- Indicate Type II or Type III landfill
    - (i) Certified Payroll
    - (j) Field Report/Daily Log

## D. HAZARDOUS CONDITIONS:

1. The Contractor will be authorized to perform work at properties identified to contain potentially environmentally hazardous material as provided by the pre-demolition inspector. The contractor will be required to remove and dispose of such materials as directed by the GCLBA.

2. The pre-demolition inspection will have identified potentially environmentally hazardous material. These items may include but not be limited to the following: flammables, fuels/waste oils, thinners/paints/solvents; underground storage tanks; pesticides; mercury switches, aerosol cans, fluorescent light bulbs, etc... These items are to be removed and disposed by a licensed contractor familiar with the proper procedures. These materials are required to be characterized and placed with like materials in clearly marked 55 gallon drums or other containers and disposed of properly prior to any site demolition work.
3. Contractor shall supply GCLBA with a copy of all landfill, recycling, weight tickets, disposal receipts, manifests and other documentation relating to the removal and disposal of asbestos and hazardous materials from the properties.

E. CERTIFICATION OF PROPERTY

1. Contractor shall notify owner/owner's representative in writing when each specific listed property has been mitigated of potentially environmentally hazardous material within 24 hours of completion of said work.

## F. POLLUTION CONTROLS

1. Under the authority of Section 112 of the Clean Air Act, as amended, 42 U.S. C. 1857 (C-7), the Administrator of the United States Environmental Protection Agency (EPA) promulgated National Emission Standards for Hazardous Air Pollutants on April 6, 1973, (38 F.R. 8820) Asbestos was designated a hazardous air pollutant, and standards were set for its use, and to control asbestos emissions. It was determined that one significant source of asbestos emissions was the demolition of certain buildings and structures.

Additionally, contractors are required under authority of Section 114 (a) to follow EPA personnel (or other authorized regulatory personnel) to freely enter any of your facilities or demolition sites, to review any records, inspect any demolition method, and sample or observe any omissions.

All demolition operations conducted by Contractor are to be in compliance with applicable provisions of Section 112 of the Act and 40 C.F.R. Section 61.22(d).

In addition, Section 113(c)(1) of the Act (42 U.S.C. 1857 C-8(c)(1)), provides that any person who knowingly fails or refuses to comply with any such order shall be punished by a fine of not more than \$25,000 per day of violation, or by imprisonment for not more than one year, or by both.

Finally, Section 113(c)(2) of the Act (42 U.S.C. 1857 C-8(c)(2)), provides that any person who knowingly makes any false statement in any report required under the Act shall be punished, upon conviction, by a fine of not more than \$10,000 or by imprisonment for not more than six months, or by both.

2. Use water mist, temporary enclosures, and other suitable methods to limit the spread of dust and dirt. Comply with governing environmental protection regulations.

Do not create hazardous or objectionable conditions, such as ice, flooding, and pollution, when using water.

3. Remove and transport debris in a manner that will prevent spillage on adjacent surfaces and areas.
4. Clean adjacent buildings and improvements of dust, dirt and debris caused by demolition operations. Return adjacent areas to condition existing before start of demolition.
5. Contractor shall limit hours of operation to Monday through Friday during the hours of 7:00 a.m. to 6:00 p.m. Special hours of operation outside the normal hours must be approved by the GCLBA. Contractor shall limit noise pollution at all times to prevent objectionable conditions.

## SECTION 2- ASBESTOS ABATEMENT & DISPOSAL SCOPE OF WORK

### PART 1 General

#### 1.01 SECTION INCLUDES

A. Removal and disposal requirements for asbestos containing materials (ACM). It is recommended that the contractor review and consider the recommendations reported in the Pre-Demolition Inspection/Hazardous Materials Survey when performing asbestos abatement and general building demolition activities.

#### 1.02 REFERENCE STANDARDS

The publications listed below form a part of this Section to the extent referenced. The publications are referenced in the text by basic designation only.

- A. American Society for Testing and Materials (ASTM)
  - 1. ASTM E 736 (1986) Cohesion/Adhesion of Sprayed Fire-Resistive Materials Applied to Structural Members.
  - 2. ASTM 1368 (1990) Visual Inspection of Asbestos Abatement Projects.
- B. Code of Federal Regulations (CFR)
  - 1. CFR 29 Part 1926/1910 Construction Industry Occupational Safety and Health Standards.
  - 2. CFR 40 Part 61 National Emissions Standards for Hazardous Air Pollutants.
  - 3. CFR 40 Part 260 General Regulations for Hazardous Waste Management.
  - 4. CFR 40 Part 263 Standards Applicable to Transporters of Hazardous Waste.
  - 5. CFR 40 Part 763 Asbestos.
  - 6. CFR 49 CFR 171 Department of Transportation Regulations to Stipulate Requirements for Containers and Procedure for Shipment of Hazardous Waste.
- C. National Fire Protection Association (NFPA)
  - 1. NFPA 10 (1988) Portable Fire Extinguishers.
  - 2. NFPA 70 B (1990) Recommended Practice for Electrical Equipment Maintenance.
  - 3. NFPA 90A (1989) Installation of Air Conditioning and Ventilating Systems.
  - 4. NFPA 101 (1988) Safety to Life from Fire in Buildings and Structures.
  - 5. NFPA 90A (1989) Installation of Air Conditioning and Ventilating Systems.
- D. National Institute of Occupational Safety and Health (NIOSH)
  - 1. NIOSH -01 Manual of analytical Methods
- E. State of Michigan
  - 1. P.A. Act 451, Michigan Natural Resources and Environmental Protection Act
  - 2. MIOSHA Act 154 General Industry and Construction (as amended) Safety Standards.
- F. United States Environmental Protection Agency (U.S. EPA)
  - 1. U.S. EPA SW-846, Test Methods for Evaluating Solid Waste.

#### 1.03 MEASUREMENT

##### A. Removal and Disposal of ACM

The removal and disposal of ACM will be a unit rate pay item. Estimated quantities of ACM will be provided in the Pre-Demolition Inspection/Hazardous Materials Survey.

#### 1.04 PAYMENT

##### A. Removal and Disposal of ACM

All acceptably completed work as required under this Section for the removal and disposal of ACM found

on site will be paid as a unit rate as bid and authorized.

#### 1.05 DEFINITIONS

##### A. Friable Asbestos Containing Material

As defined in 40 CFR Part 61, Subpart M, any material containing more than 1 percent asbestos as determined using the method specified in 40 CFR Part 763, Appendix A, Subpart F, Section 1, Polarized Light Microscopy, that when dry, can be crumbled, pulverized, or reduced to powder by hand pressure.

##### B. Nonfriable Asbestos Containing Material

As defined in 40 CFR Part 61, Subpart M, any material containing more than 1 percent asbestos as determined using the method specified in 40 CFR Part 763, Appendix A, Subpart F, Section 1, Polarized Light Microscopy, that, when dry, cannot be crumbled, pulverized or reduced to powder by hand pressure.

##### C. Category I Nonfriable Asbestos Containing Material

As defined in 40 CFR Part 61, Subpart M, asbestos-containing packings, gaskets, resilient floor covering, and asphalt roofing products containing more than 1 percent asbestos as determined using the method specified in 40 CFR Part 763, Appendix A, Subpart F, Section 1, Polarized Light Microscopy, that when dry, cannot be crumbled, pulverized, or reduced to powder by hand pressure.

##### D. Category II Nonfriable Asbestos Containing Material

As defined in 40 CFR Part 61, Subpart M, any material, except Category I nonfriable ACM, containing more than 1 percent asbestos as determined using the methods specified in Appendix A, Subpart F, 40 CFR Part 763, Section 1, Polarized Light Microscopy, that when dry, cannot be crumbled, pulverized, or reduced to powder by hand pressure.

##### E. Asbestos Regulated Work Area

An area contained and controlled where asbestos containing materials (ACM) operations are performed and isolated by physical boundaries to prevent the spread of ACM and control access to authorized persons. Containment may consist of full containment area, single or double bulkhead containment area, mini-containment area, modified containment, glove bag, or other techniques. An outdoor regulated work area is not isolated within a containment enclosure, but is otherwise secured by means of physical barriers, boundary warning tape, and signage, etc., to control access by unauthorized persons.

##### F. Time-Weighted Average

The Time Weighted Average (TWA) is an average of airborne concentration of fibers (longer than 5 micrometers) per cubic centimeter of air based on an 8-hour exposure duration, which represents the employee's 8-hour workday as defined in Appendix A of 29 CFR Part 1926, Section 1926.1101.

##### G. Amended Water

Water containing a wetting agent or surfactant with a surface tension of at least 29 dynes per square centimeter when tested in accordance with ASTM D 1331.

##### H. Adequately Wet

As defined in 40 CFR Part 61, Subpart M, sufficiently mix or penetrate with liquid to prevent the release of particulates from the source material. Continue wetting asbestos-containing material (ACM) if visible emissions are encountered during abatement activities. When uncertainties arise, continue wetting material until uncertainties diminish.

##### I. Competent Person

As defined in 29 CFR Part 1926, should be experienced in administering and supervising asbestos abatement projects. A competent person should be familiar with safe and reasonable work practices, abatement methods, protective measures for personnel, inspection of asbestos abatement work areas, evaluating the adequacy of containment barriers, placement and operation of local exhaust systems, waste containment and disposal procedures, decontamination units, and site health and safety health requirements. The designated "competent person" will be responsible for compliance with applicable local State, and Federal requirements and for enforcing the site-specific Health and Safety Plan (HASP).

## 1.07 SUBMITTALS

### A. Work Plan

Before proceeding with any removal and disposal work, submit a work plan that includes the procedures proposed for the accomplishment of all specified activities. The procedures shall provide for safe conduct of the work, careful removal and disposition of asbestos-containing materials, and property protection. The procedures shall provide a detailed description of the methods and equipment to be used for each operation, and the sequence of operations. The work plan shall be based on work experience, and the guidance provided in this specification.

### B. Health and Safety Plan

Submit a Health and Safety Plan (HASP) before beginning removal or disposal activities. Include in the HASP required personal protective equipment, respiratory protection, asbestos regulated work area controls, and hazard communication program. Refer to Section 00100 for other HASP requirements.

### C. Qualifications

Submit adequate information to conclude the qualifications of the Contractor, on-site supervisors, workers, all subcontractors, and the independent testing laboratory performing asbestos abatement activities are properly trained in safety procedures associated with handling asbestos-containing materials. Specify the staff organization to include subcontractors used for this project. Include qualifications and certifications of the designated "competent person."

### D. Air Sampling Results

Conduct fiber counting for air quality during each sampling event. Provide results within 24 hours of completion of each sampling event. Notify the GCLBA immediately if any airborne levels of asbestos fibers are encountered above levels established in the HASP. Provide a table including sampling results within 10 working days of the date of collection. Provide a signature of the authorized representative of testing laboratory.

### G. Manifests

Submit waste documentation for all shipments removed from the property. Waste disposal manifests will be signed by the GCLBA-appointed representative.

## 1.08 REGULATORY REQUIREMENTS

### A. Permits

Obtain all necessary permits and licenses for asbestos abatement activities. Provide all required pre-abatement notifications. Notify the State of Michigan, Michigan Department of Energy, Labor & Economic Growth, local agencies, and the GCLBA in writing at least 10 calendar days before beginning abatement activities. Where applicable, notify the Michigan Department of Environmental Quality in writing at least 10 business days before beginning abatement activities. Conduct all abatement activities in accordance with 40 CFR Part 61, Subpart M, state and local requirements to include the mandatory "Notification of Intent to Renovate/Demolish" form and other required notification documents.

### B. Health and Safety Compliance

Comply with all applicable laws, ordinances, rules, regulations, whether stated or omitted from bidding documents. While conducting all handling, storing, transporting, and disposing activities for asbestos waste materials, comply with the applicable requirements of 29 CFR Part 1910, 29 CFR Part 1926, 40 CFR Part 61, Subpart A, and 40 CFR Part 61, Subpart M, NFPA 10, NFPA 70, NFPA 90A, NFPA 101. In case of a discrepancy between the requirements of this specification, applicable laws, rules, criteria, ordinances, regulations, and referenced documents vary, the most stringent requirement as determined by the GCLBA or GCLBA's Representative shall apply.

#### 1. Air Monitoring

- a. Conduct personal air sampling as defined by the previously noted regulations.



Monitoring for of airborne asbestos fibers and lead dusts. Adhere to all permit and regulatory requirements for air quality.

2. Respiratory Protection Program
  - a. Establish and implement a respiratory protection program in accordance with 29 CFR 1926, Section 1926.1101, 29 CFR Part 1910, Section 1910.134. Include medical monitoring, employee training, procedures for respirator use, respirator fit-testing, routine inspection, and storage. Select and use respirators in accordance with manufacturers' recommendations, Mine Safety and Health Administration, and the National Institute for Occupational Safety and Health requirements for use in environments containing airborne asbestos fibers.
3. Training
  - a. All employees working directly with asbestos-containing material and wastes must have successfully completed a course of asbestos training as specified by United States Environmental Protection Agency (EPA) requirements at 40 CFR Part 763, Subpart E, Appendix C, within 1 year prior to conducting asbestos abatement activities. Each worker must successfully complete the "Worker" course, and on-site supervisors and technical support personnel must successfully complete the "Contractor/Supervisor" course.
4. Medical Monitoring
  - a. Conduct medical monitoring requirements as described in 29 CFR Part 1926, Section 1926.1101 and the requirements of the Contractor's Health and Safety Plan found.
5. Personal Protective Equipment
  - a. Provide personnel working in asbestos environments with whole body protection as specified in Section 01110, Health, Safety, and Emergency Response. Single-use coveralls shall be disposed as asbestos-contaminated waste upon exiting from the asbestos regulated work area.

## 1.09 PROJECT CONDITIONS

Site summaries and Pre-Demolition Inspection/Hazardous Materials Survey will be provided to Contractor at the time Contractor is authorized to proceed with abatement and disposal.

## PART 2 PRODUCTS

### 2.01 MATERIALS

#### A Wetting Agent

1. Amended Water
  - a. Comply with ASTM D 1331.
2. Removal Encapsulant
  - a. Provide a removal or penetrating encapsulant when conducting asbestos abatement activities that require a longer removal time or are subject to rapid evaporation of amended water. The removal encapsulant shall be capable of wetting the ACM and retarding fiber release during disturbance of the ACM equal to or greater than provided by amended water.

- B. Strippable Coating  
Provide additional incidental items necessary to complete specified activities.
- C. Prefabricated Decontamination Unit(s)  
Provide additional incidental items necessary to complete specified activities.
- D. Chemical encapsulant  
Provide additional incidental items necessary to complete specified activities.
- E. Chemical encasement materials  
Provide additional incidental items necessary to complete specified activities.
- F. Material Safety Data Sheets (for all chemicals proposed)  
Provide additional incidental items necessary to complete specified activities.
- G. Sheet Plastic  
Provide sheet plastic as specified herein and in the largest size necessary to minimize seams. Comply with ASTM D 4397 and NFPA 701.
- H. Other items  
Provide additional incidental items necessary to complete specified activities.

2.02 EQUIPMENT

- A. High efficiency filtered local exhaust equipment
- B. Vacuum equipment
- C. Pressure differential monitor
- D. Air monitoring equipment  
Provide appropriate air monitoring equipment to evaluate concentrations of airborne asbestos fibers and comply with applicable regulations.
- E. Respirators  
Provide respirators as specified in Part 1.08.B.2 of this Section
- F. Glove Bag  
Provide glove bags that comply with 29 CFR Part 1926.
- G. Duct Tape  
Provide industrial grade duct tape in 2 inch and 3 inch widths, suitable for bonding sheet plastic and disposal containers specified herein.
- H. Leak-Tight Containers  
Provide leak-tight disposal containers and bags for asbestos-containing materials and generated wastes as specified herein. All disposal containers shall be either pre-labeled or affixed with OSHA warning label, as specified in 29 CFR Part 1926.

2.03 SOURCE QUALITY CONTROL

Encapsulants shall conform to USEPA requirements, shall contain no toxic or hazardous substances or solvent, and shall meet the following requirements:

|   |           |               |
|---|-----------|---------------|
| A. Requirements and Corresponding Test Standards for All Encapsulants |           |               |
| Requirement   |           | Test Standard |
| Flame Spread – 25, Smoke Emission – 50                                | ASTM E 84 |               |

|                                  |                                     |
|----------------------------------|-------------------------------------|
| Combustion Toxicity              | University of Pittsburg Protocol    |
| Zero Mortality                   | University of Pittsburg Protocol    |
| Life Expectancy – 20 years       | ASTM C 732 (Accelerated Aging Test) |
| Permeability – Minimum 0.4 perms | ASTM E 96                           |

|  |                                   |
|--|-----------------------------------|
| B. Additional Requirements and Corresponding Test Standards for Bridging Encapsulant |                                   |
| <u>Requirement</u>   | <u>Test Standard</u>              |
| Cohesion/Adhesion Test – 50 pounds of force/foot                                     | ASTM E 736                        |
| Fire Resistant   | ASTM E 119                        |
| Impact Resistance – Minimum 43 in/lb   | ASTM D 2794 (Gardner Impact Test) |
| Flexibility – no rupture or cracking   | ASTM D 522 (Mandrel Bend Test)    |

|   |                                   |
|---|-----------------------------------|
| C. Additional Requirements and Corresponding Test Standards for Penetrating Encapsulant |                                   |
| <u>Requirement</u>  | <u>Test Standard</u>              |
| Cohesion/Adhesion Test – 50 pounds of force/foot  | ASTM E 736                        |
| Fire Resistant  | ASTM E 119                        |
| Impact Resistance – Minimum 43 in/lb  | ASTM D 2794 (Gardner Impact Test) |
| Flexibility – no rupture or cracking  | ASTM D 522 (Mandrel Bend Test)    |

|  |                                   |
|--|-----------------------------------|
| D. Additional Requirements and Corresponding Test Standards for Bridging Encapsulant |                                   |
| <u>Requirement</u>   | <u>Test Standard</u>              |
| Cohesion/Adhesion Test – 50 pounds of force/foot                                     | ASTM E 736                        |
| Fire Resistant   | ASTM E 119                        |
| Impact Resistance – Minimum 43 in/lb   | ASTM D 2794 (Gardner Impact Test) |
| Flexibility – no rupture or cracking   | ASTM D 522 (Mandrel Bend Test)    |

|  |                      |
|--|----------------------|
| E. Additional Requirement and Corresponding Test Standards for Lock-Down Encapsulant |                      |
| <u>Requirement</u>   | <u>Test Standard</u> |
| Fire Resistant   | ASTM E 119           |
| Bond Strength  | ASTM E 736           |

PART 3 EXECUTION

3.01 GENERAL

Remove and dispose asbestos-containing material to a licensed recycle facility. Obtain all required permits and approval documents. Provide approved containers, vehicles, equipment, labor, signs, placards, labels, manifests, and other documents necessary for accomplishing the work including materials necessary for spill cleanup from removal operations. Coordinate any additional sampling that may be necessary with GCLBA.

A. Safety Guidelines

Personnel working inside and in the general vicinity of the cleanup area shall be trained and made thoroughly familiar with the safety precautions, procedures, and equipment required for controlling the potential hazards associated with this work. Personnel shall use proper protection and safety equipment during work in and around the asbestos regulated work area.

B. Controls

Areas where asbestos abatement activities are conducted should be adequately secured as specified herein.

Perform work in accordance with the requirements and specifications and take direction only from the GCLBA for this contract. Any other party that proposes to give direction to the contractor shall be immediately referred to the GCLBA.

C. Routine Cleaning

1. Package all loose asbestos-containing materials and debris and remove from the work area to

- the load-out area.
2. Vacuum work areas with HEPA vacuum or other high volume HEPA-filtered transfer equipment.
3. Inspect and maintain polyethylene and PVC in work and high traffic areas.
4. If air sample results exceed prescribed level, wipe clean containment and decontamination areas.

### 3.02 ABATEMENT PROCEDURES

#### A. Methods

Determine and implement the most efficient asbestos abatement method in conformance with this specification and applicable regulations. Employ proper handling procedures in accordance with 29 CFR Part 1926 and 40 CFR Part 61, Subpart M, and the requirements specified herein. Abatement techniques and items identified shall be detailed in the Work Plan including but not limited to details of construction materials, equipment, and handling procedures, and necessary safety precautions.

#### B. Revised Quantities

Before the Asbestos containing materials and/or contaminated debris has been removed, verify the previously submitted quantity estimates of other asbestos-containing materials and notify the GCLBA of any changes in the quantities. No payment adjustments in excess of the quantities identified in the hazardous materials survey shall be made by the GCLBA without prior written authorization.

#### C. Air Monitoring

Perform sampling and analysis for airborne concentration of asbestos fibers in accordance with 29 CFR Part 1926 Section 1926.1101, the air monitoring plan, and as specified herein. Collect personal air monitoring samples to represent the work activities for each shift, or a minimum of two, whichever is greater. Results of the personal samples shall be posted at the job site and made available to the GCLBA as specified herein. The Contractor shall maintain a fiber concentration inside enclosed containment regulated work area equal to or less than 0.1 f/cc expressed as an 8 hour, TWA during asbestos abatement. If fiber concentration rises above 0.1 f/cc, the Contractor will examine work procedures to determine the cause and work to implement corrective actions.

Workers shall not be exposed to an airborne fiber concentration in excess of 1.0 f/cc, as average over a sampling period of 30 minutes. If either an environmental concentration of 1.0 f/cc expressed as an 8-hour TWA or a personal excursion concentration of 1.0 f/cc expressed as a 30-minute sample occur inside the enclosed work area, stop work immediately, notify the GCLBA, and implement additional engineering controls and work practice controls to reduce airborne fiber levels below prescribed limits in the work area.

Conduct personal sampling required by 29 CFR Part 1926 Section 1926.1101, in accordance with the NIOSH Method 7400, Phase Contrast Microscopy (PCM).

Per regulation, environmental and perimeter air monitoring outside of regulated containment areas shall not exceed clearance levels contained in 40 CFR part 763, subpart E, which is 0.01 f/cc or no more than background levels representing the same area before the asbestos work began.

For final clearance samples, the Contractor will conduct sampling at a sufficient velocity and time to collect a sample volume necessary to establish the limit of detection of the method used at 0.01 f/cc or background levels, whichever is higher. Background, environmental, quality assurance and final air clearance samples will be collected and analyzed according to NIOSH Method 7400 methodology.

##### 1. Routine Air Sampling

Provide personal sampling as indicated in 29 CFR Part 1926 Section 1926.1101, state and local requirements, and in accordance with the air monitoring plan. Conduct air sampling at least once during every shift, close to the work in the containment area, outside the

clean room entrance to the containment area, inside the clean room, outside the load-out unit exit, and at the exhaust discharge point of the local exhaust system.

2. Sampling After Final Clean-Up (Clearance Sampling)

Prior to conducting final air clearance monitoring, conduct a final visual inspection with the Engineer. Final clearance air monitoring shall not begin until acceptance of this final cleaning by the Engineer. Comply with the sampling and analytical methods provided in NIOSH-01 Method 7400 (PCM) with optional confirmation of results by NIOSH-01 Method 7402 (TEM).

3. Failure to Meet Air Quality Requirements

If clearance sampling results fail to meet the final clean-up requirements, reclean, resample, and reanalyze until final clean-up requirements are met. Costs associated with additional samples, cleaning, and inspections will be paid by the Contractor.

D. Additional Bulk Asbestos Sampling

Bulk asbestos sampling and polarized light microscopy analysis (PLM) has been conducted for various materials located throughout the site. During debris removal, previously unidentified potential asbestos-containing material may be encountered, requiring bulk sampling and analysis. Additional bulk sample analyses as required under this Section shall be paid by the Contractor. Perform bulk sampling as required or as specified by the GCLBA. Employ a laboratory for testing and analysis, which routinely provides analytical services acceptable to Michigan Department of Environmental Quality and EPA.

E. Asbestos Abatement

Collect and place in sealed, leak-tight containers all asbestos waste, scrap, debris, bags, containers, equipment, and asbestos contaminated personal protective equipment. Use 6-mil, double wrapped polyethylene sheets, sealed fiberboard boxes, or other approved containers. Waste within the containers must be wetted in case the container is damaged. Affix a warning label and a Department of Transportation (DOT) label on each bag. Dispose waste material at an approved, licensed asbestos landfill. For temporary storage, keep sealed impermeable containers in asbestos waste load-out unit or in a storage/transportation conveyance (dumpsters or roll-off boxes) in a manner as acceptable by the GCLBA. Procedure for hauling and disposal asbestos-containing material shall comply with 40 CFR Part 61, Subpart M, state, regional, and local standards and specifications.

F. Waste Records

Provide final completed copies of the Waste Shipment Record for shipments of all waste material as specified in 40 CFR Part 61, Subpart M, and other required state waste manifest shipment records within 10 days of project completion.

G. Final Cleaning

Abate asbestos by collecting, packing, and storing all gross contamination in accordance with all references and specifications. Once cleaning has been completed, conduct a visual pre-inspection of the cleaned area. A final air monitoring event will be performed to verify adequacy of clean-up. Re-cleaning and follow-up inspections shall be at the Contractor's expense. Upon completion of the final cleaning, conduct a final visual inspection of the cleaned area. Document the results. If the GCLBA or GCLBA's Representative determines that the abatement area does not meet final cleaning requirements, re-clean as necessary and conduct additional follow-up inspection with the GCLBA.

H. Lock Down Encapsulant

In areas where friable ACM was removed, after clean-up of gross contamination, and final visual inspection, but before removing plastic barriers, apply a post removal (lockdown) encapsulant to floor, walls, ceilings, and other surfaces in the removal area. When work was limited to glove bags only apply encapsulate to item within glove bag.

END OF SECTION

## SECTION 3 – PCB CONTAINING EQUIPMENT REMOVAL

### **PART 1           General**

#### 1.01   SECTION INCLUDES

- A.     Removal and disposal requirements for PCB ballasts. PCB containing light ballasts and other electrical equipment may be present at the subject property.

#### 1.02   REFERENCE STANDARDS

The publications listed below form a part of this Section to the extent referenced. The publications are referenced in the text by basic designation only.

- A.     American Petroleum Institute (API)
  - 1.     APR Rp 2003, Protection Against Ignitions Arising out of Static, Lightning and Stray Currents.
  - 2.     API Publ 2015, Safe Entry and Cleaning Petroleum Storage Tanks.
  - 3.     API Publ 2217, Guidelines for Confined space Work in the Petroleum Industry.
  - 4.     API Publ 2219, Safe Operation of Vacuum Trucks in Petroleum Service.
- B.     Code of Federal Regulations (CFR)
  - 1.     CFR 29 CFR 1910.146 OSHA - Permit Required Confined Spaces.
  - 2.     CFR 29 CFR 1926/1910 Construction Industry Occupational Safety and Health Standards.
  - 3.     CFR 40 CFR 260 General Regulations for Hazardous Waste Management.
  - 4.     CFR 40 CFR Part 261 Identification and Listing of Hazardous Waste.
  - 5.     CFR 40 CFR Part 262 Standards Applicable to Generators of Hazardous Waste.
  - 6.     CFR 40 CFR Part 263 Standards Applicable to Transporters of Hazardous Waste.
  - 7.     CFR 40 CFR Part 264 Standards for Owners and Operators of Hazardous Waste Treatment, Storage, and Disposal Facilities.
  - 8.     CFR 40 CFR Part 265 Interim Status Standards for Owners and Operators of Hazardous Waste Treatment, Storage, and Disposal Facilities.
  - 9.     CFR 49 CFR 171 Department of Transportation Regulations to Stipulate Requirements for Containers and Procedure for Shipment of Hazardous Waste.
  - 10.    CFR 40 CFR Part 761 Polychlorinated Biphenyls (PCB) Manufacturing, Processing, Distribution in Commerce, and Use Prohibitions.
- C.     National Fire Protection Association (NFPA)
  - 1.     NFPA 30 (1990) Flammable and Combustible Liquids Code.
  - 2.     NFPA 70 B (1990) Recommended Practice for Electrical Equipment Maintenance.
  - 3.     NFPA 325M (1991) Fire Hazard Properties of Flammable Liquids, Gases, and Volatile Solids.
  - 4.     NFPA 327 (1987) Standard Procedures for Cleaning or Safeguarding Small Tanks and Containers.
- D.     National Institute of Occupational Safety and Health (NIOSH)
  - 1.     NIOSH 80-106 Criteria for a Recommended Standard for Working in Confined Spaces.
- E.     State of Michigan
  - 1.     P.A. Act 451, Michigan Natural Resources and Environmental Protection Act
  - 2.     MIOSHA Act 154 General Industry and Construction (as amended) Safety Standards.
- F.     United States Environmental Protection Agency (U.S. EPA)
  - 1.     U.S. EPA SW-846, Test Methods for Evaluating Solid Waste.

#### 1.03   MEASUREMENT

- A.     Removal and Disposal of PCB-containing Light Ballasts and Equipment  
The removal and disposal of containerized PCB-containing light ballasts will be a unit rate pay item. Estimated quantities of PCB-containing Light Ballasts and Equipment are included the Pre-Demolition Inspection/Hazardous Materials Survey.

#### 1.04   PAYMENT

- A.     Removal and Disposal of PCB-containing Light Ballasts  
All acceptably completed work as required under this Section for the removal and disposal of containerized PCB-containing light ballasts found on site will be paid as the lump sum cost as bid.

## 1.05 SUBMITTALS

### A. Work Plan

Before proceeding with any removal and disposal work, submit a work plan that includes the procedures proposed for the accomplishment of the removal and disposal work. The procedures shall provide for safe conduct of the work; careful removal and disposition of solid materials and liquid wastes; and property protection. The procedures shall provide a detailed description of the methods and equipment to be used for each operation, and the sequence of operations. The work plan shall be based on work experience, and the guidance provided in this specification.

### B. Health and Safety Plan

Before proceeding with any removal and disposal work, submit a site-specific health and safety plan (HASP) that includes the necessary precautions and safety procedures proposed for the accomplishment of the removal and disposal work. Include detailed information regarding temporary controls, including lock-out/tag-out procedures, and hazardous material handling. The HASP shall be based on applicable regulations, work experience, and the guidance provided in this specification.

### C. Copies of all analyses performed for disposal.

### D. Copies of all waste analyses or waste profile sheets.

### E. Copies of all certifications of final disposal signed by the responsible disposal facility official.

### F. Information on who sampled, analyzed, transported, and accepted all wastes encountered.

### G. Information describing the sample method, rationale, results, and chain-of-custody documentation for all testing.

### F. Copies of all disposal manifests, bills of lading, load tickets, and other transportation documentation.

### G. Notice of Acceptance

After removing and disposing drums and small containers from the project site, submit the name and location of the properly licensed disposal facility and a copy of the written agreement from the disposal facility agreeing to accept contaminated materials for disposal. This documentation shall include manifests with quantities. The documentation is due 10 days after removal from the site.

### H. Disposal Documents

Provide copies of all licenses, certificates, permits, agreements, manifests, chain of custody records, weigh tickets, meter recordings, delivery tickets, and receipts required or issued for material disposal. Provide a list of the equipment used, the methods used, and the disposal areas and facilities used for disposing ballasts. Provide a copy of the results of tests performed to comply with the requirements of each disposal facility.

### I. Manifests

Submit a copy of the official manifest for each shipment of contaminated materials including, but not limited to, ballast contents and ballast carcasses evidencing delivery of the material to the approved licensed disposal facility. All manifests shall be in accordance with the requirements of 40 CFR, Part 262, 40 CFR, Part 761, Section 23 and State and local regulations. Manifests shall be signed by the GCLBA or authorized official.

## 1.07 REGULATORY REQUIREMENTS

### A. Statutes and Regulations

PCB-containing liquid removal, transportation, and disposal work shall be carried out in accordance with 29 CFR, Part 1910 and 1926, State of Michigan Act 64, Act 641, Act 307 and Act 136 wherever applicable. Hazardous material shall be transported in accordance with 40 CFR Part 263 to disposal facilities that

operate in accordance with 40 CFR Part 264 and 40 CFR Part 265. Obtain all licenses, permits, certifications, receipts, etc., as required by such laws, regulations, codes, and ordinances.

**B. General**

All health and safety regulations relating to the removal, transportation, and disposal of ballasts available in 29 CFR, Parts 1926 and 1910 shall be complied with at all times. All pertinent regulations such as 29 CFR Parts 1910 and 1926 and 40 CFR 260, 261, 262, 263, 264, 761 and applicable state and local regulations shall be followed for storing, containing, and handling drums and small containers and for maintaining equipment for handling materials.

**C. Protection of Employees and Visitors**

Address the work in a manner such that its employees and site visitors will not be subjected to hazardous and unsafe conditions. Comply with all safety precautions, as required by 29 CFR Parts 1926 and 1910 and NFPA 329. Conduct and document the appropriate level of electrical lock-out/tag-out procedures.

**D. Toxicity Considerations**

Exercise care to minimize exposure to PCB-containing material and petroleum compounds when present during the handling of PCB-containing materials.

**E. Flammability and Combustibility Considerations**

Flammable and combustible vapors are likely to accumulate in work areas. Exercise caution by observing the following precautions: (a) eliminate all potential sources of ignition within the area; (b) prevent the discharge of static electricity during venting of flammable and combustible vapors; and (c) prevent the accumulation of vapors at ground level. Refer to API Publication 2015, 2015A and Recommended Practice 2003 for precautionary measures to follow during vapor evacuation activities. All open flame and spark-producing equipment is to be shut down and all electrical equipment must be explosion proof in compliance with NFPA 70B Class I, Division I, Group D or otherwise approved for use in potentially explosive atmospheres.

**PART 2 PRODUCTS**

**2.01 GENERAL**

Provide incidental equipment and materials necessary to complete specified activities, including, but not limited to, provision of drums for PCB-containing ballasts, and any scaffolding, cranes, or lifting equipment necessary to reach the areas for removal.

**PART 3 EXECUTION**

**3.01 GENERAL**

Disconnect or have disconnected power from ballasts and equipment being removed. Remove and containerize all PCB-containing light ballasts and equipment and dispose of properly. Obtain all required permits and approval documents. Provide approved containers, vehicles, equipment, labor, signs, placards, labels, manifests, and other documents necessary for accomplishing the work including materials necessary for spill cleanup for material from removal operations. Coordinate and pay for any additional sampling that may be necessary. Remove all PCB containing equipment discovered during abatement activities. No payment adjustments in excess of the quantities identified in the hazardous materials survey shall be made by the GCLBA without prior written authorization.

**A. Safety Guidelines**

Personnel working inside and in the general vicinity of the cleanup area shall be trained and made thoroughly familiar with the safety precautions, procedures, and equipment required for controlling the potential hazards associated with this work. Personnel shall use proper protection and safety equipment during work in and around the ballast, as specified in API Publication 2217, AP RP 1604, and in the site-specific health and safety plans. Proper guidelines regarding safety precautions shall be required for



handling all other items.

B. Control of the Work

Perform work in accordance with the requirements and specifications and take direction only from the Engineer or On-site Representative for this contract. Any other party that proposes to give direction to the contractor shall be immediately referred to Engineer or On-Site Representative. Perform control measures as specified in Section 01570.

3.02 CONTENTS VERIFICATION

A. Sampling and Analytical Testing

A Pre-Demolition Inspection/Hazardous Materials Survey will be provided for each structure. In general, the survey activities include an identification of the general location and quantity of mechanical and/or electrical equipment that may contain PCBs.

Any additional testing necessary is the responsibility of the Contractor. If necessary, the Contractor shall collect samples to the extent required by the approved off-site disposal facility receiving the material. All analytical testing as required under this section shall be paid for by the Contractor and is incidental to the Contract. Meet all regulatory requirements, including chain-of-custody documentation. Provide testing results to the GCLBA.

3.03 EXAMINATION

Selected contractors will be authorized to proceed on the removal and disposal of environmentally hazardous materials from specific residential/commercial structures. A site specific hazardous material survey will be prepared by others for each structure and will be provided to the contractor at the time of authorization. The Contractor is encouraged to inspect the site of the proposed work, at the time of authorization to proceed on the removal and disposal of environmentally hazardous materials from specific residential/commercial structures. Prior to proceeding on the authorized work Contractor may visit each of the listed sites to arrive at a clear understanding of the conditions under which the work is to be done and to make their own determination as to the amount of hazardous materials to be removed from the sites. Contractor will be held responsible to have compared the premises with the hazardous materials survey, drawings, specifications, or other provided items, and to have satisfied himself as to all conditions affecting the execution of the work. No payment adjustments in excess of the quantities identified in the hazardous materials survey shall be made by the GCLBA without prior written authorization.

3.05 DISPOSAL REQUIREMENTS

A. General

Materials requiring disposal shall become the property of the Contractor. Dispose light ballasts at a facility licensed to receive, clean, recycle, and dispose PCB-containing electrical equipment. Dispose all wastes in accordance with all local, State, and Federal solid and liquid waste laws and regulations, including those for hazardous waste, when applicable, as well as the Resource Conservation and Recovery Act (RCRA), and conditions specified herein. These services shall include all necessary personnel, labor, transportation, packaging, manifesting or completing waste profile sheets, equipment, and reports. Provide all disposal and recycle information to the GCLBA.

B. Records

Maintain disposal and recycle records for all waste determinations, including (1) appropriate results of analyses performed, (2) sample locations, (3) substances detected, (4) time of collection, and (5) other pertinent data as required by 40 CFR Part 280, Section 74 and 40 CFR Part 262 Subpart D. Record and make available information regarding method of transportation, method of treatment, method of disposal, quantities of waste, the names and addresses of each transporter, and the disposal or reclamation facility. Prepare and maintain copies and originals of disposal manifests, waste analyses or waste profile sheets, and certifications of final treatment/disposal signed by the responsible disposal facility official. Following contract completion, the records shall become the property of the GCLBA.

C. Hazardous/Special Waste Manifests

U.S. EPA waste generator's identification number for the site may be required due to the nature of the materials to be disposed. Work with the generator to obtain this or other generator identification numbers. For hazardous and non-hazardous contaminated liquid waste, utilize a State of Michigan approved manifest system in conformance with the requirements identified in 40 CFR Part 262, 40 CFR Part 263 and 40 CFR Part 761.

The manifests shall comply with all of the provisions of the transportation and disposal regulations. Prepare manifests for each load and obtain the appropriate identification numbers and signatures. The designated representative of the GCLBA will sign all hazardous and non-hazardous waste manifests.

Before waste transportation, all of the established pre-transport requirements shall be met. The wastes shall be transported by a certified waste hauler (i.e., the hauler must have an appropriate State waste identification number) in approved containers. All transporters must sign the appropriate portions of the manifest and must comply with all of the provisions established in the applicable regulations. Hazardous waste manifests must be signed by the generator.

Provide the GCLBA with manifests, certificates, and other such evidence as may be required by local, State, and Federal regulations, to demonstrate that waste materials of all types were properly transported to, received at, and disposed at approved disposal facilities. After delivery of the load, provide a copy of the manifest to the GCLBA.

D. Documentation of Treatment and Disposal

Dispose hazardous wastes at an approved treatment, storage, or disposal facility. The disposal facility will maintain U.S. EPA or appropriate State permits and waste treatment identification numbers and will comply with all of the provisions of the disposal regulations. Documentation of acceptance of special waste by a facility legally permitted to treat or dispose those materials shall be furnished to the GCLBA following the delivery of those materials to the facility.

3.06 SPILLS

A. Spill Responsibility

The Contractor is responsible for cleaning up all the leaks and spills from decommissioning operations, drums, or other containers that occur because of the Contractor's negligence. Immediate containment actions shall be taken as necessary to minimize the effect to natural surroundings. Notify the GCLBA and appropriate governmental authorities of the incident. Cleanup shall be in accordance with applicable local, State, and Federal laws and regulations at no additional cost to the GCLBA.

END OF SECTION

## SECTION 4 – RECYCLING OF CFCs

### PART 1 GENERAL

#### 1.1 GENERAL

- A. Contractor shall furnish all labor, material, equipment and incidentals required to remove, handle, transport and recycle residual refrigerants (assumed to be CFCs) contained in air conditioning units, refrigerators, drinking fountains, or other similar devices.
- B. Contractor shall submit to the GCLBA a copy of the applicable Contractor license for CFC removal and handling.
- C. Upon removal of CFCs from each unit, Contractor shall label each unit to indicate the refrigerant has been recovered.
- D. Contractor shall provide record documents in accordance with 40 CFR 82 verifying the removal procedures and amounts recovered.

### PART 2 PRODUCTS

#### 2.1 CONTAINERS AND LABELS

- A. Cylinders for CFC removal, storage, and transportation shall be provided to the Contractor by a licensed recycling facility.
- B. Contractor shall provide labels that indicate that the refrigerant materials have been evacuated.

### PART 3 EXECUTION

#### 3.1 GENERAL

- A. Contractor shall identify the locations of all equipment at the Site that are believed to contain refrigerants and shall disconnect all utility services.
- B. Using a method acceptable to the licensed recycling facility, Contractor shall evacuate each unit of all refrigerants and containerize the materials for recycling.
- C. Contractor shall ensure that the CFC containing units are de-pressurized and free of all refrigerants. This may be accomplished by subsequent flushing with pressurized nitrogen or another acceptable method.
- D. Contractor shall transport all cylinders containing CFCs in accordance with the applicable DOT regulations.
- E. Contractor shall record and provide to GCLBA documentation of devices evaluated, procedures used, amounts recovered and other information as required by 40 CFR 82 upon completion of removal activities.

ENDOF SECTION

## SECTION 5 – ABATEMENT OF REGULATED MISCELLANEOUS MATERIALS

### PART 1 GENERAL

#### 1.1 GENERAL

- A. Contractor shall furnish all labor, material, equipment, packaging, sampling, and testing, and incidentals required to remove/abate, transport and dispose/recycle all substances regulated under Federal, State and local statutes and land ban restrictions. These substances may include but are not limited to idem listed in the Unit Rate Bid Schedule.
- B. The quantities of hazardous and/or regulated materials are provided in the Hazardous Materials Survey. Contractor will be authorized to proceed on the removal and disposal of environmentally hazardous materials from specific residential/commercial structures. A site specific hazardous material survey will be prepared by others for each structure and will be provided to the contractor at the time of authorization. The Contractor is encouraged to inspect the site of the proposed work, at the time of authorization to proceed on the removal and disposal of environmentally hazardous materials from specific residential/commercial structures. Prior to proceeding on the authorized work Contractor may visit each of the listed sites to arrive at a clear understanding of the conditions under which the work is to be done and to make their own determination as to the amount of hazardous materials to be removed from the sites. Contractor will be held responsible to have compared the premises with the hazardous materials survey, drawings, specifications, or other provided items, and to have satisfied himself as to all conditions affecting the execution of the work. No payment adjustments in excess of the quantities identified in the hazardous materials survey shall be made by the GCLBA without prior written authorization.
- C. Contractor shall be aware that the buildings may contain lead based paint and as such the potential for exposure exists. Contractor shall handle lead based paint in accordance with all federal, state, and local regulations.
- D. The Michigan Occupational Safety and Health Administration (MIOSHA) provides protection and regulations for the safety and health of workers. The Department of Community Health provides for the health of workers (517) 373-3500.
  - 1. Contractor shall post any applicable State and/or Federal government regulations at the job sites in prominent locations.
  - 2. Contractor shall be responsible for training their workers in safe work practices and in proper removal methods when coming in contact with hazardous materials.
- E. Applicable Regulations (include but are not limited to):
  - 1. RCRA, 1976 -Resource Conservation and Recovery Act: This federal statute regulates generation, transportation, treatment, storage or disposal of hazardous wastes nationally.
  - 2. Part 111, Act 451, 1994 -Michigan's Hazardous Waste Management Act: This statute regulates generation, transportation, treatment, storage and disposal of hazardous wastes in Michigan.
  - 3. Part 121, Act 451, 1994 -Liquid Industrial Waste Act: This statute regulates the transportation of liquid industrial wastes in Michigan. This includes non-hazardous

liquids and hazardous liquids, which are not subject to management under RCRA or Part 111, Act 451, 1994.

4. Toxic Substances Control Act (TSCA), 1976. This statute regulates the generation, transportation, storage, and disposal of PCB wastes.

F. To use an off-site hazardous waste disposal facility, the Contractor must use the Uniform Hazardous Waste Manifest (shipping paper).

1. Hazardous wastes may not be disposed of in sanitary landfills used for solid waste.
2. Hazardous waste manifests shall be signed by the GCLBA or designated representative.

G. Federal, State and local laws and regulations may apply to the storage, handling, and disposal of hazardous materials and wastes generated at the Site. The list below includes the regulations that are most frequently encountered.

| <b>Topic</b>   | <b><u>Agency and Telephone Number</u></b>   |
|--|---|
| Small quantity hazardous waste management, including hazardous waste stored in tanks   | Waste and Hazardous Materials Div., MDNRE (517) 335-2690 in Lansing, or District Office                                       |
| Liquid industrial waste disposal (hazardous and non-hazardous)   | Certified County Health Department<br>Waste and Hazardous Materials Div., MDNRE (517) 335-2690 in Lansing, or District Office |
| Disposal of hazardous waste into municipal sanitary sewers   | Contact the superintendent of your wastewater treatment plant for permission  |
| Discharges to surface water such as through a drain pipe or wastewater discharge   | Water Division, MDNRE (517) 335-2690 in Lansing, or District Office   |
| Discharges to groundwater, including septic systems  | Waste and Hazardous Materials Div., MDNRE (517) 335-2690 in Lansing, or District Office                                       |
| Pollution Incident Prevention Plans (PIPP)   | Waste and Hazardous Materials Div., MDNRE (517) 335-2690 in Lansing, or District Office                                       |
| Hazard Communication (for chemicals in the work place)   | Michigan Department of Consumer and Industry Services (517) 373-1820  |
| Burning of waste oil and other discharges to the air   | Air Quality Div., MDNRE (517) 373-7023 in Lansing, or District Office   |
| Registration of underground fuel storage tanks   | Waste and Hazardous Materials Div., MDNRE (517) 335-2690 in Lansing, or District Office                                       |
| Installation, Inventory, testing & other requirements for above ground and underground storage tanks (for flammable and combustible) | Waste and Hazardous Materials Div., MDNRE (517) 335-2690 in Lansing, or District Office                                       |
| Local fire prevention regulations and codes (including chemical storage requirements)  | Local fire chief or fire marshal  |
| Building and outdoor storage   | Local government building or zoning official requirements (including setbacks)  |

**PART 2 PRODUCTS**

**2.1 PACKAGING AND CONTAINERIZATION MATERIALS**

- A. Packaging and containerization materials shall include but not be limited to the following:
1. Lab packing requirements per licensed disposal or recycling facility.

2. Fiberboard barrels
3. DOT approved removable head drums; roll-off boxes or equivalent
4. Drum labels and marking which conform to 29 CFR 1926.58 K and all other Federal, State and local regulations
5. Spill prevention countermeasure materials and control products consistent with 49 CFR 173 and Contractor approved SPCC plan.
6. Sampling equipment and containers consistent with standard sampling technique

### **PART 3 EXECUTION**

#### **3.1 REMOVAL OF CHEMICAL FIRE EXTINGUISHERS**

- A. Chemical fire extinguishers may be present at the Site. Contractor shall be responsible for the removal, proper handling, and disposal of all chemical fire extinguishers.
- B. Contractor shall properly collect, label and stage all chemical fire extinguishers throughout the Site. All chemical fire extinguishers shall be recycled or disposed at a licensed facility. Chemical fire extinguishers shall be transported in a manner that minimizes the potential for discharge.

#### **3.2 REMOVAL OF MERCURY DEVICES**

- A. High intensity discharge lamps and fluorescent light bulbs that may contain mercury are present either in fixtures or stored in bulk. The approximate locations of these lamps/bulbs will be identified in the Hazardous Materials Survey Report. Contractor shall remove all lamps/bulbs regardless of the estimated quantities provided in the Hazardous Materials Survey Report.
  1. Many light fixtures and/or associated components may be suitable for recycling or resale. Contractor is encouraged to account for recycling or resale of such fixtures in its bid, if feasible.
  2. Contractor shall be responsible for the removal of all regulated lamps and bulbs from the associated lighting fixtures. All lamps and bulbs shall be carefully removed from the fixtures and placed in appropriate sized containers equipped with dividers.
  3. All containers intended for off-site recycling shall be either shrink-wrapped or placed in a secure crate to avoid accidental breakage. All containers shall be labeled as hazardous waste in accordance with applicable MDOT regulations.
  4. Contractor must use all precautions when handling lamps to avoid accidental breakage. Should accidental breakage of lamps occur, then the lamp debris shall be collected and placed in segregated reinforced drums or similar containers pending disposal.
  5. Light ballasts containing PCBs shall be managed in accordance with applicable regulations and appropriate sections of this Bid Document.

- B. Mercury switches and thermometers are present at the Site as indicated in the Hazardous Materials Survey Report, Contractor shall be responsible for the removal, transport and recycling or disposal of all mercury containing devices.

### 3.3 REMOVAL OF NON-HAZARDOUS EQUIPMENT OIL

- A. Oil-filled blowers, compressors, hydraulic hoists, and motors may be present at the site. The approximate locations of this oil filled equipment will be identified in the Hazardous Materials Survey Report. Contractor shall remove all oil filled equipment regardless of the estimated quantities provided in the Hazardous Materials Survey Report
- B. Contractor shall drain all free flowing oil from each oil-filled unit. All oil shall be drained into appropriate storage containers, consolidated, and staged on-site with appropriate labeling pending transport and disposition to a licensed reclamation facility.
- C. Upon removal of all free-flowing oil, equipment will be released by the GCLBA for disposition/recycling.

### 3.4 REMOVAL OF MISCELLANEOUS CHEMICALS, CONTAINERS, AND LIQUIDS

- A. Liquid filled containers, miscellaneous chemicals, and other hazardous materials banned from landfill disposal are present at the site. The approximate locations of these materials will be identified in the Hazardous Materials Survey Report. Contractor shall remove all liquid filled containers, miscellaneous chemicals, and other hazardous materials banned from landfill disposal, regardless of the estimated quantities provided in the Hazardous Materials Survey Report.
- B. Contractor shall remove all liquid filled containers, miscellaneous chemicals, and other hazardous materials banned from landfill disposal. All materials shall be staged on-site with appropriate labeling pending transport and disposition to a licensed reclamation/disposal facility.

### 3.5 TRANSPORTATION

- A. Contractor shall evaluate all materials associated with the activities to designate materials classification for transportation purposes.
- B. Contractor shall package all hazardous materials for transportation and storage in accordance with 49 CFR 172.101 and applicable sections of 49 CFR 173. In addition, the Contractor shall comply with any packaging requirements identified by the licensed disposal or recycling facilities used for waste disposition during this project.
- C. Contractor shall label and mark all hazardous materials packaged and temporarily staged for subsequent off-site transport. Hazardous materials that have been specifically prepared for off-site transport shall be labeled in accordance with 40 CFR 172.101 and 49 CFR 173 Subparts D and E. Contractor shall provide all labels.
- D. Contractor shall ensure that the transporter has applied all appropriate placards to the transport vehicle according to the requirements outlined in 49 CFR 172.101 and 49 CFR Subpart F and all applicable MDOT/DOT regulations. The Contractor or transporter shall provide all such placards.
- E. Contractor shall submit the manifest to the GCLBA for review prior to signature by the GCLBA or designated representative and prior to removal of any material.

**END OF SECTION**