

## CONTRACTOR POLICY

Contractor policy for contractors on the Approved Bidder's List for Lead-based Paint Hazard Control, Exterior Paint Stabilization, Soil Remediation and Rehabilitation Programs.

TO: All Contractors

FROM: City of Omaha Planning Department, Housing and Community Development Division

RE: Approved Contractor's List

Effective immediately, a contractor may be removed from the City of Omaha, Planning Department, Housing and Community Development Division, Approved Contractor's List for the following reasons:

1. Failure to start work within the times noted on the Proceed Order. (Times noted on the Proceed Order may be extended with sufficient reasons by a Change Order).
2. Beginning a project with improper authorization, i.e. Proceed Order.
3. Consistent use of improper material and/or construction methods.
4. Consistently poor relations established with the owner through:
  - a. failure to coordinate work;
  - b. lack of respect to the owner's property and/or the owner (arrive on job site at unusual hours, disregard for privacy of owner, or damage to property);
  - c. failure to schedule activities in a manner to reduce inconvenience to owner.
5. Use of intoxicants and/or illegal drugs by the contractor and/or the employees or sub-contractors.
6. Consistently poor workmanship.
7. Failure to correct work or deficiencies in a prompt manner.
  - a. The contractor shall be required to contact the owner and schedule repair work within seven (7) calendar days of receipt of the complaint from a City representative or the owner.
8. Projects that consistently run beyond the allowed construction period.
9. Failure to furnish proper bonding as specified in the contract.
10. Failure to furnish proper insurance as specified in the contract.

11. Failure to pay employees, sub-contractors and/or suppliers.
12. Failure to acquire proper permits and inspections.
13. Consistently poor personal or business conduct towards Planning Department staff or property owners.
14. Failure to maintain required certifications, licenses and registrations as required for completion of contract.
15. Consistently not following program guidelines and procedures.

A contractor may be removed from the Approved Contractor's List for one or more of the above-noted infractions. The removal may be temporary or permanent as determined by the City. The contractor shall be notified in writing by the City of the infraction and be given seven (7) calendar days to correct it. If the infraction is not corrected, the City shall notify the contractor of the removal from the Approved Contractor's List in writing. The contractor will not be allowed to bid any other projects for the duration of the period of removal. The contractor shall be required to complete all other active projects in accordance with the specifications and the contracts.

Appeal Process:

If contractor is removed from the approved bidders list, he or she may appeal the removal. The appeal needs to be in writing; stating the nature of the appeal and showing evidence that the situation in which he or she has been removed has been corrected. It needs to be submitted to the Development Section Manager. The Planning Director or his designated person will review the appeal, then either approve or deny the appeal. If contractor is reinstated, he or she may need to reapply.

---

Firm Name

---

Authorized Signature

---

Title

---

Date