Davenport Community School District

CONTRACTORS QUALIFICATIONS AND REQUIREMENTS

Qualifications Contractors that can demonstrate expertise in more than one category must fill out a pre-registration form for each category with references to that particular line of work. No contracts shall be awarded except to responsible contractors capable of performing work in the category in which the application was made. Contracting companies may be required to show that they have the necessary experience, facilities, ability, and financial resources to perform the work in a satisfactory manner. When applying for specific categories, new companies or companies under new ownership must be engaged in work applicable to each category for a minimum of two (2) years prior to be placed on bid list. All references provided shall be verified.

Criminal Background Checks/Sex Offender Registry
The Contractor shall be responsible for conducting a criminal background check and the Iowa and Illinois Sex Offender Registry as to all persons working on District property or in District buildings. This includes all employees of the Contractor or any sub-contractor, all Independent Contractors, Casual Laborers, Workers obtained through Union Halls or Hiring Halls, and all other individuals present on District property at any time during the performance of the contract. No person shall be permitted to work on District property who is on the Sex Offender Registry for any State. The Contractor will notify the District in advance for any proposed Contractor employee with a felony conviction and such person will not be placed on-site without prior District approval. The Contractor must have records available for the District to inspect upon request to verify that background/sex offender checks have been performed on all persons working on District property. The District reserves the right to order the Contractor to remove any person from the District’s work who the District determines to be a threat to the safety of students, District employees, or other workers, parents, visitors, or otherwise. All workers must follow District regulations and rules as to building access and security.

Hazardous Materials
Many buildings have asbestos containing materials. Contractors are responsible for reviewing the Asbestos Management Files located in the building office. The contractor shall have a HAZCOM program in effect on site and shall submit specific MSDS sheets for any hazardous materials used on site. MSDS sheets shall be approved by the District prior to bringing material on site. At no time shall material containing asbestos be used or installed on school district property. Asbestos containing material installed on school district property shall be removed from site at contractor’s expense.

Regulations
The successful bidder shall, during the course of performance under the proposed contract comply with all applicable occupational safety and health standards and EOE Regulations.

Insurance

TYPE OF COVERAGE

1. Commercial General Liability
   General Aggregate 2,000,000.
   Products/Complete Operations Aggregate 2,000,000.
   Personal/Advertising Injury 1,000,000.
   Each Occurrence 1,000,000.

2. Business Automobile Liability
   Each Person 1,000,000.
   Each Accident 1,000,000.

3. Employers Liability
   1,000,000.

4. Umbrella policies are acceptable to reach the limits of liability.

5. Builder’s Risk
   Contract Price

Certificates of Insurance shall be furnished by the Contractor to the owner and such certificates shall provide 30 days prior notice by registered mail of any material change in, or cancellation of, this insurance.
The Contractor must require the subcontractors to furnish all certificates of insurance. The Contractor shall require his Subcontractors to take out and maintain the same coverage as above.

Certificates of Insurance shall be furnished to the District within ten (10) days after Notice of Award is issued to the successful bidder. Notice to Proceed will not be issued until the certificate has been reviewed by the Owner. All insurance shall name the District as an additional insured and shall waive subrogation as to the District.

Performance Bonds It is a requirement of Davenport Community School District that any project over the amount of $25,000.00 will require a Performance Bond. The Contractor is responsible for providing the District with this documentation prior to the beginning of any and all jobs.

Contractor Registration
A valid Iowa contractor registration number must be included on application. Under Iowa Code, Chapter 91 C, any construction contractor performing work in Iowa must register with the Iowa Division of Labor. Phone 515-242-5871, Iowa Division of Labor; at the following web link: http://www.iowaworkforce.org/labor/contractor.htm

Pending Litigation
Contractors who have pending litigation against them or their company may be required to submit a detailed report concerning the litigation. The report should include the dollar amount of the lawsuit and all parties involved including insurance companies.

Affirmative Action Policy
The Davenport Community School District has an active Affirmative Action Policy, which according to Federal and State Law, protects each individual against discrimination by reason of race, religion, sex, color, national origin or ancestry, or physical handicap. In accepting a purchase order or entering into a contract with the Davenport School District, all contractors will have an approved Affirmative Action Plan.

Responsibility of Contractors
All contractors/subcontractors/vendors will be held liable for any and all aggrieved complaints made against their employees. All correspondence between the contractors/subcontractors/vendors and the District will be in writing. To ignore this policy could result in you being asked to leave the District premises and your removal from our approved bidders list.

Contractors on the DCSD Contractor Bidders List agree to maintain current status and information on file with the District in the following areas:

- Contractor information – any changes to address, contacts or categories
- Certificate of Liability Insurance certificate
- Any liability insurance judgments, claims, litigation or mediation
- Iowa Contractors Registration number with expiration date

Contractors Information kept on file at the Operations Center, 1008 W. Kimberly Road, Davenport, IA 52806 563-386-3351 Contact Mike Maloney – maloneym@davenportschools.org or Joe Reagan– reaganj@davenportschools.org with any questions

Revised 7/11/18 dm