

BECOMING A CERTIFIED LEAD ABATEMENT CONTRACTOR FOR THE CITY OF ALLENTOWN

Required Document Checklist

- Lead Supervisor License ☐
- Lead worker licenses for all staff ☐
- Lead Contractor Firm Certification ☐
- RRP Certification for staff ☐
- Renovator Firm/Company Certification ☐
- Required Insurance Coverage ☐
- City of Allentown Business License ☐
- Home Improvement Contractor ☐
- Registration ☐
- EIN Number ☐
- DUNS Number ☐
- SAM Registration ☐
- City of Allentown Vendor Registration ☐

For Additional Information contact:

Tanya Allison

Community Housing Manager

610-439-5997

Tanya.Allison@AllentownPA.gov



REQUIRED LICENSES AND CERTIFICATIONS

Labor & Industry states that an “individual or company may not engage in lead-based-paint activities or lead-based paint abatement without the appropriate certification.”

WHAT DO I NEED?

Lead Abatement Supervisor License

Any contractor that will use measures to permanently eliminate lead-based paint hazards must have an employee who holds a lead **supervisor** license. Any employees working under the supervisor **must hold** a lead **worker** license. These licenses must be obtained through an accredited agency and the Supervisor **must pass** a third party State exam.

Lead Abatement Contractor Certification

After completion of the Lead Supervisor's License the company **must apply** to have the company certified by Labor & Industry.

For more information contact:

**PA Department of Labor
& Industry
Certification, Accreditation &
Licensing Division
651 Boas Street, Room 1623
Harrisburg, PA 17121
Phone: 717-772-3396
Fax: 717-705-0196
Email: CALBOIS@pa.gov**

[WWW.dli.pa.gov](http://www.dli.pa.gov)

LABOR & INDUSTRY FEE SCHEDULE LEAD CERTIFICATIONS

| CERTIFICATION | | FEE |
|--------------------------------------|--------------------|----------|
| Company Application | | \$548.49 |
| Occupation Certification Application | | |
| Worker License: | | |
| | Less than 6 months | \$32.91 |
| | 6 months or more | \$65.82 |
| Supervisor License: | | |
| | Less than 6 months | \$63.63 |
| | 6 months or more | \$127.25 |
| Third Party Exam | | \$54.85 |

EMPLOYER IDENTIFICATION NUMBER (EIN)

Apply online to the IRS to obtain an EIN number visit

<https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>

DUN & BRADSTREET'S– DATE UNIVERSAL NUMBERING SYSTEM (DUNS)

To request the DUNS number by phone: 1-(866) 705-5711.

To Apply online visit:

<https://www.dnb.com/duns-number.html>

SYSTEM FOR AWARD MANAGEMENT- (SAM)

To apply for the SAM registration please visit:

<https://www.sam.gov/portal/SAM>

CITY OF ALLENTOWN– VENDOR REGISTRATION

Once you have all required licenses, registrations and insurance (see checklist on back) you are now ready to register as a vendor. Once you are a registered vendor, you can search the RFQ's for Lead Abatement Contractors and submit a copy of required documents.

To become a registered vendor with the City the vendor must be registered with Public Purchase (www.Publicpurchase.com). Public Purchase is a free eProcurement site that automatically notifies the vendors of new Bids, RFP'S and RFQ's. Registering is a two step process, first register with the website. Second register with the agency. When the registration process is complete the account will be reviewed and activated, this can take up to 24 hours.

<https://www.allentownpa.gov/Finance/Purchasing/Vendors>

REGISTRATIONS AND OTHER LICENSES

The following registrations and licenses are required to do work with grant funded programs.

CITY OF ALLENTOWN BUSINESS LICENSE

<https://www.allentownpa.gov/Portals/0/files/Finance/Audit/INCityBusinessApp2016.pdf>

The form must be mailed or dropped off in person. Payment must be in the form of a check made payable to the City of Allentown.

Fee: \$35.00

Mail the questionnaire to:

City of Allentown

Bureau of Revenue & Audit

435 Hamilton Street Room 215

Allentown, PA 18101-1699

HOME IMPROVEMENT CONTRACTOR REGISTRATION

Apply online to receive your PA-HIC certification with the Attorney General's office at:

<https://hic.attorneygeneral.gov/login.aspx>

Fee: \$50.00

Contractors may submit a completed PDF application with payment and mail it to:

Pennsylvania Office of Attorney General

Bureau of Consumer Protection

15th Floor, Strawberry Square

Harrisburg, PA 17120

ATTN : Home Improvement Contractor Registration

EPA's Lead Renovation, Repair and Painting Rule (RRP Rule) “requires that firms performing renovation, repair, and painting projects that disturb lead-based paint in homes, child care facilities and pre-schools built before 1978 have their firm certified by EPA , use certified renovators who are trained by EPA-approved training providers and follow lead-safe work practices.”

WHAT DO I NEED?

RRP Certification

Any contractor that will conduct work that may disturb lead-based paint must have completed training to become a certified renovator. All employees involved in the renovation activities must also either be certified or trained on the job by a certified renovator.

Renovation Firm Certification

After an individual from a construction company obtains their renovator's certification, (RRP Certification), the company must register to obtain a Renovation Firm Certification.

For more information

contact:

Regional Contact:

Kyle Chelius

chelius.kyle@epa.gov

U.S. EPA Region 3

(3LC61)

1650 Arch St.

Philadelphia, PA 19103-

2029

(215) 814-3178

WWW.EPA.GOV

| Fee Schedule | | |
|-------------------------------|---------------|-----------------|
| Description | Fee | |
| Replacement Certificate | \$15 | |
| Renovation Firm Certification | Certification | Recertification |
| Firm | \$300 | \$300 |

LOCAL LEAD TRAINING PROVIDERS

CITY OF BETHLEHEM

10 EAST CHURCH STREET BETHLEHEM, PA
JESSICA LUCAS
(610) 865-7083

PENNONI

1337 VETERANS MEMORIAL DRIVE
JESSUP, PA
(334) 632-1181
WWW.PENNONI.COM

COMMUNITY COLLEGE OF ALLEGHENY COUNTY WEST HILLS CAMPUS

1000 MCKEE ROAD OAKDALE, PA
NORMAN KOEHLER
(412) 788-7382

CRITERION LABORATORIES INC

400 STREET ROAD BENSLEM, PA
JIM WELTZ
(215) 244-1300

GST CO.

357 NORTHGATE DRIVE WARRENDALE, PA
NICK STANFORD
(724) 831-9724

ABORERS DISTRICT COUNCIL EDUCATION AND TRAINING FUND

500 EAST LINCOLN HIGHWAY EXTON, PA
ROSCOE GREEN
(610) 524-0404

LABORERS DISTRICT COUNCIL OF EASTERN PENNSYLVANIA

6740 ALLENTOWN BLVD STE 2 HARRISBURG, PA
JAMES WETHINGTON
(717) 671-9878

PROFESSIONAL TRAINING ASSOCIATES

46 S LINDEN ST STE C STORES DUQUESNE, PA
GREG ASHMAN
(412) 460-0266

Zack's Academy

(RRP ONLY)

Various Locations
(9540 400-0595

INSURANCE REQUIREMENTS

Workers' Compensation including Occupational Disease

and Employer's Liability Insurance.

A. Statutory - Amounts and coverage as required by Pennsylvania Workmen's Compensation and Occupational Disease Laws.

B. Employer's Liability - Bodily injury by:

- Accident \$100,000 each
- Disease \$500,000 minimum policy limit
- Disease \$100,000 each employee

Liability- The Vendor shall maintain a commercial general liability insurance policy, using an occurrence form of coverage.

The required coverage forms are:

- Comprehensive
- Premises – Operation
- Products/Completed Operations
- Contractual Insurance
- Independent Contractor
- Explosion, Collapse and Underground Hazard

General Liability policy shall have a minimum limit of liability of \$1,000,000 per occurrence.

Pollution insurance, the policy must covers lead up to \$1,000,000. (Recommended)

Automobile liability coverage with minimum combined single limits of \$1,000,000 per occurrence. This insurance shall include bodily injury and property damage for the following coverage:

- Owned;
- Non-owned; and
- Hired vehicles.

Excess or Umbrella Liability Insurance- total minimum coverage limits of \$2,000,000 per occurrence. The additional limits above the General Liability and Automobile Liability policies (required above) may be provided by Excess and/or Umbrella Liability policies.