|  |  |  |
| --- | --- | --- |
| |  | | --- | |  | |  | |

**Building or Facility Demolition / Waste Hauling Contractor**

**Prequalification Procedures**

Contractors interested in becoming prequalified to conduct US EPA defined building or facility demolitions at Penn State, are required to submit the following information to the department of Environmental Health and Safety (EHS).

EPA defines demolition as: “the wrecking, or taking out of any load-supporting structural member, of a facility together with any related handling operations or the intentional burning of a facility (e.g. for fire training).”

The Office of Physical Plant (OPP) will also require information. Instructions for that process can be found at their [Prequalification Requirements](http://www.opp.psu.edu/planning-construction/contractor-prequalification-information/prequalification-requirements) webpage.

**General Requirements:**

1. **Licenses** – Provide copies of all demolition / hauling-related state, county and other licenses or permits currently held (e.g. PA Residual and Municipal Waste Hauling, etc.). If your company does not haul waste simply state such in your prequalification package.
2. **Experience** – Provide proof that your company has a minimum of three years continuous experience under the present organizational / corporate structure. This shall include a list of **all** demolition / hauling projects conducted in the past 3 years. Details must include:date, project name/location and a contact name and phone number for each (facility owner or representative directly involved with the project).
3. **Violations / Citations** – Provide a notarized statement describing all citations and / or violations issued by any regulatory agency. Provide: agency contact, explanation of citation and / or violation and outcome of the citation(s) or violation(s). The term "violation" includes Notice of Violation (NOV), administrative order, civil penalty assessment or other monetary settlement (settlement agreement, settlement letter, letter agreement or consent assessment), permit / license suspension, any consent agreement, consent order or any court actions pending or settled.
4. **Insurance** – Provide a copy of your current insurance certificate(s). Insurance coverage must include the following:

**Workers' Compensation** for statutory obligations imposed by workers' compensation or occupational disease laws. Employers' Liability insurance shall be provided with limit of not less than $500,000 per accident for each subcategory of coverage.

**Automobile Liability** (Bodily Injury Liability and Property Damage Liability) with limits not less than $1,000,000 Combined Single Limit.

**Commercial General Liability** including coverage for premises and operations, products and completed operations, and contractual liability for all operations, written on an occurrence basis with limits not less than $1,000,000.  Contact the University if you have Claims Made Commercial General Liability Insurance.

**Pollution Liability** that covers bodily injury and property damage liability arising from removal/abatement operations, with limits not less than $1 million. If you do not conduct these activities, this coverage does not apply.

Insurance coverages must be written with an insurer rated not less than A- by A. M. Best.  A Certificate of Insurance, evidencing the above required insurances and providing thirty (30) days written notice of cancellation, must be provided to the University.

When working on PSU facilities, the "Pennsylvania State University" must be named as an Additional Insured on the General Liability and Pollution Liability coverages and shown on the Certificate.

1. **Demolition Notification** – Provide a completed example of an EPA / state Demolition Notification from a past project, if available. If none is available simply state such in your prequalification package **and** explain why.
2. **SOP’s** - A copy of your company’s Demolition Project Standard Operating Procedures, if available. If none is available simply state such in your prequalification package **and** explain why.

**Asbestos-Related Prequalification Information and Requirements:**

If you are a PA licensed Asbestos Contractor and also wish to be prequalified for abatement please follow the instructions on the PSU EHS Asbestos Contractor Prequalification Procedures.

If this does not apply, simply state such in your demolition prequalification package.

All of the required information must be provided at the same time and in the order listed. Failure to submit an accurate packet of all requested information will result in termination of the review process.

Every effort will be made to complete your packet review in a timely manner. However, it is strongly recommended that you do not wait until the last minute to try to become prequalified for a particular project.

This information must be submitted to:

Steve Rohrbach, Hazardous Building Materials Planner / Estimator

Penn State Environmental Health and Safety

6 Eisenhower Deck

University Park, PA 16802

Office: (814) 865-6391

Email: [szr15@psu.edu](mailto:szr15@psu.edu)

March 21, 2018