

# 2022



## ABATEMENT CONTRACTOR PREQUALIFICATION APPLICATION

Contractors wishing to conduct asbestos abatement activities on any Michigan State University (MSU) project must first be prequalified by the Department of Environmental Health and Safety (EHS). Contractors selected for prequalification will be approved for the 2022 calendar year and will need to reapply in September 2022 for the 2023 calendar year. Successful prequalification does not specifically guarantee work with MSU. NEW\*-A new provision has been added to the prequalification process. Contractors who meet the minimum requirements for three consecutive years will be eligible to submit a Modified Application. The Modified Application is a pared down version of the Full application. Once eligible, if a contractor fails to submit an application, whether it be Modified or Full for any reason, a Full application would need to be submitted and meet the minimum requirements to be considered for the prequalification process.

### Anticipated Prequalification Schedule

Application Release	September 16 <sup>th</sup> , 2021
Latest Postmark/Delivery Accepted	November 4 <sup>th</sup> , 2021
Contractor Prequalification Notification	December 16 <sup>th</sup> , 2021
Prequalification Period	January 1 <sup>st</sup> – December 31 <sup>st</sup> , 2022

### Prequalification Submission

Submit an electronic copy of your completed application via flash drive (physical media) or a link to Dropbox or Google drive type shared file service. If you choose to submit paper copies of the completed application please send three (3) copies. Packages must not be postmarked or delivered later than November 4, 2021. Late and facsimile submissions will not be considered.

**Mail** completed applications to: Dan Lyons- [lyonsda4@msu.edu](mailto:lyonsda4@msu.edu)

Dan Lyons, Environmental Coordinator  
Department of Environmental Health and Safety  
Michigan State University  
4000 Collins Rd. Room B-20  
Lansing, MI 48910

**OR** completed applications labeled “Abatement Prequalification, Attn: Dan Lyons, Environmental Coordinator” may also be **delivered in person** between 8am and 4:30pm to the EHS Main Office at:

4000 Collins Rd. Room B-20  
Lansing, MI 48910

MSU will determine the final list of prequalified abatement contractors. MSU is not responsible for any expenses incurred in the preparation of this prequalification application nor does MSU assume any contractual obligation by issuing this application. MSU may elect to interview contractors or request additional information. MSU reserves the right to reject any and all submittals either in whole or in part and to waive any irregularities. Please be aware that submittals may be subject to a Freedom of Information Act (FOIA) records request pursuant to MCL Sections 15.231 to 15.246.

MSU reserves the right to waive prequalification requirements for abatement contractors on a limited case by case basis. A waiver of prequalification must be in writing from MSU EHS and will be specific to a single project. MSU also reserves the right to remove contractors from the prequalified list for noncompliance with the applicable asbestos regulations, a project-specific asbestos specification, or the MSU asbestos management plan.

Successful applicants will be listed at <https://ehs.msu.edu/enviro/asbestos/> by December 16<sup>th</sup>, 2021. Responses to the following items will be reviewed, verified, and scored. If sufficient space is not provided for a response, information may be provided in the form of an attachment. A copy of this application is also available in Microsoft word format at <https://ehs.msu.edu/enviro/asbestos/>. Please tab attachments in a manner that clearly indicates where responses are located. Responses not specifically addressing a numbered question will not be reviewed.

**A. Basic Company Information**

1. Provide the company name (hereafter “the company”), mailing address, telephone number, fax number, website address, and email address.
2. Specify a single point of contact for the company to be used for all prequalification purposes and provide contact information.
3. Provide the name of the company owner and/or principals and the name of the individual(s) who is/are authorized to contract on behalf of the company.
4. Have any of the company principles had a role in another company or dba that performed asbestos abatement activities in the last 5 years?
5. Provide a brief history of the company including the number of years of experience in asbestos abatement services.
6. Provide a resume for all *supervisory* staff that will work on MSU-related projects.
7. Provide an organization chart for the company.
8. Is the company a Minority Business Enterprise (MBE) or Women’s Business Enterprise (WBE)? Please identify from the following classifications:

HA	HISPANIC AMERICAN OWNED
AB	AFRICAN/BLACK AMERICAN OWNED
DB	DISABLED OWNED
DV	DISABLED VETERAN OWNED
HZ	HUBZONE
SB	SMALL BUSINESS
WO	WOMAN OWNED
AI	ASIAN INDIAN AMERICAN OWNED
VT	VETERAN OWNED
AP	ASIAN PACIFIC AMERICAN OWNED
NA	NATIVE AMERICAN OWNED
AA	AMERICAN INDIAN OR ALASKAN OWNED
HL	HISPANIC OR LATINO OWNED
HP	NATIVE HAWAIIAN OR OTHER PACIFIC ISLAND OWNED
8A	SMALL DISADVANTAGED BUSINESS OR 8(A)
AS	ASIAN OWNED

**B. Company Capabilities**

9. Provide a list of abatement specific equipment owned by the company including approximate quantities. Also, provide a complete listing of equipment the company normally rents rather than owns to perform duties normally associated with these services.
  
10. Provide five references for projects on which the company has provided similar services. References **must be the facility owner** and information **must** include the following: contact name, position, company name, address, telephone number, and email address. References for MSU staff will not be accepted.
  
11. Provide the names of institutions for which the company has worked with that are similar to Michigan State University.
  
12. Provide a copy of the company's current Department of Licensing and Regulatory Affairs (LARA) Contractor License (must be Type II).

13. Is the company licensed to perform asbestos abatement activities in any other states? If yes please list.

14. Is the company a licensed lead abatement contractor? If yes, provide a copy of current Michigan Department of Community Health (MDCH) Lead Abatement Contractor License.

15. Is the company a *Certified Firm* with the Environmental Protection Agency (EPA) Renovation Repair and Painting (RRP) Program? If yes, please provide a copy of current EPA-RRP Firm Certification.

16. Provide a listing of other services that are available from the company, if applicable.

17. Has the company provided services to MSU in the last year? If yes, please list.

### **C. Regulatory and Legal**

18. Has the company received citation, notice of violation, or other disciplinary action from the Michigan Occupational Safety and Health Administration (MIOSHA) Asbestos Program, Michigan Department of Environmental Quality (DEQ) Air Quality Division National Emission Standard Hazardous Air Pollutant (NESHAP) Asbestos Program, or any other federal, state, or local agency regulating asbestos in the last five years? Please provide detailed information on the date, location, nature of the violation, and corrective actions taken to remedy the issue.

19. Has the company ever been terminated by a client or not completed a contract awarded for any reason? If yes, please provide detailed information.

20. Has the company been involved in bankruptcy or reorganization?

21. Has company operated under a different name, alias, or dba? If yes, please provide detailed information, including names, dates of use, and purpose.

22. Has the company ever been a party to claims, litigation, or arbitration regarding asbestos abatement or other closely related service? If yes, please provide detailed information including case name and number, year, and court or jurisdiction.

**D. Health and Safety Information**

23. Does the company have a designated health and safety officer? If yes, please provide contact information and resume (if not previously included).
24. Does the company have a written accident prevention program? If yes, please provide a copy.
25. Please describe the company's expectation of a supervisor acting as the competent person on a project site, including responsibilities, daily tasks, and other relevant details.
26. Please describe the company's typical work area set-up and removal methods for an asbestos floor tile and mastic removal project.
27. Does the company have the following written safety programs? If yes, please indicate the *specific regulation(s)* the plan is intended to comply with. These programs must be made available to EHS upon request. If no, please include an explanation.
- a) Aerial Lift /Bucket Truck
  - b) Bloodborne Pathogens Program
  - c) Confined Space Programs
  - d) Cranes and Hoists Safety
  - e) Emergency Response Program
  - f) Fall Protection Program.
  - g) Fire Prevention Plan/Hot work Permit
  - h) Hazard Communication Program
  - i) Hearing Conservation Program
  - j) Lead Compliance Program. *If yes, please include a copy.*

- k) Lockout/Tag-out Program.
- l) Respirator Program. *If yes, please include a copy.*
- m) Silica Exposure Control Plan

28. Provide the company's OSHA Total Recordable Incident Rate (TRIR) for each of the last three years. Please attach applicable OSHA 300A form "Summary of Work-Related Injuries and Illnesses" for each year.

29. What was the company's EMR rating for the last three years. Please attach appropriate documentation.

**E. Financial Information**

30. Provide the company's Dunn & Bradstreet number and federal tax identification number.

31. What is the company's current bonding capacity? Please attach documentation from surety agent.

32. What insurance does the company carry? Please attach certificate of insurance showing evidence of workers compensation, employer's liability, professional liability, general liability, pollution liability, and auto liability coverage.