

CHECKLIST FOR CONTRACTOR FILES

- Completed contract which has been signed by the contractor and countersigned by the agency.
- Evidence that the contractor has met one of the three following criteria:
 1. The respondent has successfully completed a contract with the agency in the past;
 2. The respondent has submitted name(s) of other purchasers with whom they have provided service and performed satisfactorily; **OR**
 3. The respondent has posted a performance bond.
- Proof of Insurance as listed below:
 1. Comprehensive General Liability Insurance at a minimum of \$300,000 Combined Single Limit for Bodily Injury and Property Damage, per occurrence and aggregate.
 2. Vehicle Insurance at a minimum of \$300,000 per person / \$500,000 per accident / \$300,000 property.
 3. Workmen's Compensation Insurance Coverage.
- Proof of required OSHA training (OSHA-30 for crew leaders/foremen; OSHA-10 for all others).
- Current business license and/or occupational license(s) as required by local statutes.
- Certification that the contractor is registered with and maintains good standing with the Secretary of State of the State of Missouri.
- Evidence that the contractor is not on the state or federal debarment lists.
- Proof of EPA Certified Firm Certification and Certified Renovator and Lead Safe Work (LSW) training documentation, if any LSW is to be performed (Wx contractors only; not HVAC).

This file should be updated annually to update insurance information, re-check the debarment and Secretary of State's registration lists, and verify that all other information is up-to-date.