



ON-CALL ABATEMENT CONTRACTOR MASTER AGREEMENT

This agreement is entered into on this _____ day of _____, 20__ by and between the City of Pasco Inspection Services Code Division of the Community and Economic Development Department hereinafter “Code Division” and _____ hereinafter “Contractor”.

General Terms and Conditions:

Contractor shall employ licensed and skilled persons, all properly trained in the various aspects of the services to be furnished under this agreement. Contractor is responsible for obtaining sufficient equipment and manpower to complete the scope of work required for each assigned project prior to the commencement date of the project contract. Contractor shall provide a telephone, email and mailing address for the on call contact person.

Licensing:

Contractor must provide proof of an active Washington State license, City of Pasco endorsement and Labor & Industries contractor registration. License status will be verified prior to commencement of work for each abatement project. Failure to maintain any one of these active will result in removal from the on call list.

Insurance:

Contractor shall have and maintain Workers Compensation Insurance as required by Title 51 RCW.

Contractor shall maintain automobile liability insurance with a minimum combined limit no less than \$1 million per accident for bodily injury and property damage. Coverage shall include owned, hired, leased and non-owned automobiles.

Contractor shall obtain and maintain general liability insurance including provision for contractual liability, personal injury, independent contractors and broad form property damage coverages. The limit for this insurance shall be no less than \$1,000,000 per occurrence for bodily injury, personal injury and property damage naming City of Pasco as additional insured. A copy of the insurance certificate shall be presented to the City of Pasco with this signed agreement.

Bid Proposals:

Bid proposals shall include the site address, work to be performed, full cost of the abatement project (materials, labor and taxes, etc) and proposed project start and end date if the project is not for a summary abatement. Proposals shall be submitted to the attention of the requesting Code Officer by email, fax, mail, or in person delivery by the deadline stated on the bid request document. The Code Division reserves the right to reject any and all proposals and/or to waive information and minor irregularities in any proposal received. Proposals will be reviewed by



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the Code Division Lead and the project awarded within 2 business days following the bid request deadline. All contractors on the On-Call Abatement Contractor list will be notified of the winning bid amount and Contractor. Start date for the project shall not be more than 10 days from the date the project was awarded unless otherwise stated in the bid request. Summary abatements must be completed the same day Contractor is notified of the required work.

Scope of Work:

Contractor awarded the abatement project shall perform all duties in a workman like manner and complete the project according to the scope of work provided by the Code Division for the assigned abatement project. Contractor is to contact the Code Division for any clarification or questions regarding the scope of work request prior to submitting a bid.

Abatement and Boarding Policy:

Weeds shall be cut as close as practical to the ground. Weeds, vegetative waste, junk, trash, debris, abandoned appliances and all other items requiring removal shall be removed by Contractor and disposed of properly. Junk vehicles shall be certified by an authorized junk vehicle inspector and lawfully removed from the property by the Contractor as outlined in the Scope of Work for each bid request.

IPMC Appendix A: Boarding Standard

Structures with windows, doors and all other openings requiring securing shall be boarded with minimum one-half inch thick exterior grade plywood or other material unless otherwise approved by the Lead Code Officer. All boards shall be attached so that the corners are square and the opening is evenly covered and properly secured. All boards shall be painted solid black or other solid color matching the building exterior or as otherwise approved by the Lead Code Officer. Contractor shall use minimum 3/8" diameter (9.5mm) carriage bolts of such a length as required to penetrate the assembly and as required to adequately attach the washers and nuts. The board shall be attached to a 2"x4" strong framing material. For windows the 2"x4" board shall be at least 2" wider than the opening placed at least 6" above the bottom and below the top of the opening. For doors the 2"x4" boards shall frame in the door way, minimum 24" on center vertically. Boarding sheet material shall be secured with screws and nails alternating every 6" on center. One door to the structure shall remain accessible for authorized entry. If the door cannot be secured with installed hardware a heavy duty hasp with combination padlock shall be installed.

Compliance:

Contractor agrees to conduct all work and perform all services in compliance with all applicable laws and regulations of the City of Pasco as well as any County, State or Federal laws which may be applicable. Contractor is responsible for obtaining all required permits and inspections.



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Invoicing:

Contractors assigned a project shall submit all invoices with approved Labor & Industries Intent and Affidavit for work performed within twenty (20) calendar days of completion and acceptance of the work by Code Enforcement. The City of Pasco shall pay such invoice within thirty (30) days of its receipt. All invoices shall include Contractor information, site address, work performed, date of project commencement and completion, breakdown of labor, materials and taxes. Contractors' failure to timely submit invoices shall constitute a material breach of the Master agreement for which Code Enforcement, within its sole discretion, may terminate Contractor from the on-call list without liability.

Termination:

Either party may terminate this agreement by giving written notice to the other. For contractors performing ongoing service under a contract, either party may terminate the agreement by giving 30 days prior written notice to the other. Upon termination, Contractor shall be paid for services performed and completed to date of termination.

Assignment:

Contractor shall not assign this agreement, or any part thereof, or any monies due hereunder, without the prior written consent of the Code Division.

Non-Discrimination:

The City of Pasco is committed to a policy of equal opportunity and does not discriminate on the basis of race, age, color, sex, national origin, or religion or as otherwise may be prohibited by federal and state law.

Prevailing Wage Rates:

Prevailing wage rates shall apply to all projects. Prevailing wages shall have an effective date the same as the bid due date. Contractor shall submit completed and signed Intent & Affidavit forms to Labor & Industries for each project. Payment for services will not be made by the City of Pasco until the Intent & Affidavit forms have been approved by Labor & Industries and submitted to the Code Division.

MRSC:

All businesses on the abatement contractor list must complete an online, no fee, registration with MRSC (mrsc.org) for public works projects within the City of Pasco.



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Contractor On-Call Contact Information

Main Contact Person: _____

Telephone Number: _____

Email Address: _____

Secondary Contact Person: _____

Telephone Number: _____

Email Address: _____

Contractor Mailing Address:

WA State License# _____

City of Pasco License# _____

City of Pasco

Contractor:

Print Name: _____

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

C Corporation

S Corporation

Partnership

Trust/estate

Other (see instructions) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions. Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-			-		
or									
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.