

CHECKLIST FOR CONTRACTOR FILES

- Completed contract which has been signed by the contractor and countersigned by the agency.
- Documentation 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 (place a note in the file);
 2. The respondent has submitted names of other purchasers with whom they have provided service and performed satisfactorily (place the list of references and the notes from whoever checked the references in the file); **OR**
 3. The respondent has posted a performance bond (Place a copy of the bond in the file. The actual bond should be locked in the finance office.)
- 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 bodily injury per person / \$500,000 bodily injury per accident / \$300,000 property damage per accident for a Split Liability Limit (SLL) policy or \$800,000 for a Combined Single Limit (CSL) policy.
 3. Workers' Compensation Insurance Coverage as required by law.
- Current business license and/or occupational license(s) as required by local statutes.
- Verification that the contractor is registered with and maintains good standing with the Secretary of State of the State of Missouri. See website:
<https://bsd.sos.mo.gov/BusinessEntity/BESearch.aspx?SearchType=0>
- Evidence that the contractor is not on the state or federal debarment lists. See websites:
<http://oa.mo.gov/facilities/project-management/debarred-contractors>;
<https://www.sam.gov/portal/SAM/#1>
- Evidence of OSHA-10 Certification for all of the contractor's employees.
- 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 or electrical contractors).

This file should be reviewed 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.