

TOWN OF NORTH HERO
MUNICIPAL WATER DEPARTMENT

PREFERRED CONTRACTOR POLICY

ANNUAL SERVICE DOCUMENTS AND TERMS

Adopted by the North Hero Water Board

May 8, 2017

TOWN OF NORTH HERO

MUNICIPAL WATER DEPARTMENT

Preferred Contractor:

The North Hero Water Department appreciates your continued service for assisting us with excavation repairs and waterline maintenance.

To remain a Preferred Contractor for the Water Department, we require an annual review of our service agreement policy, require that you sign and initial all pages within this agreement, and supply any documents requested.

The North Hero Municipal Water Department maintains a Preferred Contractor Call List in the event of water repair emergencies and routine scheduled work. There are currently 6 contractors on the list, and the names are rotated through to maintain fairness and give each company a chance to respond to the repairs as needed.

Within this agreement, you will find the following documents to review, sign off, and return back to the town office. You will receive (2) copies to sign. The Water Board will review your sign off and comments, sign off on both, and you will receive a copy back for your records, and one will be kept in our files for the year.

PACKET DOCUMENTS: Please submit the following documents to the Town as part of this packet:

- **SAMPLE INSURANCE FORM** – Your firm is required to keep a current certificate of insurance on file with the Town and agrees to maintain the required coverages in force while performing any work for the Town. The Town must be listed as an additional insured on both the general liability and auto policies. Any lapse of coverages will result in the termination of your service agreement.
- **VOSHA EXCAVATION POLICY REVIEW** – review the policy and sign off where noted.
- **JOBSITE EQUIPMENT REQUIREMENTS** – review list and sign off where noted.
- **COMPANY PROFILE and CONTACT LIST /SIGNATURE** – review and fill out form as noted.

VOSHA POLICY

- The contractor agrees to comply with VOSHA standards for all work performed.
- Anytime there is an excavation there is risk of physical injury or death. This policy requires the contractor to fully comply with VOSHA 1926 SubPart P, Excavations to protect employees involved with the excavation. Below is a partial list of some of the more significant requirements related to excavations:
- Any open excavation in which an employee is working that is 5 feet or deeper at any point in the excavation must be sloped, shored or shielded (TRENCH BOX). If sloping is used, it must adhere to the angles of repose as outlined in the VOSHA regulation for the specific soil type (classification).
- A majority of the soils we work in have water in them. This automatically triggers a class "C" soil. The requirements for sloping class "C" soil are 1.5 feet horizontal for every 1 foot of vertical depth, (Up to 20' deep). For example, an excavation of 5' deep and 4' wide at the base would require a minimum "at grade" opening of 19' across.
- If the slope angle cannot be achieved due to site constraints (ROAD WAY work), then the excavation ***MUST be protected by a trench box*** or shoring/shielding. **Your firm must provide this in order to be accepted and maintain your position as our Preferred Contractor.**
- The spoils pile must be stored at least 2' away from the open excavation.
- Any excavation that is 4' or more in depth must have a ramp or ladder access for employees to exit. In addition, suitable egress must be within 25' laterally of any employee within the excavation. This egress must be protected from collapse.
- Shoring and shielding must be designed by a Registered Professional Engineer and used within its structural limitations.

I HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS AND REQUIREMENTS AS STATED AND AGREE TO COMPLY WITH THEM IN ORDER TO BE ACCEPTED AS A PREFERRED CONTRACTOR:

Signature: _____ Printed Name _____

JOBSITE EQUIPMENT REQUIREMENTS

As a Preferred Contractor for the North Hero Water Department, you are required to provide and maintain safe and adequate equipment to assist in repairs as requested. The following is a list of basic equipment that you are required to have with you when you arrive to an emergency call or scheduled work:

- **WORKZONES** - All work performed on roads or within the rights of way shall comply with MUTCD requirements. This includes proper advance warning signage, use of flaggers, sign spacing, use of cones, etc. Reference MUTCD 2009 with revisions, Sections 1, 5 & 6.
- **AREA PROTECTION** – In addition to employee safety, the general public shall be protected from hazards posed by excavations, construction vehicles and traffic. Where exposure to the general public exists, contract shall clearly mark hazardous areas and restrict general public access to these areas. Orange hazard cones, channeling barrels, caution tape or other suitable means may be used as long as they do not pose a hazard to roadway users..
- **GENERATOR** – a basic 1000 watt or larger generator for running basic hand tools and lighting if required.
- **LIGHTING** – especially for night time emergency calls, provide adequate temporary lighting to illuminate the trench to ensure safety. Flagger stations (if needed) shall be illuminated with down-lighting located at least 12’ above grade that is capable of providing a minimum of 20,000 lumens.
- **WATER PUMP and HOSE** – provide an adequate water pump and discharge hose for use working within trench area to keep it free of flowing water or for dewatering in the event of a break. Water exiting the excavation shall be directed so that it does not re-enter the excavation and does not cause damage to adjacent property or the roadway.
- **WATER LINE TOOLS** – basic hand and electric tools as needed to repair water lines, shut offs, etc.
- **EARTH COMPACTOR** – Per State requirements, and as required in all State Right of Ways, soil is to be compacted with max of 8”-12” lifts to prevent damage from settlement after disturbance. It is the responsibility of the contractor to maintain any damage or settlement in that area for 18 months after project completion.

The Town of North Hero Water Department will provide specialty tools as needed for certain jobs that require them such as specialty taps, wrenches, and specialty hand tools. Coordinate any need of specialty tool with the Plant Operator.

I HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS AND REQUIREMENTS AS STATED FOR BEING AN ACCEPTED PREFERRED CONTRACTOR:

Signature: _____ Printed Name _____

COMPANY PROFILE and CONTACT LIST

As a Preferred Contractor for the North Hero Water Department, you are required to provide and keep current your Company profile information. Please fill out the information as requested below.

COMPANY NAME: _____

CONTACT AND TITLE: _____

OFFICE ADDRESS: _____

OFFICE PHONE __ () _____

OFFICE FAX __ () _____

EMERGENCY CONTACT NUMBER ____ () _____ **(THIS IS THE NUMBER YOU WILL BE CONTACTED WITH FOR ALL EMERGENCY CALLS)**

INSURANCE PROVIDER _____

POLICY NUMBER _____

POLICY (EFF) / (EXP) DATES _____

PLEASE HAVE YOUR INSURANCE PROVIDER SEND IN YOUR CERTIFICATE OF INSURANCE FOR OUR FILE SHOWING ALL LIMITS AND COVERAGES, AND CERTIFICATE HOLDER SPECIFIC. YOU ARE RESPONSIBLE FOR KEEPING THIS INFORMATION CURRENT AND NOT LAPSE ANY POLICY DATES.

SIGNATURE PAGE

I HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS AND REQUIREMENTS AS STATED FOR BEING AN ACCEPTED PREFERRED CONTRACTOR. MY INFORMATION WILL BE KEPT CURRENT AND ON FILE WITH THE TOWN OF NORTH HERO. BY SIGNING BELOW, I ACKNOWLEDGE I HAVE RECEIVED AND REVIEWED ALL INFORMATION IN THIS AGREEMENT AND ACCEPT THE TERMS AS STATED.

Signature: _____ Printed Name _____

TITLE: _____ DATE: _____

North Hero Water Board:

(We) have reviewed the information and acknowledge signatures of each section indicating acceptance as a Preferred Contractor for the North Hero Water Department.

Signature: _____ Printed Name _____

TITLE: _____ DATE: _____