

Springfield Water and Sewer Commission

Guidelines and Policies

15.1.1 Commission Approved Contractor - Application Form

1. Date Application Submitted: _____

2. Type of Work to be Performed by Applicant: Water Sewer Both

3. Application Fee must be submitted with this completed application. This fee is non-refundable. The fee may be paid with a check or money order.

Application Fee: \$250.00 Received by: _____

Renewal Fee: \$100.00 Received by: _____

4. Applicant's Company Name: _____

Owner: _____

Business Address: _____

Office Contact: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

5. Applicant's Responsible Supervisors:

Name

Cellular Phone Number

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



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6. Please provide a narrative description of the following:

A. A brief company history indicating the Applicant has been in business for five (5) years installing and repairing water and/or sewer facilities.

B. Briefly, discuss the Applicant's procedure and equipment for pressure testing water and sewer mains that indicate the Applicant's company has the proper equipment and method of work to successfully pressure test said mains and services in projects. Hiring of a subcontractor to perform the pressure test is allowed provided specific information about the subcontractor, such as Name, Company, Company's core business, address, phone number, name of responsible supervisor is submitted.



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- C. Briefly, discuss the Applicant's procedure and equipment for disinfecting water mains and services that indicate the Applicant's company has the proper equipment and method of work to successfully disinfect said mains and services in projects. Hiring of a subcontractor to perform the disinfecting is allowed provided specific information about the subcontractor, such as Name, Company, Company's core business, address, phone number, name of responsible supervisor is submitted. (Required for water work only)

- D. List any applicable licenses (MA Master or Journeyman Plumber or Drinking Water Operator – Distribution 2 or higher License)

- E. Proof of Required Bonding

Bonding Company _____

Telephone Number _____

Contact Person _____



If the Applicant does not have MA Master/Journeyman Plumber License or a Drinking Water Operator – Distribution 2 or higher License the Bond Amount shall be \$10,000.00



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- If the Applicant does have MA Master/Journeyman Plumber License or a Drinking Water Operator – Distribution 2 or higher License the Bond Amount shall be \$7,500.00
- If the Applicant does have both a MA Master/Journeyman Plumber License and a Drinking Water Operator – Distribution 2 or higher License the Bond Amount shall be \$5,000.00

F. Proof of Required Insurance

Insurance Company _____

Telephone Number _____

Contact Person _____

- Workmen’s Compensation, Employer’s Liability Insurance, and Occupational Disease Insurance:
- Comprehensive General Liability Insurance: in an amount of not less than \$250,000.00 for bodily injury insurance and accidental death insurance for each occurrence and not less than \$100,000.00 for property damage insurance
- Automobile Public Liability Insurance in an amount of not less than \$250,000.00 for bodily injury insurance and accidental death insurance for each occurrence and not less than \$100,000.00 for property damage insurance.

G. Sign and date the form titled “Indemnity” attached in the Form Section of these Guidelines and Policies.



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7. The Applicant shall provide references which shall list a minimum of five (5) Municipal projects that the Applicant has performed on Public Water Systems and/or Public Sewer, in the last five (5) years. The intent is to permit the Commission to contact parties for whom the Applicant has done Water System and/or Sewer System work in the immediate past. Start with your last or current project; detailing the immediate past five (5) projects. The reference is to include:

A. Most recent or current project:

Municipal Project: _____

Description of services provided: _____

Date the work was performed and date the work was completed: _____

Point of Contact and Desk Top Telephone:

Address:



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B. Next recent or current project:

Municipal Project: _____

Description of services provided: _____

Date the work was performed and date the work was completed: _____

Point of Contact and Desk Top Telephone:

Address:

C. Next recent or current project:

Municipal Project: _____

Description of services provided: _____

Date the work was performed and date the work was completed: _____

Point of Contact and Desk Top Telephone:

Address:



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D. Next recent or current project:

Municipal Project: _____

Description of services provided: _____

Date the work was performed and date the work was completed: _____

Point of Contact and Desk Top Telephone:

Address:

E. Next recent or current project:

Municipal Project: _____

Description of services provided: _____

Date the work was performed and date the work was completed: _____

Point of Contact and Desk Top Telephone:

Address:



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15.1.1 Indemnity Form

The Commission Approved Contractor (Installer) shall save and hold harmless, indemnify and defend the Springfield Water & Sewer Commission, its directors, officers, agents and employees from and against the following:

1. Any Liability, claim, suit, cost, loss, expense, fine, or damage of any kind allegedly suffered, incurred or threatened, either directly or through a third party, arising from the construction or installation of the Work including personal injury; death; property damage; inverse condemnation; patent and/or copyright infringement; damages arising from disputes as to licensing fees or the ownership of any land associated with the matters covered by this Agreement, any and all damages arising from the imposition of regulatory fines imposed for the violation of local ordinances, administrative regulations, or the like, in connection with the Work; or any combination of these, and regardless of whether or not such liability, claim, suit, cost, loss, expense, fine, or damage was unforeseeable at any time before acceptance of the improvements as completed, and including the defense of any suit(s), or other proceeding(s) concerning same.
2. The indemnification shall extend to and include any act or omission (negligent or no negligent) in connection with the matters covered by this Permit and attributable to the Owner, contractor, subcontractor, material supplier, or any officer, agent or employee of one or more of them, including, but not limited to, actions related to the construction, testing and connection of the Work and the ownership or use of real property.
3. Non-conditions: The covenants set forth in this Section are not conditioned or dependent on whether or not the Springfield Water & Sewer Commission has prepared, supplied, accepted, or approved any plan(s) or specification(s) in connection with this Work or has insurance or other indemnification covering any of these matters.

Contractor's Signature

Date

