



MEDINA COUNTY SANITARY ENGINEERING DEPARTMENT

791 W. Smith Road, Medina, Ohio 44256

Phone: (330) 723-9585, (330) 723-9581, (330) 723-9599

Fax: (330) 764-8349

Notice to Contractors Contractor Registration for the year 2014

Enclosed is the Medina County Sanitary Engineer's (MCSE) Contractor Registration Packet that outlines the items to include when registering with MCSE to perform work installing, repairing and/or replacing water mains, sanitary sewers, and water service connections & sanitary sewer connections to MCSE utilities.

Please be aware that ALL application forms, evidence of liability insurance, bond documents and fees MUST be included before the application can be approved and a registration card issued. A checklist is included for your reference.

It is necessary for all contractors working on or around MCSE utilities to have a thorough knowledge of MCSE's Rules and Regulations and to abide by those requirements while performing utility work. Copies of MCSE's Rules and Regulations are available in DVD format, and can be found on MCSE's website:

<http://www.sanitaryengineer.co.medina.oh.us/downloads/rulesandregs.pdf>

NOTES:

- All work for new water and sanitary sewer utility connections, repairs and/or replacements of same must be permitted by MCSE in advance of the work and all tap-in-fees and permit fees paid before scheduling MCSE inspection. Permit fees are as follows per County Resolution:

New connections - \$50.00/permit*
Repairs/Replacement connections - \$25.00/permit*
If permit is not secured until construction is underway - \$100.00/permit*
 - All other fees, including tap-in-fees will be determined by the Permits Dept. as part of the permit review process.
 - Inspection appointments for water and sanitary sewer utility connections are available Monday through Friday, excluding holidays, at pre-set times of 9:30 AM, 10:30 AM, 11:30 AM, 2:00 PM and 3:00 PM.
 - Meter set appointments are scheduled by the Permits Dept. for water utility personnel in accordance with their availability.
 - You MUST request inspections a MINIMUM of one (1) working day in advance. It is possible that the inspection time that you prefer is not available. In that case, you are to select an available time and adjust your construction schedule to be ready for inspection at that time.
 - You MUST have a permit issued by the applicable road authority before scheduling taps and/or inspections for work in the public right-of-way.
 - MCSE's Permit Department must be notified of any request to cancel or to reschedule taps and/or inspection appointments a MINIMUM of one (1) working day in advance of the scheduled inspection at (330) 723-9581 or (330) 723-9599. Failure to give such notification shall result in the contractor being charged a re-scheduling fee of \$120.00*
- * Subject to change as established by County Resolution.



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Checklist for MCSE Registration Water/Sewer Service Connection Installation

The requirements listed below must be submitted with the application. Incomplete applications, including lack of supporting documentation will not be processed. There is a \$5.00 (or \$10.00) nonrefundable licensing fee that must be paid at the time of application (see below). Checks should be made payable to the Medina County Sanitary Engineer.

<u>Requirement:</u>	<u>Included:</u>
Water/Sewer Service Installation Application	<input type="checkbox"/> YES <input type="checkbox"/> NO
Contractor Information	<input type="checkbox"/> YES <input type="checkbox"/> NO
Ohio Workers Compensation Insurance Certificate	<input type="checkbox"/> YES <input type="checkbox"/> NO
Certificate of Liability Insurance – Use enclosed ACORD 25 form or equivalent - Minimum \$1,000,000 per occurrence, \$2,000,000 aggregate; with X, C, U Protection - Explosion, Collapse, Underground Hazard Protection clearly stated on the certificate; and the Medina County Commissioners and the Medina County Sanitary Engineers named as Additional Insured	<input type="checkbox"/> YES <input type="checkbox"/> NO
Contractor Idemnification Bond	<input type="checkbox"/> YES <input type="checkbox"/> NO
MCSE Rules & Regulations Acknowledgement	<input type="checkbox"/> YES <input type="checkbox"/> NO
Registration Fee - Make check payable to the Medina County Sanitary Engineer. If you were registered with this office for 2013, the cost of re-registering is \$5.00. For all others the fee is \$10.00. If you do not have access to the MCSE Rules and Regulations (updated in 2013) on our web site http://www.sanitaryengineer.co.medina.oh.us , the cost for a CD is \$1.00 and printed copy is \$45.00.	<input type="checkbox"/> YES <input type="checkbox"/> NO

Submit completed application to:

MEDINA COUNTY SANITARY ENGINEER
791 W. SMITH ROAD
MEDINA, OHIO 44256

ATTN: PERMIT DEPARTMENT



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Water/Sewer Service Installation Application

_____ hereby agrees to the Rules and Regulations of the
(COMPANY NAME)

Medina County Sanitary Engineer as adopted and passed by the County Commissioners, and is subject to all rules, penalties and conditions heretofore or that may be thereafter adopted by the government of the County.

Applicant:

Contractor Signature (Owner or Signatory Authority)

Printed Name

Title

Date

The above contractor has submitted to the Medina County Sanitary Engineer an application to become a registered Water and Sanitary Sewer Service Connection Contractor, and has presented all required necessary insurance and workers compensation requirements in compliance with Medina County Regulations. This applicant has also paid the appropriate fee of \$5.00 for renewal of the 2013 registration, or the \$10.00 fee for new registration (if not registered in 2013). This registration shall remain in effect until December 31, 2014.

I do hereby approve the above contractor as a registered Water and Sanitary Sewer Service Connection Contractor for the Medina County Sanitary Engineers Department.

Approved:

Amy Lyon-Galvin, P.E.
Interim Sanitary Engineer

Date:



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Contractor Information

Type of Registration:	<input type="checkbox"/> New	<input type="checkbox"/> Renew
Company Name:		
Contact Name(s):		
Number of Employees:		
Years in Business:		
Address:		
City/State/Zip:		
Business Phone(s):		
Cellular Phone(s):		
Fax:		
Email:		
Website:		
List of Equipment:		

Information below this line to be completed by MCSE

MCSE Registration Number: C-

Type: Sewer and Water Contractor

Fee:

Date:



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
INSURED	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC #	
	INSURER A :	
	INSURER B :	
	INSURER C :	
INSURER D :		
INSURER E :		
INSURER F :		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY						EACH OCCURRENCE \$ 1,000,000
X	COMMERCIAL GENERAL LIABILITY	X					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						\$
X	POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/>						
	AUTOMOBILE LIABILITY	X					COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
X	ANY AUTO						BODILY INJURY (Per person) \$
	ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
	SCHEDULED AUTOS						\$
	NON-OWNED AUTOS						
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/>						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						X WC STATUTORY LIMITS OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? (Mandatory in NH)	Y/N <input type="checkbox"/>	N/A <input type="checkbox"/>				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

X, C, U Protection - Explosion, Collapse, Underground Hazard Protection

Sanitary and water utility work naming Medina County Commissioners and Medina County Sanitary Engineers as additional insured.

CERTIFICATE HOLDER**CANCELLATION**

Medina County Commissioners
 Medina County Sanitary Engineers
 791 W. Smith Road, P.O. Box 542
 Medina, Ohio 44256

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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791 W. Smith Road, Medina, Ohio 44256

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Contractor's Idemnification Bond

Known all men by these presents, that we _____
as Principal, and _____ of _____, Ohio as
Surety, are held and firmly bound into the County of Medina, Ohio, on the sum of twenty five thousand
dollars (\$25,000), the payment of which, well and truly to be made, we jointly and severally bind
ourselves, our successors, heirs, executors, administrators and assigns.

Witness our hands and seal this _____ day of _____, 20_____.

The conditions of this bond are such that whereas the said Principal has made application to the
Medina County Sanitary Engineer for a Certificate of Registration as a Contractor in the County of
Medina for the year 20_____.

Now, if the said Principal shall well and truly idemnify, keep and save harmless any person, firm,
corporation, the County of Medina, Ohio, or any of it's agents or officials, from any loss or damages
sustained from the failure to comply with the Rules and Regulations of the Sanitary Engineer and the
Medina County Commissioners, relating to the work installing, repairing and/or replacing water mains,
sanitary sewers, and water service connections and sanitary sewer connections to Medina County
utilities, then this obligation shall be void, otherwise it shall be and remain in full force and effect.

Signatures:

Contractor Signature (Owner or Signatory Authority)

Surety (must have stamp from Insurance Company)

Printed Name

Printed Name

Date

Date



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MCSE Rules & Regulations Acknowledgment

I do hereby certify that I am familiar with the requirements of the MCSE Rules & Regulations and Permit Department policies, that all required permits will be obtained, inspections scheduled, and that all requirements will be strictly observed subject to forfeiture of this registration.

I agree to obtain the appropriate approval of the road authority, to maintain proper registrations with the road authority, and to obtain permits from the road authority as is necessary to perform my work.

I agree for taps to the MCSE sanitary sewer and/or water main, that I will not excavate until the day the tap is scheduled, and I will backfill according to the requirements of the road authority.

I acknowledge my responsibility to notify the Ohio Utilities Protection Service (OUPS) 1-800- 362-2764, and the Oil & Gas Producers Underground Protection Service (OGPUPS) 1-800-925-0988 a minimum of two (2) business days (excluding holidays) prior to digging.

I shall comply with the documents included with this application packet, including the following:

Water Tap Excavation Requirements
OSHA Requirements
Traffic Control – OMUTCD Standards

I further acknowledge that if my failure to comply with these requirements is considered by the Sanitary Engineer's representative to be unsafe and/or out of compliance, that all work will cease and will not be permitted to proceed until the standards are met.

I have reviewed these requirements with my employees and by signing below do hereby certify that work I, or any employees working on my behalf, perform will be in compliance with the requirements of the MCSE, and that any efforts found to be in non-conformance to MCSE requirements will be immediately corrected to the satisfaction of the MCSE.

Applicant:

Contractor Signature (Owner or Signatory Authority)

Printed Name

Title

Date



MEDINA COUNTY SANITARY ENGINEERING DEPARTMENT

791 WEST SMITH ROAD PO BOX 542 MEDINA, OHIO 44258

(330) 723-9581 (330) 723-9599 FAX - 330-764-8349

Water Tap Excavation Requirements
Taps need to be dug all the way around the pipe

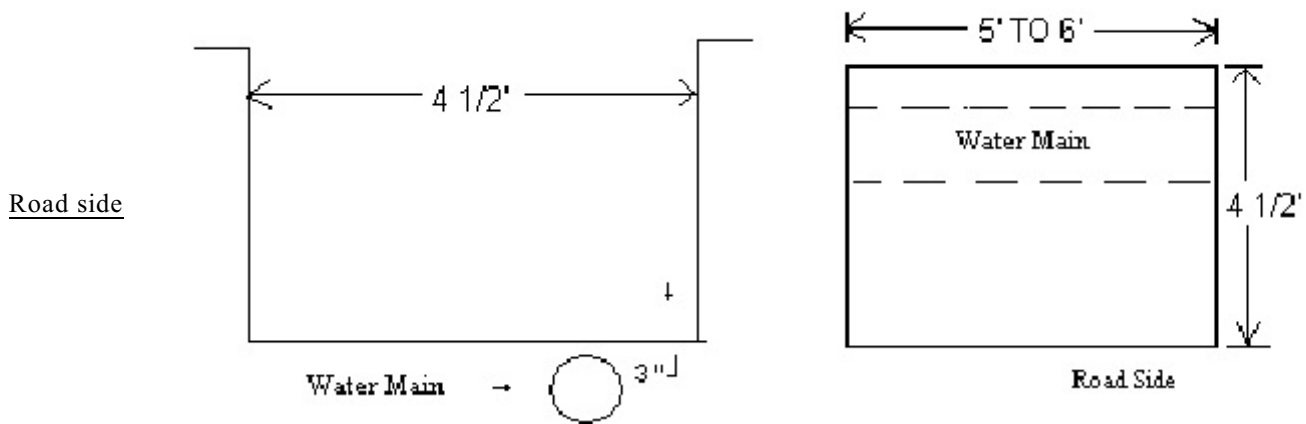
Contractor shall not excavate to expose the county water main prior to the day the tap is scheduled to be performed by the Medina County Sanitary Engineers.

SHORT TAPS: PLASTIC OR CAST PIPE - Excavation should be 3' to 4' wide at pipe, with a 3' wide area dug completely around pipe at least 2' away from any bell. A trench at least 2' wide and 4' to 5' deep at proposed grade should be dug back to 1'-0" past the right-of-way or utility easement where the curb box will be set.

CONCRETE PIPE - Same as above with the exception that the pipe needs to be cleaned off only half way down the sides of pipe for taps.

LONG TAPS: Push hole can be dug approximately 4' off edge of pavement - After push is completed excavate back to make tap over main and excavate 1' - 0" past the right-of-way or utility easement where the curb box will be set.

A pit 4 1/2' long and 5' to 6' wide is to be excavated over the main. A minimum of 2" to 3" of cover should be left over the main. Pit should slope up slightly toward back of pit and the back and front should be directly across from curb box location if possible. Front and back wall of pit should be straight up and down.



Top View

Trench Cross Section

IF NEEDED CONTRACTOR IS TO SUPPLY: Pumps, traffic signs, flagmen and a means to lift the push machine into and out of the hole.

Contractor shall be responsible for researching the depth, location, and any special conditions involving the water line and/or the sanitary sewer line, at the point of proposed connection, prior to initiating excavation.

PLEASE GIVE THIS SHEET TO YOUR EXCAVATOR.

MEDINA COUNTY DIVISION OF SAFETY

791 West Smith Road, PO Box 542

Medina, Ohio 44258

(330) 764-8341 (330) 723-9585

Fax: (330) 764-8349

NOTICE TO ALL REGISTERED CONTRACTORS
AND
PROPERTY OWNERS

It is the Medina County Sanitary Engineers policy that all excavations performed in connection with water and sewer taps MUST comply with the standards and specifications as set forth in the US Department of Labor Occupational Safety & Health Administrations (OSHA) 29 CFR Subpart P - Excavations, 1926.650 through 1926.652. Simply stated, all excavations five foot (5') or deeper SHALL be properly boxed, shored, or laid back to the satisfaction of the Sanitary Engineers representative at the work site. A ladder or other safe means of egress shall be located in trench excavations that are four feet (4') or deeper.

Excavation of County owned sewer or waterlines shall not take place until the day the water or sewer tap is scheduled unless specifically permitted by the Sanitary Engineers Office.

Traffic control, including, but not limited to signs, lights and flagman, shall be provided for all work at the road site. All sites SHALL be protected using the specifications and standards as set forth in the Ohio Manual of Uniform Traffic Control Devices (OMUTECD) and the ODOT Manual of Traffic Control for Construction and Maintenance Operations.

If the trench and/or traffic control is considered by the Sanitary Engineers representative to be unsafe and/or out of compliance with OSHA and OMUTCD standards, all work will cease and will not be permitted to proceed until the standards are met. This is an action that the Sanitary Engineers would prefer not to take. Therefore, we are asking for your assistance in eliminating, or minimizing, unnecessary delays by fully complying with all appropriate health and safety standards, guidelines, and policies.

Attached to this notice is a simple line drawing depicting typical traffic control applications.

Required signs are listed below, along with three (3) examples of how they can be used in combination.

OW-128	ROAD CONSTRUCTION AHEAD
OW-136	MEN WORKING
OW-134	ROAD WORK AHEAD
OW-121	ONE LANE ROAD AHEAD
OW-125	FLAGGER AHEAD

EXAMPLE 1

OW-134	ROAD WORK AHEAD
OW-121	ONE LANE ROAD AHEAD
OW-125	FLAGGER AHEAD

EXAMPLE 2

OW-136	MEN WORKING
OW-121	ONE LANE ROAD AHEAD
OW-125	FLAGGER AHEAD

EXAMPLE 3

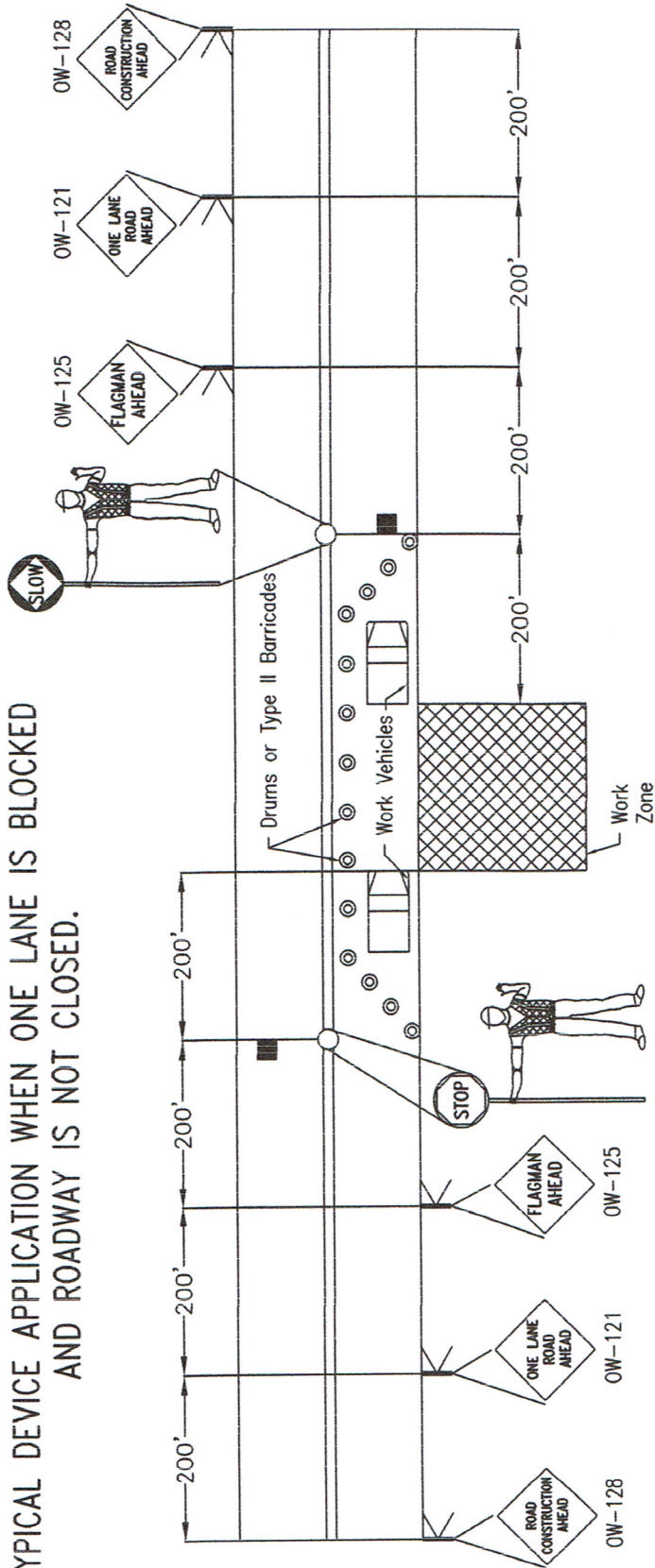
OW-128	ROAD CONSTRUCTION AHEAD
OW-121	ONE LANE ROAD AHEAD
OW-125	FLAGGER AHEAD

The above requirement will cover the MAJORITY of water and sewer tap locations. Special situations or locations should be reviewed with our office prior to construction starting.

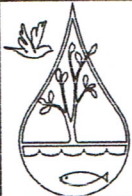
Please feel free to address any questions or concerns to the following individual:

Keith Blair, Safety Coordinator
Office: (330) 764-8341
Mobile: (330) 416-6543

TYPICAL DEVICE APPLICATION WHEN ONE LANE IS BLOCKED AND ROADWAY IS NOT CLOSED.



(NO SCALE)



MEDINA COUNTY
INTERIM SANITARY ENGINEER
 AMY LYON-GALVIN, P.E.
 791 WEST SMITH ROAD
 MEDINA, OHIO
 (330) 723-9585 (330) 225-3113

DRAWN BY: JS

CHECKED BY:

DATE: SEPT 2007

GENERAL NOTES

1. All traffic control devices MUST meet or exceed the minimum standards & specifications set forth in ODOT Manual of Traffic Control for Construction and Maintenance Operations, Revision 20.
2. No changes will be made to this Traffic Control Plan without the PRIOR approval of the County Engineer.
3. Flaggers MUST wear reflectorized vests and use "Stop/Slow paddles." Radios will be used when necessary/appropriate.
4. When left erected overnight, all devices MUST have flashing amber lights attached.
5. Parking of vehicles on the roadway will be limited to ONLY those needed to accomplish the work, and be located inside the Drums or Type II Barricades.
6. Drums/Type II Barricades will not be placed greater than 20' apart.
7. Medina County reserves the right to direct installation and use of additional devices when circumstances dictate.

MINIMUM required Devices

Qty:	Device:
2	OW-128 Road Construction Ahead
2	OW-121 One Lane Road Ahead
2	OW-125 Flagger Ahead
2	Stop/Slow Paddles
2	Reflectorized Vests
2	Walky Talksies (When Required)
12	Reflectorized Drums /Cones
12	Flashing Amber Lights (When required)

TRAFFIC DETAIL SHEET