



Commissioners
Robert E. Corey
Chairman - William L. Morin
William "Zee" Zielinski

Michael Sheu
Superintendent

John M. Hudzik
Field Service Manager
Primary Distribution Operator

Debra H. Vinal
Treasurer

TO: District Bonded Installer Applicants

SUBJECT: Bonded Installer Application & Required Information - UPDATE

M E M O R A N D U M

If you are requesting to install water infrastructure in the Towns of Dracut or Tyngsborough within the Dracut Water Supply District you will be required to provide the following information along with a completed application (attached) and a cash bond.

- Copy of Insurance Policies showing limits for:
 - Liability, Worker's Compensation, Property Damage, Vehicles
- Copy of Hydraulic Operator's Licenses
- **Copy of All OSHA safety cards (10 hrs. course minimum)**
- List of employees who will work on the water system
- 24 hour contact information including names, home, cell and/or pager numbers
- Completed W-9 form (included in this package)
- Three (3) letters of reference for water system work within last five (5) years

A three thousand dollar (\$3,000.00) cash bond in the form of a company or bank check made out to Dracut Water supply District is required with your completed application. Your bond will be placed in an account under the name of the District with a reference to your company. The Bond shall be under the sole control of the District and shall be released to you only when you have ceased operation on the water system. One year shall lapse from the time you last worked on the water system until the time funds can be returned to you. Any interest accrued shall be credited to you.

District Bonded Installer Applicant Memo
Application & Required Information UPDATE

Once your application is reviewed and approved, you hereby authorize the District to expend any and all bond funds on deposit to comply with any problem encountered by your actions on the District's water system. In the event of a non-emergency you shall be notified of the problem and will have 5 days to complete the repairs. Emergencies shall be responded to within 2 hour after notification to your emergency contact(s) on file with this application. Should you or your representative fail to respond the District shall make all necessary repairs and you shall be responsible for the repair expenses incurred. You will be prohibited from working on any part of the District's water system until the charges are paid in full. The District shall determine the status of all repair work as emergency or non-emergency.

In the event any water system work or material fails for any reason, your primary and/or secondary contact numbers will be called. Your repair crew must be able to respond 24/7 within 3 hours or less to affect repairs or make corrections to the emergency situation. Failure to respond by your company will cause immediate response by District personnel and all costs shall be taken against the bond. You must replace the bond funds in total prior to any further application for work in the Dracut Water Supply District.

The District may revoke or suspend installer privileges for any contractor who has two failed responses from two incidences for emergencies for water system work completed by them.

Any changes in information provided on your application must be updated immediately with the District. You are responsible for keeping your contact information current with the District. Contractor who fail to maintain current information and/or fail to update insurance may have their privilege to perform work on the District water system suspended or revoked until all information is updated and approved.

No water system work or installation shall occur without the approval of the District. District personnel shall be present and inspect all water system work. Failure to have District personnel on-site may cause all non-inspected work and materials to be removed without exception.

No installer shall operate any part of the water system(s) without District personnel present or approving the operation in emergency situations (i.e. shutdowns).

Installers agree to remove any employee upon the request of the District.

Upon District request, the applicants shall provide a list the equipment at their disposal including the major equipment owned, all necessary water installation tools, pumps for water and mud suckers, generator, hand tools, inventory of pipe, including gates, saddles, etc to perform and/or repair a water system with pipe ranging in size from 1" to 24". Any installer who fails to provide adequate supply may have the materials supplied by the District if available. The District may charge for the materials plus 20% in the event the installer fails to secure or provide for proper inventory.

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