

VILLAGE OF CLAYTON
Contractor Qualification Requirements

1. CERTIFICATION PROCESS

All new installations and modification to existing water or sewer mainlines must be performed by a contractor that is approved by the Village of Clayton.

Contractors that are interested in obtaining approval shall submit the attached application and supporting documentation.

2. MINIMUM QUALIFICATIONS

Contractors performing direct connections into a mainline (i.e., hot-tap) must demonstrate that they meet the following minimum requirements:

- a. Contractor requesting approval to perform direct connections into mainlines (i.e., hot-taps) must have five (5) years experience performing residential/commercial mainline or lateral installations in New York State.
- b. Sufficient equipment, knowledgeable staff, and financial resources to perform the work requested.
- c. History of commitment to detail, quality, completion of projects within reasonable schedule, and customer satisfaction;
- d. Familiarity with local codes and the Village of Clayton construction specifications and administrative requirements;
- e. Comprehensive General Liability, including personal injury coverage of \$1,000,000 per occurrence - \$2,000,000 in the aggregate; property damage in the amount of \$500,000 per occurrence and \$1,000,000 in the aggregate; Automobile coverage, with a combined single limit of \$1,000,000; Statutory Workers' Compensation and Disability coverage. An umbrella policy may be used to meet coverage limits as set forth above; insurance must be issued in NYS.

3. REVIEW PROCESS

The Village of Clayton will periodically review the list of approved Contractors. Contractors that: do not follow technical specifications; do not provide advance notice for inspection; do not maintain adequate resources to perform services; do not maintain current insurance coverage; or receive quality/schedule complaints from customers will be removed from the approved contractor list.

4. RECORD OF REVISIONS

Revision	Date	Authorized By
Original Document	08/22/2011	Village Board

Village of Clayton Contractor Approval Request

INSTRUCTIONS

- All information must be typed or legibly printed
- All sections of the form must be completed to avoid delays in processing
- Submit completed application with payment to Village of Clayton, PO Box 250, Clayton, NY 13624
- You will be notified by phone if your request has been approved or if your request is missing information required to properly review. If your application is denied, you will be notified in writing as to the reason

GENERAL INFORMATION (To Be Completed By Contractor)

Business Name of Contractor: _____ Phone (____) _____
 Name of Contractor's Representative: _____ Phone (____) _____
 Contractor's Address: _____ City _____ State ____ Zip _____

- Attach proof of 5 years experience as NYS contractor involved in performing hot-taps to mainlines;
AND
 Attach list of equipment, number of employees and their qualifications
 List four customer references that are not related to you:

Name	Phone Number	Description of Work Performed	Date Work Performed
1)			
2)			
3)			
4)			

I do hereby certify that I am familiar with the codes requirements for building, zoning, and housing, in Jefferson County; and that during the past year I have obtained all required permits and that all instance of non-compliance with or violations of any code has been corrected.

Signature

STATE OF NEW YORK)
 COUNTY OF _____) s.s.:

On the ____ day of _____ in the year 20____, before me, the undersigned, a Notary Public in and for said state, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that (s)he executed the same in his/her capacity , and that by his/her signature on the instrument, the individual or the person upon behalf of which the individual acted, executed the instrument with full authorization to do so.

Notary Public

TECHNICAL REVIEW (To Be Completed By Village of Clayton)

Application Reviewed By: _____
 Date: _____

- Application Action: Approved, as submitted Approved with conditions
 Returned, due to incomplete submission Rejected