



Southwest Suburban Sewer District

17840 Des Moines Memorial DR. South
Burien, WA 98148-1706
206-244-9575 FAX 206-433-8546
WWW.SWSSD.COM

Dear Contractor:

It is time to renew your registration with Southwest Suburban Sewer District for the coming year. Please take a moment to carefully review the cover letter and registration forms.

The District has three rosters; Side Sewer Contractor's Roster, Small Works Roster and Special Services Roster. If you want to be included on any of the lists, you must provide the following requested information.

For the Side Sewer Contractors List provide:

- 1) Completed Registration Application form;
- 2) Copy of your valid State Contractor's License; and
- 3) Certificate of Insurance naming the District as additional insured.

For the Small Works Roster provide:

- 1) Completed Registration Application form;
- 2) Completed Schedule of Rates (lump sum pricing not allowed);
- 3) Copy of your valid State Contractor's License;
- 4) Certificate of Insurance naming the District as additional insured; and
- 5) Completed Safety Questionnaire.

For the Special Services Roster provide:

- 1) Completed Registration Application form;
- 2) Completed Schedule of Rates (lump sum pricing not allowed);
- 3) Copy of your valid State Contractor's License;
- 4) Certificate of Insurance naming the District as additional insured; and
- 5) Completed Safety Questionnaire.

Contractors registering for work on private property only must provide the minimum amount of insurance required; \$500,000 for both general and auto liability for bodily injury for each occurrence, \$250,000 for each individual and \$100,000 for property damage liability for automobile or general property damage. Proof of automobile liability is essential.

Contractors registering for the Small Works and/or Special Services Rosters must provide a minimum amount of \$1,000,000 for both general and automobile liability. Again, proof of automobile liability is essential and must be provided.

All insurance carriers must have a Best's rating of VII or better. Coverage may exceed the minimum requirements.

If you are registering for the Small Works Roster, you must complete the schedule of rates. If you do not submit a schedule of rates with your application for Small Works, you will not be included on the list. Statements of lump sums will not be accepted. We will, however, accept you to the Side Sewer Contractor's List for work on private property.

Those who do not provide references will not be included on any of the contractor's rosters. References must be public entities with which you have been registered or have contracted with for work. Those who choose not to include references will not be included on any roster.

The District's rosters will be updated periodically and those contractors wanting to be included need to submit all of the information requested in the registration forms.

Reminder: contractors applying for a side sewer permit must submit a plot plan prior to the District's issuance of the permit.

We would also like to remind you of our right-of-way policy amended by Resolution 2006-18, dealing with contractors performing work within the right-of-way without obtaining a right-of-way permit. Please take notice of the following:

- 1) This letter serves as your one and only written notice. There will be no written reprimands.
- 2) Should you be caught working in the right-of-way without a permit, you will be immediately removed from the contractor's list.
- 3) Should you wish to re-register, there will be a re-registration fee of \$500.00, which will be payable upon submitting your registration forms.
- 4) Should you repeat the violation a second time, you will be penalized the \$500.00 plus suspended from working within Southwest Suburban Sewer District's boundaries for a period of one year from the date of the second violation.

If you have a question with regard to the boundaries of the right-of-way, please contact the office for assistance. **Working in the right-of-way without a permit will not be tolerated.**

Southwest Suburban Sewer District reserves the right to reject any application, based on past performance with the District or to revoke any contractor's registration based upon the portrayal of the lack of experience necessary to complete a job within a timely manner and/or complete the job.

If you have any questions or would like a copy of Resolution 2006-18 don't hesitate to contact the inspection department at 206-432-3507 or 206-432-3511. **Please remember, you must re-register each year to be included on one of our lists for the upcoming year.**

Sincerely,
SOUTHWEST SUBURBAN SEWER DISTRICT

Jason R. Richardson,
Wastewater Collection & Inspection Services Supervisor



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Registration Application

Applicant Information											
Company Name:						Date:					
Address:						Suite #					
City			State			ZIP Code					
Company Contact Person:											
Office Phone Number				E-mail Address:							
Cell Phone Number		Fax Number			Emergency Phone Number						
State Contractors License #		Expiration Date			UBI Number						
Please mark which roster(s) you are applying for.								Check Only those that Apply		YES	NO
Side Sewer- (Contractors please be aware of the new changes regarding side sewer inspections)											
Small Works- (If applying for small works it is mandatory that you complete the small works safety questionnaire, and schedule of rates)											
Special Services- (Asphalt, Fencing, Janitorial, Landscaping, Painting, and Repairs)											
References											
<i>Please list government entities that you have performed work for.</i>											
Agency:						Phone:					
Address:											
Agency:						Phone:					
Address:											
Agency:						Phone:					
Address:											
I hereby request to be registered with the Southwest Suburban Sewer District and be included on this year's side sewer contractor's list and/or small works rosters. By signing this registration form, the contractor does hereby agree to the terms set forth in Resolution 2006-18.											
Contractor's Signature											
Title						Date					

Complete if Applying for Small Works Roster

SCHEDULE OF RATES Please list equipment owned by Contractor. Include hourly rates for all equipment and labor size of equipment and digging capacity. (include pump and compressor rates.) Rates MUST reflect prevailing wage. (Attach additional sheets if necessary)

Equipment	
Equipment	
Equipment	
Equipment	
Equipment	

Equipment	
Equipment	
Equipment	
Equipment	

Personnel	
Personnel	
Personnel	
Personnel	

Disclaimer and Signature

The undersigned hereby makes application to be included on the Small Works Roster of Southwest Suburban Sewer District and acknowledges receipt of a copy of Resolution No. 2006-18 as amended.

This application is not to be effective until approved by Southwest Suburban Sewer District. Inclusion on the Small Works Roster requires the applicant to be registered under Southwest Suburban Sewer District Resolution No. 2006-18 amended.

Unless the District receives notice prior to call for work, the District and Contractor agree to adhere to rates herein set forth in this application.

Contractor agrees to hold harmless and indemnify Southwest Suburban Sewer District from all claims arising out of construction within the District pursuant to the terms of this application.

Signature:		Date:	
Title			

SW Suburban Sewer District

Small Works Safety Questionnaire

Experience Modification Rating (EMR): This is an annual safety rating of how a specific contractor compares to other contractors in the same type of work, and in the state where the Contractor is working. (Contractor should have this rating, since it is provided by his insurance company).

Show your EMRs as applicable for this current year and for the last two (2) years, as follows:

EMR for	This Year	Last Year	Year Before
Home State:			
Interstate:			
Other States (List)			

Have you received an OSHA (or DOSH) citation within the last three (3) years? **Yes** **No**

If yes, attach a full report on event and results.

Accident Experience Summarize the data shown on your OSHA Form 300 for all construction related injuries for year to date and for last year.

Data Type	This Year	Last Year
Recordable (Medical)		
Restricted Duty		
Lost Time		
# of Days Lost		

List construction related injury incidence rates for year to date and for last year: *Formula provided below*

Rate = Number of injuries x 200,000 divided by Total man-hours Worked

Severity = Number of lost days x 200,000 divided by Total man-hours Worked

	This Year	Last Year
Rate		
Severity		

Have you experienced any construction fatalities within the past three (3) years? **Yes** **No**

If yes, attach a full discussion of cause and results.

Safety Program Do you have a written:

Accident Prevention Program WAC 296-155-110)	Yes	No
Excavation, Trenching and Shoring Program WAC 296-155 Part N	Yes	No
Permit-Required Confined Space Program WAC 296-809	Yes	No

Please be prepared to submit a copy of your Accident Prevention Program, or any other DOSH required program, as requested.

Signed by: _____

Date: _____