



**TOWN OF BLANDFORD MASSACHUSETTS**  
**WATER DEPARTMENT**  
1 RUSSELL STAGE ROAD, SUITE 16  
BLANDFORD, MA 01008  
413.848.4279 Ext. 304

## **APPROVED CONTRACTOR QUALIFICATION APPLICATION**

Applicant is seeking qualification to perform water service line installation and repair services to private homeowners and businesses in the Town of Blandford, MA. Qualification is for a three (3) year, January 1<sup>st</sup> – December 31<sup>st</sup> term. It is the responsibility of the applicant to renew their qualifications prior to the expiration date of this application.

Application Date: \_\_\_\_\_

Legal Business Name: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Name of Principal Operator: \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Street

City State Zip Code

Company Email Address: \_\_\_\_\_

Office Telephone: \_\_\_\_\_ Office Fax: \_\_\_\_\_

Number of Employee: \_\_\_\_\_ Number of Subcontractors: \_\_\_\_\_

Federal Tax ID #: \_\_\_\_\_

### **Important: You must also submit with this application the following documents:**

1. Letters of recommendation from two other municipalities (not required if the company has performed water service line work in the Town of Blandford, MA within the past three (3) years.
2. Copies of resumes of principle, management, supervisory, and equipment operating personnel, including copies of licenses held.
3. Insurance certificates.
4. Copy of Workers Compensation Insurance Binder or Policy.

**List Responsible Supervisors**

Name	Contact Telephone

**List Contractors to be Used in Work**

Name	Contact Telephone

**List Equipment Available to Company**

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Provide a description of your company’s work in the past five (5) years as it relates to water service line installation and repair:

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Provide a listing of water service line work performed in the past three (3) years:

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## **Contractor's Public Liability and Property Damage Insurance**

Contractor's liability insurance shall be purchased and maintained by the contractor to protect him/her from claims for damages because of bodily injury, including death, and from claims for damages, other than to the work itself, to property which may arise out of or result from the contractor's operation under this agreement, whether such operations be by himself or by any or anyone directly or indirectly employed by any of them. The insurance shall name the Town of Blandford as an additional insured and shall be written for not less than \$500,000 each person, \$1,000,000 each occurrence for bodily injury, and \$500,000 each occurrence, \$1,000,000 aggregate to property damage, or such amount as required by law, whichever is greater, and shall include contractual liability applicable to the contractor's obligations. Coverage must include the following:

- Premises/Operations
- Elevators and Hoists
- Independent Contractors
- Contractual Liability Assumed Under this Contract
- Products/Completed Operations
- Broad Form Property Coverage
- Personal Injury

## **Workers' Compensation Insurance**

Workers' Compensation Insurance must be provided at the contractor's expense in accordance with the provisions of M.G.L. Chapter 149 § 34A. The contractor shall, before commencing performance of this contract, provide by insurance for the payment of compensation and the furnishing of other benefits under M.G.L. Chapter 152 § 25C, as amended, to all persons to be employed under the contract, and the contractor shall continue such insurance in full force and effect during the term of this contract. Proof of compliance with the aforesaid stipulations shall be furnished to the Town's Purchasing Agent when requested and by submitting two (2) copies of a properly endorsed insurance certificate issued by a company authorized to write Workers' Compensation Insurance policies in the Commonwealth of Massachusetts. Any cancellation of such insurance whether by the insurer or by the insured shall not be valid unless written notice thereof is given by the party proposing cancellation to the other party and the Purchasing Agent at least fifteen (15) days prior to the intended effective date thereof, which date shall be expressed in said notice.

## **Vehicle Liability Insurance**

The contractor shall take out and maintain at his own expense during the life of this contract vehicle liability insurance. The insurance shall name the Town of Blandford as an additional insured and shall be written for not less than \$500,000 each person, \$1,000,000 each occurrence for bodily injury, and \$500,000 each occurrence, \$1,000,000 aggregate for property damage, or such amount as required by law, whichever is greater, and shall include contractual liability applicable to the contractor's obligations. Coverage must include the following: Owned Vehicles, Leased Vehicles, Hired Vehicles, and Non-owned Vehicles.

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## Certificates of Insurance

The contractor shall deposit with the Town Certificates of Insurance for the coverage required in form and substance satisfactory to the Town and shall deliver to the Town new policies and certificates thereof for any insurance about to expire at least ten (10) days before such expiration. All such insurance policies shall contain an endorsement requiring thirty (30) days written notice to the Town prior to cancellation or change in coverage, scope or amount of any such policy or policies. Compliance by the contractor with the insurance requirement, however, shall not relieve the contractor from liability under the indemnity provisions.

## Indemnification

The vendor agrees to indemnify the Town of Blandford Water Department, its successors, agents, servants, employees, or assigns against any and all claims for loss, liability, or damage arising out of or in connection with the work done or to be performed and in connection with or arising out of the acts or negligent omissions of the vendor's employees, whether negligent or intentional, foreseeable or unforeseeable, with or without the scope of his/her employment, while said employees are upon, entering, or leaving the premises upon which this agreement is being performed.

## Fees

New Application .....	\$250.00
Renewal .....	\$100.00

**This section to be completed by Blandford Water Department Approving Authority**

Application Effective Date:

Application Expiration Date:

In order to retain qualification, the applicant must renew prior to the Application Expiration Date listed above. Failure to renew as directed will require submission of a new Approved Contractor Qualification Application.

## Certification (Notarization Required)

The undersigned, \_\_\_\_\_ hereby certifies:

That I am an owner or principle of \_\_\_\_\_  
(Company Name)

and that all answers, all statements and all required documents contained in the attached application for certificate of eligibility as an Approved Contractor for the Town of Blandford Water Department are true and correct. Providing false or misleading information or failure to provide all required information will be considered grounds for denial or decertification. I attest to the accuracy of all information contained in this application and verify that the information submitted is in fact accurate and true, under oath.

Signed and Sworn under the Pains and Penalties of Perjury.

\_\_\_\_\_

Date:

\_\_\_\_\_

Signature:

\_\_\_\_\_

Print Name:

\_\_\_\_\_

Title/Position:

\_\_\_\_\_

<insert notarization detail here>