



APPLICATION FOR SEWER AND WATER CONTRACTOR'S LICENCE

January 1 - December 31 (\$50.00)

- ☐ Class A Licence (for Main Trunk Sewer Line Connections) OR
☐ Class B Licence (for Lateral Sewer Line Connections)

- ☐ New Application OR
☐ Renewal

Applicant must reapply each January

Please print or type:

Applicant: _____ Company Name: _____
 Address: _____ City: _____
 Postal Code: _____ Email: _____
 Company Phone #: _____ Contact: _____
 24 Hour Contact (1): _____ Phone #: _____
 24 Hour Contact (2): _____ Phone #: _____

1. Company Information

- a) Type of work to be done under this licence: _____

 b) Date company commenced this type of work: _____
 c) Number of employees: _____
 d) For **renewal** application – Work performed in the Rural Municipality of West St. Paul: _____
 e) For **new** application – Sewer and water construction experience:

Year	Description of Work	Work Performed For	Value

2. Staff Qualifications

a) Employee's sewer/water experience:

Name	Present Position	Experience (Yrs.)

b) I agree to advise the Public Works Department of West St. Paul of any changes in supervisory employees in the above list.

3. Temporary Traffic Control

I will provide proper signage and temporary traffic control when performing any work in the municipal right-of-way.

4. Supervision

I will provide a foreman or supervisor at each job site who is familiar with and will ensure conformance to all temporary traffic control practices, the most recent edition of the Municipal Standard Construction Specifications, all rules, regulations and bylaws of the RM of West St. Paul and any applicable statutes of the Province of Manitoba.

5. Restoration

I declare that I will restore the Street to a condition satisfactory to the RM of West St. Paul.

6. Private Service Connections

It is the responsibility of the Contractor to determine the location of private sewer and water connections. The RM of West St. Paul does not accept responsibility for the absence of plans for private service connections and the RM of West St. Paul does not guarantee the accuracy of any of its plans.

7. Sewer and Water Contractor's Licence

All applicants must comply with the RM of West St. Paul to regulate the construction, installation, and use of common sewers of the RM of West St. Paul. Upon evidence of unsatisfactory performance by the contractor, as determined by the Director of Infrastructure or his designate, a sewer and water contractor's licence may be revoked.

8. Insurance and Safety Requirements

The contractor must provide the RM of West St. Paul with the documents described herein, within eight (8) business days after submitting their application for the annual sewer and water contractor's licence.

Insurance Requirements: Except as otherwise expressly requested, the Contractor shall, at the Contractor's expense, maintain the following insurance;

a) Automobile Liability Insurance

- This insurance shall provide coverage for automobile public liability and property damage on all licensed vehicles owned or operated by the Contractor, its Subcontractors, or any of their officers, employees or agents under the Contract and used in the performance of the work, within minimum limits of coverage of five million dollars (\$5,000,000) per vehicle.

b) Contractor's Equipment Insurance

- The Contractor shall be responsible for insuring construction machinery and equipment used by the Contractor in the performance of the work.

c) General Liability Insurance

- All sewer service works within the limits of Main Street (PTH 9) where sewer service connection is made to the Main Street Trunk Sewer Service Connection, the Contractor shall maintain General Liability Insurance as follows:
 - **Class A Contractor** shall maintain General Liability Insurance in the amount of twenty million dollars (\$20,000,000) inclusive, with the RM of West St. Paul added as an additional insured, with a cross-liability clause, such liability policy to also contain coverage for contractual liability, owners and Contractors protective liability, unlicensed motor vehicle liability, non-owned automobile liability, contingent employer's liability and produces and completed operations liability.
- All sewer services and connections to sewer mains other than the Main Trunk Sewer Main on Main Street (PTH 9), the Contractor shall maintain General Liability Insurance as follows:
 - **Class B Contractor** shall maintain General Liability Insurance in the amount of \$5,000,000 (five million dollars) inclusive, with the RM of West St. Paul added as an additional insured, with a cross-liability clause, such liability policy to also contain coverage for contractual liability, owners and Contractors protective liability, unlicensed motor vehicle liability, non-owned automobile liability, contingent employer's liability and produces and completed operations liability.

Insurers: The policies required shall be underwritten by insurers acceptable to the RM of West St. Paul.

Period of Insurance: Unless otherwise stipulated, the policies shall be effective for the full duration of the annual licence period, typically consisting of twelve (12) months dependent on application date. It is up to the business to ensure that their insurance is valid for the entire working year. If insurance expires within the year which the sewer and water licence was granted for a copy of the updated insurance is required immediately; failure to do so will result in temporary rescinding of licence until valid insurance is provided.

Indemnification: The insurance coverage required shall in no way limit the Contractor's obligations annual permit. Any additional coverage the Contractor may deem necessary to fulfil the Contractor's obligations under the annual permit shall be at the Contractor's own discretion and expense.

Evidence of Insurance: The bidder shall provide the RM of West St. Paul with contractors Equipment insurance, and general liability insurance.

Liability insurance must be maintained in accordance to the Municipal By-Law. If insurance expires anytime within the year after application is submitted it is the business' responsibility to submit the RM of West St. Paul with the copy of the updated insurance renewal IMMEDIATELY. The contractor's licence will be temporarily rescinded if the insurance requirements are not met. Insurance policies are to be submitted to the Municipal Office, 3550 Main Street, West St. Paul, Manitoba, R4A 5A3.

☐ **Insurance Policy attached (Required)**

Certificate Expiry Date: _____

9. COR, SECOR or COREL Certification

The contractor shall have a valid Certificate of Recognition (COR), Small Employer Certificate of Recognition (SECOR) or COR Equivalency Letter (COREL) issued in accordance with the Canadian Federation of Construction Safety Association COR program. Current registration to obtain COR Certification will not be sufficient to obtain a sewer and water contractor licence with the municipality.

Evidence of COR, SECOR or COREL: The contractor shall provide a copy of their current Certificate of Recognition or COR equivalency letter from the Manitoba Heavy Construction Association or the Construction Safety Association of Manitoba as written evidence that the contractor has a valid Certificate of Recognition (COR), Small Employer Certificate of Recognition (SECOR) or COR Equivalency Letter (COREL) issued in accordance with the Canadian Federation of Construction Safety Association COR Program. The letter must show the COR, SECOR or COREL expiry date.

Workplace Health and Safety: Throughout the approved construction season which the sewer and water licence was approved for, the Contractor is to comply with all applicable requirements of the Workplace Safety and Health Act and regulations.

Sewer and Water Contractors Licence - COR Requirement

The Contractor declares and certifies that the business registering with the RM of West St. Paul for a Sewer and Water Contractors licence to conduct work in the RM of West St. Paul for the 2020 year, has one of the following three (3) certifications:

- a. ☐ I hereby declare that (*Business Name*) _____ has a valid Certificate of Recognition (COR) issued in accordance with the Canadian Federation of Construction Safety Associations COR program, by either the Manitoba Heavy Construction Association Safety Program or by the Construction Safety Association of Manitoba.
The COR number is _____ and was issued on (*Date*) _____
- OR
- b. ☐ I hereby declare that (*Business Name*) _____ has a valid Small Employer Certificate of Recognition (SECOR), issued in accordance with the Canadian Federation of Construction Safety Associations COR Program, by either the Manitoba Heavy Construction Association or by the Construction Safety Association of Manitoba.
The COR number is _____ and was issued on (*Date*) _____
- OR
- c. ☐ I hereby declare that (*Business Name*) _____ has a current COR Equivalency letter (COREL) issued in accordance with the Canadian Federation of Construction Safety Associations COR Program, by either the Manitoba Heavy Construction Association or by the Construction Safety Association of Manitoba.
The COREL is dated: _____

Witness

Signature of Contractor

Date

☐ **Copy of Certificate or COR equivalent letter attached**

10. Workers Compensation

Workers Compensation Board of Manitoba: The Contractor shall be registered with the Workers Compensation Board of Manitoba (even when such registration is not required by the Worker's Compensation Board Act of Manitoba.) The Contractor shall maintain such coverage in good standing throughout the term of the contract.

Evidence of Workers Compensation Board Coverage: The contractor shall provide a clearance letter from the Worker's Compensation Board of Manitoba as written evidence that the contractor is registered and in good standing with the Workers Compensation Board of Manitoba website at: <http://www.wcb.mb.ca/clearances>. The clearance letter must be dated no earlier than the issue date of the licence.

☐ WCB Clearance letter attached

11. New Applicant

New applicants must include two (2) letters of reference showing the firms qualifications and experience. References from Municipal employees will not be accepted.

☐ Letters of reference attached (*if required*)

Other Documents Enclosed:

☐ **Business License Cheque for the sum of \$50.00**

☐ *Cheque mailed or delivered to Admin office/drop box, 3550 Main St, West St. Paul MB R4A 5A3*

☐ *To be paid at the Admin office via cash/debit*

The undersigned certifies and declares that the above information is correct and all required information has been included with application.

Date: _____ 20____

Name (Printed): _____

Applicants Signature: _____

Please keep a copy of this document for your records.

FOR USE BY THE RURAL MUNICIPALITY OF WEST ST. PAUL

COMMENTS: _____

Approved ☐

Declined ☐

Signature: _____

Title: _____

Date: _____