MEDINA COUNTY SANITARY ENGINEERING DEPARTMENT
791 WEST SMITH ROAD PO BOX 542 MEDINA, OHIO 44258
PHONE (330) 723-9585 FAX (330) 723-9661

November 24, 2021

Regarding: 2022 MCSE Contractor Registration

Dear Registered Contractor:

Enclosed please find an updated Contractor Registration packet for calendar year 2022 effective January 1, 2022.

Please be sure to complete all required documentation, post the necessary bond, and comply with the minimum Certificate of Liability Insurance requirements. Thank you in advance for your continued cooperation. We look forward to working with you in serving Medina County water and sanitary sewer utility customers in 2022.

Sincerely,

Jeremy Sinko, P.E.

Jeremy Sinko, P.E.
Medina County Sanitary Engineer

Attention

Enclosed is an electronic copy of the Medina County Sanitary Engineers (MCSE) contractor re-registration forms. Contractor registration forms are also available on the MCSE website (https://www.medinaco.org/sanitary/) or, a printed copy can be picked up at the MCSE permit counter.

When filling out the 2022 contractor registration form, an email address **will be required** as part of the registration submittal. **If the submitted registration form does not include an email address, the registration form will not be processed**. The email address will allow the MCSE to keep registered contractors up to date with the latest detail/policy revisions and to send the following years contractor registration form. Should you have any questions or concerns, please contact Emily Walter at (330) 723-9580 or ewalter@medinaco.org.

Thank you!
Medina County Sanitary Engineers

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Notice to Contractors
Contractor Registration for the year 2022

Enclosed is the Medina County Sanitary Engineer's (MCSE) Contractor Registration Packet that outlines the items to include when registering with MCSE to perform work installing, repairing and/or replacing water mains, sanitary sewer, and water service connection & sanitary sewer connection to MCSE utilities.

Please be aware that ALL applications forms, evidence of liability insurance, bond documents and fees MUST be included before the application can be approved.

It is necessary for all contractors working on or around MCSE utilities to have a thorough understanding of MCSE's Rules and Regulations and to abide by those requirements while preforming utility work. A copy of MCSE's Rules and Regulations is available on the MCSE's website:

https://www.medinaco.org/wp-content/uploads/2019/08/Sanitary_rulesandregs.pdf

NOTES:

- All work for new water and sanitary sewer service connections, repairs and/or replacements, must be permitted by MCSE in advance of the work and all associated permit fees paid prior to scheduling an inspection.
- Residential permits include one (1) inspection for sanitary and two (2) inspections for water: (1) inspection to within 10' of proposed structure, (2) water line inspection through the wall. Any additional inspections will be billed to the contractor at the inspection rate as established in the most current charges and fees resolution.
- A road opening permit must be issued by the applicable road authority prior to scheduling work within the public Right-of-Way. MCSE will obtain road opening permits from ODOT if work is required within a state route Right-of-Way.
- Inspection appointments for water and sanitary sewer utility connections must be scheduled through the MCSE website. The contractor's registration number, location number, and permit ID number will be required to schedule an inspection. The contractor is to contact the permit applicant to obtain the location number and permit ID number.
- Inspections MUST be scheduled a MINIMUM of twenty-four (24) hours in advance.
- The contractor must be on-site during the scheduled inspection(s). If the contractor is not present during the scheduled inspection, MCSE inspectors will not conduct the inspection and the contractor will be billed a rescheduling fee.
- No work shall be covered prior to inspection and approved by the Sanitary Engineers Inspector.
- Taps for sanitary sewer or water must be scheduled a MINIMUM of 48 hours in advance. Taps are available Monday – Friday, excluding holidays, at pre-set times of 9:00 a.m., 10:00 a.m. and 11:00 a.m. If the contractor does not meet all excavation and safety requirements, as documented in this contractor registration packet, within thirty (30) minutes of the scheduled tap, MCSE personnel will not perform the scheduled tap and the contractor will need to reschedule. Additionally, the contractor will be billed for the MCSE's personnel time and material(s).
- Meter sets MUST be scheduled with the Permit Department a MINIMUM of 48 hours in advance.
- Contractors must utilize the MCSE website to cancel a scheduled appointment a MINIMUM of 24 hours in advance of the scheduled inspection. Failure to cancel an inspection a minimum of 24 hours in advance will result in the contractor being billed a rescheduling fee.
- If water and/or sewer utilities are not installed per the MCSE approved lot improvement map, MCSE inspectors will not perform the scheduled inspection until a revised lot improvement map has been submitted and approved. A re-inspection fee will be billed to the contractor, in addition to the plan review fee for reviewing the revised lot improvement map.
- Rates are subject to change as established by County Resolution.

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CONTRACTORS REGISTRATION APPLICATION

APPLICATION REQUIREMENTS

- MCSE Rules & Regulations Acknowledgment
- Ohio Workers Compensation Insurance Certificate
- Certificate of Liability Insurance –Use enclosed ACORD 25 form or equivalent – Limits must match attached example, with X, C, U Protection – Explosion, Collapse, Underground Hazard Protection stating Medina County Commissioners and the Medina County Sanitary Engineers named as Additional Insured
- Contractor Indemnification Bond
- **Renewal Fee: $50.00**
- New Registration Fee: $100.00

Business Information

Business Name: _____

Federal Tax ID No._____ Insurance Expiration Date: _____

Street: _____

City: _____ State: _____ Zip:_____

Phone:_____ E-mail:_____

Website: _____

Contact Information

Name:_____

Phone:_____

E-mail: _____

Applicant's name here (Print): _____ Date: _____

Applicant's signature: _____

FOR OFFICE USE ONLY	
Date Issued	
Registration No.	
Check No. / Cash	

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Contractor's Indemnification Bond

Known all men by these presents, that we _____
as Principal, and _____ of _____, Ohio as Surety, are held and firmly bound into the County of Medina, Ohio, on the sum of twenty five thousand dollars ($25,000), the payment of which, well and truly to be made, we jointly and severally bind ourselves, our successors, heirs, executors, administrators and assigns.

Witness our hands and seal this _____ day of _____, 20_____.

The conditions of this bond are such that whereas the said Principal has made application to the Medina County Sanitary Engineer for a Certificate of Registration as a Contractor in the County of Medina for the year 20_____.

Now, if the said Principal shall well and truly indemnify, keep and save harmless any person, firm, corporation, the County of Medina, Ohio, or any of its agents or officials, from any loss or damages sustained from the failure to comply with the Rules and Regulations of the Sanitary Engineer and the Medina County Commissioners, relating to the work installing, repairing and/or replacing water mains, sanitary sewers, and water service connections and sanitary sewer connections to Medina County utilities, then this obligation shall be void, otherwise it shall be and remain in full force and effect.

Signatures:

_____	_____
Contractor Signature (Owner or Signatory Authority)	*Surety (must have stamp from Insurance Company)*
_____	_____
Printed Name	*Printed Name*
_____	_____
Date	*Date*

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A :	
INSURED	INSURER B :	
EXAMPLE	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	[X] **COMMERCIAL GENERAL LIABILITY**						EACH OCCURRENCE	$ 1,000,000
	[ ] [ ] CLAIMS-MADE [X] OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
		x					MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	[X] POLICY [ ] PRO-JECT [ ] LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	[ ] OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	[ ] ANY AUTO						BODILY INJURY (Per person)	$
	[ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	[ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
	[ ] [ ]							$
	[ ] **UMBRELLA LIAB** [ ] OCCUR						EACH OCCURRENCE	$
	[ ] **EXCESS LIAB** [ ] CLAIMS-MADE						AGGREGATE	$
	[ ] DED [ ] RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						[ ] PER STATUTE [ ] OTH-ER	
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [ ] **(Mandatory in NH)**	N / A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

X,C,U Protection - Explosion, Collapse, Underground Hazard Protection

CERTIFICATE HOLDER

Medina County Commissioners
Medina County Sanitary Engineers
791 W. Smith Road
Medina, Ohio 44256

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

MEDINA COUNTY SANITARY ENGINEERING DEPARTMENT
791 WEST SMITH ROAD PO BOX 542 MEDINA, OHIO 44258
PHONE (330) 723-9585 FAX (330) 723-9661

MCSE Rules & Regulations Acknowledgment

I do hereby certify that I am familiar with the requirements of the MCSE Rules & Regulations and Permit Department policies, that all required permits will be obtained, inspections scheduled, and that all requirements will be strictly observed subject to forfeiture of this registration.

I agree to obtain the appropriate approval of the road authority, to maintain proper registrations with the road authority, and to obtain permits from the road authority as is necessary to perform my work.

I agree for taps to the MCSE sanitary sewer and/or water main, that I will not excavate until the day the tap is scheduled, and I will backfill according to the requirements of the road authority.

I acknowledge my responsibility to notify the OHIO811 at 1-800-362-2764 or 811, a minimum of two (2) business days (excluding holidays) prior to digging.

I shall comply with the documents included with this application packet, including the following:

Water Tap Excavation Requirements
OSHA Requirements
Traffic Control – OMUTCD Standards

I further acknowledge that if my failure to comply with these requirements is considered by the Sanitary Engineer's representative to be unsafe and/or out of compliance that all work will cease and will not be permitted to proceed until the standards are met.

I have reviewed these requirements with my employees and by signing below do hereby certify that work I, or any employees working on my behalf, perform will be completed in compliance with the requirements of the MCSE, and that any work found to be in non-conformance to MCSE requirements will be immediately corrected to the satisfaction of the MCSE.

Applicant: _____
Contractor Signature (Owner or Signatory Authority)

_____
Printed Name

_____
Title

_____
Date

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NOTICE TO ALL REGISTERED CONTRACTORS

AND PROPERTY OWNERS

It is the Medina County Sanitary Engineers policy that all excavations performed in connection with water and sewer taps MUST comply with the standards and specifications as set forth in the US Department of Labor Occupational Safety & Health Administrations (OSHA) 29 CFR Subpart P - Excavations, 1926.650 through 1926.652. Simply stated, all excavations five foot (5') or deeper SHALL be properly boxed, shored, or laid back to the satisfaction of the Sanitary Engineers representative at the work site. A ladder or other safe means of ingress/egress shall be located in trench excavations.

Excavation of County owned sewer or water mains shall not take place until the day the water or sewer tap is scheduled unless specifically permitted by the Sanitary Engineers Office.

Traffic control, including, but not limited to signs, lights and flagman, shall be provided by the contractor for all work at the road site. All sites SHALL be protected using the specifications and standards as set forth in the Ohio Manual of Uniform Traffic Control Devices (OMUTECD) and the ODOT Manual of Traffic Control for Construction and Maintenance Operations.

If the trench and/or traffic control is considered deficient by the Sanitary Engineers representative and/or out of compliance with OSHA and OMUTCD standards, all work will cease and will not be permitted to proceed until the standards are met. Therefore, we are asking for your assistance in eliminating, or minimizing, unnecessary delays by fully complying with all appropriate health and safety standards, guidelines, and policies.

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Acceptable construction methods for sanitary sewer connections under County/Township Roads

For all sanitary sewer connection to be installed under a County or Township Roads, the following method of installation is acceptable:

1. Bore and Jack using a steel casing pipe with approved spacers per MCSE specifications. SDR-35 pipe can be used inside the steel casing.

MEDINA COUNTY SANITARY ENGINEERING DEPARTMENT

791 W. Smith Road, Medina, Ohio 44256
Phone: (330) 723-9585 Fax: (330) 723-9661

Water Tap Excavation Requirements

Taps need to be dug all the way around the pipe

Contractor shall not excavate to expose the county water main prior to the day the tap is scheduled to be performed by the Medina County Sanitary Engineers.

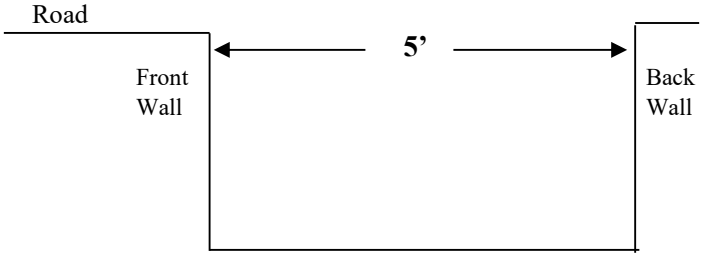
Excavation Requirements for Plastic, Iron, and Concrete Pipe Taps and Service Line:

A minimum 4' of water main, 1' around the entire pipe, must be exposed to ensure that a tap is not made within 2' of a bell. A trench at least 2' wide and 4' - 5' deep from final grade should be dug back to 1'-0" past the right-of-way or utility easement for the installation of the water service and curb box.

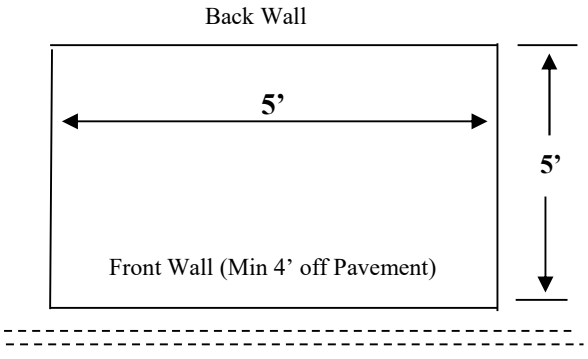
Push and Receiving Pit Excavation Requirements:

A 5' x 5' pit is to be excavated 4' from the edge of pavement for MCSE personnel to perform the push. A minimum of 2" - 3" of cover must be left over the water main if the main is located within the pit push. Pit should be level and directly across from curb box location if possible. The front and back walls of the pit must be vertical. The receiving hole must be a minimum 5' x 3'excavated pit 4' off edge of pavement for County and Township Highways and 10' off edge of pavement for State Highways and US Routes.

If any utility is located between the push pits back wall and the road, the utility will need to be exposed prior to MCSE personnel performing the push.



Push Pit Cross Section View



Push Pit Top View

CONTRACTOR IS TO SUPPLY: **PUMPS, TRAFFIC SIGNS, FLAGMEN AND A MEANS TO LIFT THE PUSH MACHINE INTO AND OUT OF THE HOLE.**

Contractor shall be responsible for researching depth, location, and any special conditions involving the water line and/or the sanitary sewer line, at the point of proposed connection, prior to initiating excavation.

GIVE THIS SHEET TO YOUR EXCAVATOR

Traffic Details for Medina County Sanitary Engineer's Contractors

According to Chapter 6C. Temporary Traffic Control Elements state that a Temporary Traffic Control (TTC) Plan "measures to be used for facilitating road users through a work zone or an incident area". "These plans play a vital role in providing continuity of effective road user flow when a work zone, incident, or other temporary event disrupts normal road user flow." TTC plans will be prepared by someone knowledgeable (trained or certified individual) about the fundamental principles and practices of the TTC work intended to be performed.

All contractors will have a knowledgeable person setup work safety zones with appropriate signs based on the nature and complexity of the situation in accordance with the Chapter 6C of the Ohio Manual on Uniform Traffic Control Devices (12th Edition).

Contractors assume all responsibility for proper signage and maintenance of that signage. All contractors will have Qualified Flaggers. All qualified flaggers will have to meet the following standards according to Chapter 6E of the Ohio Manual of Uniform Traffic Control Devices (12th Edition) or most recent addition:

All flaggers should be trained in safe traffic control practices and public contact techniques. Flaggers should be able to satisfactorily demonstrate the following abilities:
A. Ability to receive and communicate specific instructions clearly, firmly, and courteously;
B. Ability to move and maneuver quickly in order to avoid danger from errant vehicles;
C. Ability to control signaling devices (such as paddles and flags) in order to provide clear and positive guidance to drivers approaching a TTC zone in frequently changing situations;
D. Ability to understand and apply safe traffic control practices, sometimes in stressful or emergency situations; and
E. Ability to recognize dangerous traffic situations and warn workers in sufficient time to avoid injury

All flaggers will need to be wearing with High-Visibility safety apparel that meets Performance Class 2 or 3 requirements for ANSI/ISEA 107-2004 standards.

The distances shown in Table 6E-3, which provides information regarding for the determination of sign spacing and other dimensions for various area and roadway types.

Table 6H-3. Meaning of Letter Codes on Typical Application Diagrams

Road Type	Distance Between Signs (Feet)**		
	A	B	C
Urban (low speed)*	100	100	100
Urban (high speed)*	350	350	350
Rural	**500**	**500**	**500**
Expressway/Freeway	1,000	1,500	2,640

*Speed category to be determined by highway agency.

** The column headings A, B, and C are the dimensions shown in Figures 6H-1 through 6H-46. The A dimension is the distance from the transition or point of restriction to the first sign. The B dimension is the distance between the first and second signs. The C dimension is the distance between the second and third signs. (The "first sign" is the sign in a three-sign series that is closest to the TTC zone. The "third sign" is the sign that is furthest upstream from the TTC zone.)

The formula shown in Table 6H-4, is the formula to determining taper lengths.

Table 6H-4. Formulas for Determining Taper Lengths

Speed (S)	Taper Length (L) in Feet
40 mph or less	$L = \frac{WS^2}{60}$
45 mph or more	L= WS

Where:
L = taper length in feet
W = width of offset in feet
S = posted speed limit, or off-peak 85th-percentile speed prior to work starting, or the anticipated operating speed in mph

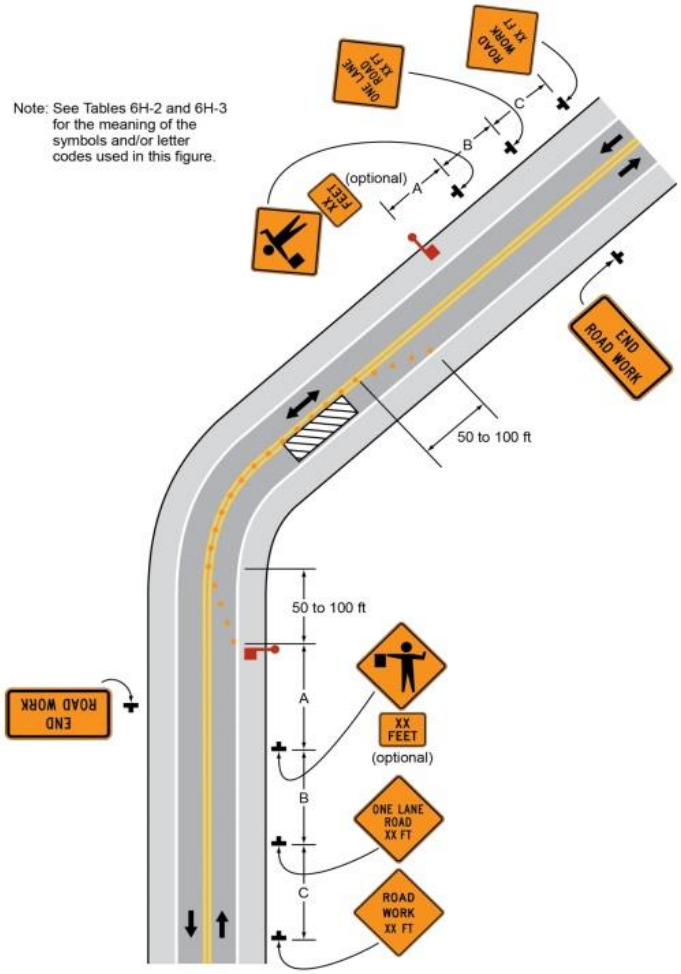
Most common signs that will be used are as follows: This chart can be fully referenced in the Ohio Manual of Uniform Traffic Control Devices (12th Edition) or most recent addition Table 6F-1

Sign or Plaque	Sign Designation	Section	Conventional Road	Freeway or Expressway	Minimum
Road Work (with Distance)	W20-1	6F.20	36 X 36	48 X 48	30 X 30
Flagger	W20-7a	6F.31	36 X 36	48 X 48	30 X 30
Flagger (symbol)	W20-7	6F.31	36 X 36	48 X 48	30 X 30
End of Road Work	G20-2	6F.57	38 X 18	48 X 24	-
One Lane Road Ahead or Distance	W20-4	5G.05	36 X 36	-	48 X 48

Below are a few examples of ideal setup for work zones which you may encounter in water and sewer tap locations. Special situations or locations should be reviewed with our office and the contractor's knowledgeable person prior to construction starting. Full list of examples can be found in the Ohio Manual of Uniform Traffic Control Devices (12th Edition) or most recent addition:

Lane Closure on a Two-Lane Road Using Flaggers

Figure 6H-10. Lane Closure on a Two-Lane Road Using Flaggers (TA-10)



Option:

1. For low-volume situations with short work zones on straight roadways where the flagger is visible to road users approaching from both directions, a single flagger, positioned to be visible to road users approaching from both directions, may be used (see Chapter 6E).
2. The ROAD WORK AHEAD and the END ROAD WORK signs may be omitted for short-duration operations.
3. Flashing warning lights and/or flags may be used to call attention to the advance warning signs.

A BE PREPARED TO STOP sign may be added to the sign series.

Guidance:

4. The buffer space should be extended so that the two-way traffic taper is placed before a horizontal (or crest vertical) curve to provide adequate sight distance for the flagger and a queue of stopped vehicles.

Standard:

5. At night, flagger stations shall be illuminated, except in emergencies.

Guidance:

6. When used, the BE PREPARED TO STOP sign should be located between the Flagger sign and the ONE LANE ROAD sign.
7. When a grade crossing exists within or upstream of the transition area and it is anticipated that queues resulting from the lane closure might extend through the grade crossing, the TTC zone should be extended so that the transition area precedes the grade crossing.
8. When a grade crossing equipped with active warning devices exists within the activity area, provisions should be made for keeping flaggers informed as to the activation status of these warning devices.
9. When a grade crossing exists within the activity area, drivers operating on the left-hand side of the normal center line should be provided with comparable warning devices as for drivers operating on the right-hand side of the normal center line.
10. Early coordination with the railroad company or light rail transit agency should occur before work starts.

Option:

11. A flagger or a uniformed law enforcement officer may be used at the grade crossing to minimize the probability that vehicles are stopped within 15 feet of the grade crossing, measured from both sides of the outside rails.