

HOME SEWAGE TREATMENT SYSTEMS (HSTS)

SOIL and DESIGN

GENERAL SPECIFICATION PACKET

FOR THE

SENECA COUNTY

2023 HSTS

REPAIR/REPLACEMENT

ADMINISTERED BY:
SENECA REGIONAL PLANNING COMMISSION
ON BEHALF OF Seneca County General Health District

OHIO ENVIRONMENTAL PROTECTION AGENCY (OEPA)
FUNDED PROJECT

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SECTION A

BID FORMS

SUMMARY OF DOCUMENT REQUIREMENTS

Please take note of the paperwork needed under all three categories.

BID SHALL CONTAIN

- A signed proposal, with the full name and title (if appropriate) of the person submitting the bid. If the signature is not legible, print the name under the signature of the person signing the proposal.
- In the case of corporations not chartered in Ohio, a proper certificate of the Secretary of State, certifying that such corporation is authorized to do business in Ohio.
- Non-Collusion Affidavit
- Contractor Equal Employment Opportunity Certification
- Certification Regarding Debarment, Suspension, and Other Responsibility Matters
- Affidavit of Personal Property Tax Status
- Corporate Resolution, only if a corporation

LOWEST BEST BIDDER WILL BE REQUESTED TO PROVIDE THE FOLLOWING BEFORE A CONTRACT IS DEVELOPED

- Certificate of Insurance, listing Seneca County as an additional insured
- Certificate of Ohio Workers' Compensation

CONTRACT/AGREEMENT SHALL CONTAIN

- Signed Contract
- Certificate of Insurance listing Seneca County General Health District as an additional insured with 30 days cancellation & original signature
- Current Worker's Compensation Certificate
- Affidavit of Personal Property Tax Status
- Contractor Equal Employment Opportunity Certification
- Certification Regarding Debarment, Suspension, and Other Responsibility Matters
- Request for Taxpayer Identification and Certification – Form W-9 (One-time only request)

NONCOLLUSION AFFIDAVIT

State of OHIO

County/City of Seneca

BID Identification: _____

BUSINESS/AGENT _____, being first duly sworn, deposes and says that he is _____ (sole owner, a partner, president, secretary, etc.) of _____, the party making the foregoing BID; that such BID is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization, or corporation; that such BID is genuine and not collusive or sham; that said BIDDER has not directly or indirectly induced or solicited any other BIDDER to put in a false or sham BID, and has not directly or indirectly colluded, conspired, connived, or agreed with any BIDDER or anyone else to put in a sham BID, or that anyone shall refrain from bidding; that said BIDDER has not in any manner, directly or indirectly, sought by agreement, communications or conference with anyone to fix the BID price of said BIDDER or of any other BIDDER, or to fix any overhead, profit, or cost element of such BID price, or of that of any other BIDDER, or to secure any advantage against the OWNER awarding the contract or anyone interested in the proposed contract; that all statements contained in such BID are true; and, further, that said BIDDER has not, directly or indirectly, submitted his BID price or any breakdown thereof, or the contents thereof, or paid and will not pay any fee in connection therewith, to any corporation, partnership, company, association, organization, BID depository, or to any member or agent thereof, or to any other individual except to such person or persons as have a partnership or other financial interest with said BIDDER in his general business.

Signed:

Subscribed and sworn to before me this ____ day of _____, 20____.

Seal of Notary

Certification Regarding Debarment, Suspension, and Other Responsibility Matters

INSTRUCTIONS

Under Executive Order 12549 an individual or organization debarred or excluded from participation in Federal assistance or benefit programs may not receive any assistance award under a federal program or a sub-agreement thereunder for \$25,000 or more.

Accordingly, each prospective recipient of an EPA grant, loan, or cooperative agreement and any contract or sub-agreement participant thereunder must complete the attached certification provide an explanation why they cannot. For further details, see 40 CFR 32.510, Participants' responsibilities, in the attached regulation.

Go to www.epls.gov to access the Excluded Parties List System (EPLS). The EPLS includes information regarding entities debarred, suspended, proposed for debarment, excluded, or disqualified under the non-procurement common rule, or otherwise declared ineligible from receiving Federal contracts, certain subcontracts, and certain Federal assistance and benefits. This information may include names, addresses, DUNS numbers, Social Security Numbers, Employer Identification Numbers, or other Taxpayer Identification Numbers, if available and deemed appropriate and permissible to publish by the agency taking the action.

Where to Submit

The prospective EPA grant, loan, or cooperative agreement recipient must return the signed certification or explanation with its application to the appropriate EPA Headquarters, Regional office, or Ohio EPA, as required in the applications.

A prospective prime independent contractor must submit a complete certification or explanation to the individual or organization awarding the contract.

Each prospective subcontractor must submit a complete certification or explanation to the prime independent contractor for the project.

Applicants may reproduce these materials as needed and provide them to their prospective prime Independent Contractor, who, in turn, may reproduce and provide them to prospective sub-contractors.

Additional copies / assistance may be requested from:

Ohio EPA
Division of Environmental and Financial Assistance
P.O. Box 1049
Columbus, Ohio 43216-1049
(614) 644-2798
www.epa.state.oh.us/defa/

Certification Regarding Debarment, Suspension, and Other Responsibility Matters

The prospective participant certifies to the best of its knowledge and belief that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.
- (b) Have not within a three (3) year period preceding this proposal been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal of State antitrust statues or commission if embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification.
- (d) Have not within a three (3) year period preceding this application / proposal had one or more public transactions (Federal, State, or local) terminated for cause or default; and
- (e) Will not utilize a subcontractor or supplier who is unable to certify (a) through (d) above.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine of up to ten thousand dollars (\$10,000) or imprisonment for up to five (5) years, or both.

Type Name & Title of Authorized Representative

Signature of Authorized Representative

I am unable to certify to the above statements. My explanation is attached.

**AFFIDAVIT OF CONTRACTOR OR SUPPLIER OF NON-DELINQUENCY OF
PERSONAL PROPERTY TAXES
O.R.C. 5719.042**

STATE OF OHIO:
SS:
TO: County of Seneca

The undersigned, being first duly sworn, having been awarded a contract by you for

2023 Seneca HSTS Repair/Replacement

hereby states that we are not charged at the time the bid was submitted with any delinquent personal property taxes on the general tax list of personal property of any county in which you as a taxing district have territory and that we were not charged with delinquent personal property taxes on any such tax list.

In consideration of the award of the above contract, the above statement is incorporated in said contract as a covenant of the undersigned.

Business/Agent Representative Signature

Sworn to before me and subscribed in my presence this ____ day of _____, 20____.

Notary Public Signature

Contractor Equal Employment Opportunity Certification

During the performance of this contract, the undersigned agrees as follows:

1. The undersigned will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, military status, disability, age, genetic information, or sexual orientation. The undersigned will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, national origin, military status, disability, age, genetic information, or sexual orientation. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The undersigned agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this equal opportunity (federally assisted construction) clause.
2. The undersigned will, in all solicitations or advertisements for employees placed by or on behalf of the undersigned, state all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin, military status, disability, age, genetic information, or sexual orientation.
3. The undersigned will send to each labor union or representative of workers, with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representative of the undersigned's commitment under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. The undersigned will comply with all provisions of Executive Order No. 11246 of September 24, 1965; and of the rules, regulations, and relevant orders of the Secretary of Labor.
5. The undersigned will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and relevant orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency of the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
6. In the event of the undersigned's non-compliance with the equal opportunity (federally assisted construction) clause of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part, and the undersigned may be declared ineligible for further Government contracts of federally assisted construction contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No 11246 of September 24, 1965, or by rules, regulations, or order of the Secretary of Labor, or as provided by law.
7. The undersigned will include this equal opportunity (federally assisted construction) clause in every subcontract or purchase order unless exempted by the rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order No 11246 of September 24, 1965, so that such provision will be binding upon each subcontract or vendor. The undersigned will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for non-compliance: Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a sub-contractor or vendor, as a result of such direction by the administering agency the undersigned may request the United States to enter into such litigation to protect the interest of the United States.

(Signature)

(Date)

(Name and Title of Signer, please type)

(Firm Name)

SECTION B

INSTRUCTION TO BIDDERS

1. BID PACKAGE

Included in this package are the Instructions to Bidders, General Conditions for Seneca County 2023 HSTS Repair/Replacement Projects, Plans, and related documents, which in aggregate are the specifications for work to be performed.

2. INSPECTION OF SITE

Each bidder shall visit the sites of the proposed work and fully acquaint himself with the existing conditions there relating to the project work, and should inform himself to the facilities involved, the difficulties and restrictions attending the performance of the contract. The bidder shall thoroughly examine and familiarize himself with the Technical Specifications and all other contents of the Bid Package. The independent contractor, by the execution of the contract, shall, in no way, be relieved of any obligation by his failure to familiarize himself with the Bid Package or the independent Contractor's failure to visit the site and acquaint himself with the conditions there existing and the Seneca County General Health District, will be justified in rejecting any claim based on facts regarding which he should have been on notice as a result thereof.

3. COMMENCEMENT AND PROCEDURE

The independent Contractor shall begin work upon receipt of the "Notice to Proceed" issued by the Seneca Regional Planning Commission. on behalf of the Seneca County General Health District.

4. COMPLETION DATE SCHEDULED

The independent Contractor shall complete all work 45 calendar days after Notice to Proceed for each designated property.

5. BIDS

All Bids must be submitted on forms supplied by the Seneca County General Health District or its agents and shall be subject to all requirements of the Specifications. All bids must be regular in every respect. The Seneca County General Health District or its agents, may consider as irregular any Bid Sheet on which there is an alteration for or departure from the original Bid Sheet and at its option may reject the same.

This requirement shall not operate to bar the bidder from filing with his proposal a separate statement of any desired effect, which statement will be considered by the Seneca County General Health District or its agents, on its merits.

If the contract is awarded, it will be awarded by the Seneca County General Health District, to a responsible bidder based on the lowest best bid for all work and materials, as listed in the Bid Sheet and being the most favorable to the Seneca County General Health District. The contract will require the completion of work in accordance with the Specifications.

6. NON-COLLUSION AFFIDAVIT

Each bidder submitting a bid to the Seneca County General Health District shall execute a Non-Collusion Affidavit.

7. WAGES AND SALARIES

These projects do not require Prevailing Wage.

8. EQUAL EMPLOYMENT OPPORTUNITY

Attention of bidders is particularly called to the requirement ensuring that employees and applicants for employment are not discriminated against because of their race, color, national origin, sex, religion, military status, disability, age, genetic information, or sexual orientation. Independent Contractor is to sign the "Contractor Equal Employment Opportunity Certification" included in Section A of the bid documents.

9. LIST OF SUBCONTRACTORS

Whenever applicable, the Bidder shall submit a list of subcontractors which will be involved in this project.

10. CONTRACT AWARD

The Seneca County General Health District further declare that they will award the contract for this project based on the lowest and best base bid. The specifications contain a Bidder's Profile designed to gather certain information that may be considered in this regard. No single factor will control the Board's decision to award, and the Board reserves the right to exercise its full discretion.

11. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

A requirement of the Ohio EPA is the acknowledgement and signing of the "Certification Regarding Debarment, Suspension, and Other Responsibility Matters" form included in Section A of these bid documents.

The Independent Contractor is certifying that:

1. They are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transaction by any Federal department or agency.
2. They have not within a three year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. They are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with the commission of any of the offenses enumerated in #2 above.
4. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for abuse or default; and
5. Will not utilize a subcontractor or supplier who is unable to certify 1 – 4 above.

12. VIOLATING FACILITIES CLAUSES

The Independent Contractor must agree to comply with all applicable standards, orders, or requirements under Section 306 of the Clean Air Act, 42 USC 1857 (h), Section 508 of the Clean Water Act, 33 USC 1368, Executive Order 11738, and EPA regulations, 40 CFR Part 32, which prohibits the use under non-exempt Federal contracts, grants, or loans of facilities included on the EPA List of Violating Facilities.

13. CHANGE ORDERS

All Changes Orders under this contract, regardless of costs and funding source, must be submitted to the Seneca Regional Planning Commission. which will determine the necessity of the change complete the Contract Change Order form which will be signed by the Independent Contractor and the Seneca County General Health District prior to being submitted to the Ohio EPA for approval.

No work may commence on work that requires a Change Order until the completely executed form has been received by the Seneca County General Health District and/or Seneca Regional Planning Commission. with Ohio EPA approval. The Change Order form and the Change Order Instructions are found in Section C.

14. COMPLETION OF PROJECT

Itemized Invoice for materials and labor matching the format submitted in the bid shall be submitted within ten (10) days of the project completion. Project completion includes the submission of as-built drawings to the Health District.

15. EXECUTION OF CONTRACT WITHIN TEN (10) DAYS

Where the Seneca County General Health District accept a bid but the bidder fails or refuses to enter into a proper contract in accordance with the bid, plans, details, specifications, and bills of material within ten (10) days after receipt or notification of award, the bidder and the surety on any bond shall, except as provided in Section 153.54(G), Ohio Revised Code, be liable for the amount of the difference between his bid and that of the next lowest bidder, but not in excess of the liability specified in Section 153.54(B)(1) or 153.54(C), Ohio Revised Code.

Entering “a proper contract” means that within ten (10) days after receipt of the Seneca County General Health District or its agents notification of award, the successful bidder shall file with the Watershed Specialist the following documents exactly in the manner specified:

1. Signed Contract, with Certified Corporate Resolution or notarized statement of Partnership or as Sole Owner.
2. Certificate of Insurance
3. Current Ohio Worker’s Compensation Certificate
4. An affidavit in conformance with ORC Section 5719.042 stating the bidder had no delinquent personal property taxes at the time of the bid (form to be supplied by the Seneca County General Health District).

Upon failure to file the documents listed above, in the form and manner specified by the Seneca County General Health District, within said ten (10) days, the bidder and the surety on any bond shall be liable to the Seneca County General Health District in an amount not to exceed ten (10) percent of the bid. And the Seneca County General Health District will award the contract to the next lowest bidder or re-advertise for same.

DEFINITIONS

The following may be used interchangeably in the specifications:
County/Seneca County/ Seneca County General Health District /Owner / Bid/Proposal Project/Work

RELATED LAWS, REGULATIONS

It is expected that bidders on County construction are familiar with applicable local, State and Federal laws, ordinances, and regulations. Consequently, only special State or Federal agency regulations, if any, are included in the specifications.

OHIO SALES TAX

The Seneca County General Health District is exempt from the payment of the Ohio Sales and Use Tax. Consequently, the cost of such is not to be included in the proposal.

PERMITS, FEES

The Independent Contractor shall obtain and pay for all permits, fees, and licenses necessary for the performance of his work on the project, and the cost of such may be included in the proposal.

SUBCONTRACTORS

Subcontractors at any tier are required to comply with the Insurance Specifications which, unless stated differently, are the same as those required of Prime Contractors.

TIME OF COMPLETION

Independent Contractors shall complete the Project work within forty-five (45) calendar days after receipt of notice to proceed. In those few instances when the completion date is not specified but solicited in the proposal such date shall be confirmed in the executed Construction Contract.

LIQUIDATED DAMAGES

The Seneca County General Health District will suffer additional costs if the project is not substantially completed within the time specified. As a condition to the acceptance of the Contract, each independent contractor and its surety shall be liable for and pay the Seneca County General Health District liquidated damages in the amount of \$500.00 for each day the Project remains in an unfinished condition beyond the Time for Completion set forth in these Instructions to Bidders. Such an amount may be deducted by the Seneca County General Health District from any payment due or to become due to said Independent Contractor. Nothing under this section shall prohibit the Seneca County General Health District from recovery of damages for delay under other provisions of the Contract documents.

Punch list items must be completed within thirty (30) days after a substantial completion acceptance, signified by a written inspection report by the Seneca County General Health District's representative, to avoid imposing liquidated damaged penalties.

The said amount is fixed because of the impracticability and extreme difficulty of determining and fixing the actual additional costs the Seneca County General Health District would in such event sustain, and said amount, is agreed to be the amount of damages which the Seneca County General Health District would sustain and shall not be treated as retainage.

Time is of the essence for each and every portion of the Project and of the Specifications wherein a definite and certain length of time is fixed for the performance of any act. Where an additional time, is allowed for the completion of any work, the new time fixed by such extension shall control.

The Independent Contractor shall not be charged with liquidated damages when the Seneca County General Health District determines the Independent Contractor is without fault and the Independent Contractor's reasons for the time extension are acceptable to the Seneca County General Health District, providing the Independent Contractor shall, within ten (10) days from the beginning of such delay, notify the Seneca County General Health District writing, of the causes of delay.

All such extensions of time shall be by fully executed Change Orders.

UNIT PRICES

When unit prices are requested, the following applies:

The unit prices specified in the unit price bid column will govern the award of the contract. The bidder shall make the calculations in the total amount bid column and also add up the total. However, the unit price specified together with the approximate quantities shall determine the total amount of the bid. If there is an error made in the extensions by the bidder, the total shall be changed as only the unit prices shall govern.

ADDENDUM

Any interpretation, correction or change in the plans and specifications will be made by addendum. When an addendum is required the Seneca Regional Planning Commission., or the Seneca County General Health District, will forward it to those who earlier obtained a complete set of plans and specifications, 1) by certified mail, return receipt requested, or 2) by personal delivery, obtaining a signed receipt for same. No addendum will be issued to bidders having incomplete sets of plans and specifications.

PROPOSAL FORM

The proposal form included in the Specifications shall be used by all bidders. All blanks on the form shall be stated in both words and figures, and in the event of any discrepancy between the two, the amount written in words shall govern. Any interlineations, alteration or erasure shall be initialed by the signer of the proposal.

WITHDRAWAL OF BIDS

Bids may be withdrawn at any time prior to the time for opening.

No bids may be withdrawn for sixty (60) days after the opening.

LATE BIDS

No bids, regardless of the circumstances, will be accepted if submitted after the advertised opening. Such bids will be returned unopened to the bidder.

BID OPENING

Usually, immediately after all bids are opened and read, Seneca Regional Planning Commission. refers them to the Seneca County General Health District for detailed tabulation, evaluation, and recommendation, after which the award will be made.

AWARD OF CONTRACT

Contracts will be awarded by Seneca County General Health District within 60 days of bid opening, or, if necessary, rejected, or extended as provided by statute. All bidders will receive a copy of the bid tabulations.

UNDERGROUND UTILITY FACILITIES (SECTION 153.64 ORC)

The Prime Independent Contractor(s), so identified in the Underground Utility Facilities section of the Specifications, shall, at least two working days, excluding Saturdays, Sundays, and legal holidays, prior to commencing construction operations in the project area which may involve underground utility facilities, cause notice to be given to the Registered Underground Utility Projection Services (“Services”) and the Owners of underground facilities shown on the plans and specifications who are not members of such Services, in writing, by telephone, or in person. Where notice is given in writing by certified mail, the return receipt, signed by any person to whom the notice is delivered, shall be conclusive proof of notice.

UNDERGROUND UTILITY FACILITIES (continued)

The Owner of the underground utility facility shall, within forty-eight hours, excluding Saturdays, Sundays, and legal holidays, after notice is received, stake, mark, or otherwise designate the location of the underground utility facilities in the construction area in such manner as to indicate their course together with the approximate depth at which they were installed. The marking or locating shall be coordinated to stay approximately two days ahead of the planned construction.

The Independent Contractor shall immediately notify the occupants of nearby premises as to any emergency that he may create or discover at or near such premises. The Independent Contractor shall report immediately to the Owner or operator of the underground facility any break or leak on its lines or any dent, gouge, groove, or other damage to such lines or to their coating of cathodic protection, made or discovered during their excavation.

The Prime Contractor(s), so identified in the Specifications, regardless of his subcontractors at any tier, is solely responsible for complying with these requirements for underground utility facilities in the project area.

SAMPLE

CORPORATE RESOLUTIONS

_____, Secretary of _____,
an _____ corporation hereby certifies that the following is true and correct copy of a resolution
duly adopted by the Board of Directors of _____ on
_____, 20____, to wit:

“Resolved that of this Company, namely, _____
Be hereby is authorized and directed to enter into any and all contracts, bid guaranty and performance
bonds with the Seneca County General Health District, Ohio for the purpose of furnishing labor and
materials as to _____

_____ at such price and upon such terms and conditions, including any amendments or modifications thereto,
as said _____ in his sole discretion shall deem best, and
that said actions shall be binding upon the corporation.

Resolved, further, that said _____, and he further is hereby authorized
and directed to execute and deliver unto said Seneca County General Health District, Ohio other
instruments which in his discretion he shall deem necessary to carry out the foregoing resolution.”

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal of said corporation at
_____, this _____ day of _____, 20____ and I further certify that said
resolution is still in full force and effect.

Secretary

SEAL

SECTION C CONSTRUCTION CONTRACT AND CONTRACT FORMS

CONTRACT SERVICE AGREEMENT

This agreement made this _____ day of _____, 20 ____ by and between: **COMPANY NAME**, hereinafter designated as “Independent Contractor” and, the Seneca County General Health District, hereinafter designated as “Health District”.

In consideration of their mutual promises contained herein, and for other good and valuable consideration, it is hereby agreed as follows:

1. Independent Contractor agrees to perform the following services, to-wit: The Independent Contractor shall complete soil evaluation and system design of a home sewage treatment system replacement which shall include all supervision, technical personnel, labor, materials, machinery, tools, equipment and services, including utility and transportation services, obtain all required permits, hold meeting with homeowner, Health District and Independent Contractor to review site, perform and complete all work required for the service embraced in the project: namely the property of Name, Address of property. This project shall be called the **WPCLF HSTS Agreement #00-20 ____ (yr.)**.

2. The Health District shall pay the Independent Contractor a fee of **\$ numeric dollar amount (written out dollar amount and 00/100)** for the above-mentioned services – contract not to exceed **\$numeric dollar amount**.

3. All work shall be completed within 45 (forty-five) days from the date of the Notice to Proceed and within Seneca County General Health District regulations. Final bill and required documentation will be due to the administrator no later than 10 (ten) days following final approval by the Seneca County General Health District, Division of Environmental Health, and completion of site work. The Health District agrees to pay the said assigned funds to the Independent Contractor in accordance with the following method:

- A. The contract(s) has been executed by all parties and a copy submitted to Ohio Environmental Protection Agency (EPA), and
- B. The design of the HSTS has been approved and contract has been fully executed by the local Health District, and
- C. A payment request that documents the costs incurred for the individual HSTS improvements is submitted by the local government agency to Ohio EPA (the payment request must be accompanied by the local Health District design approval) and,
- D. The Ohio EPA reviews and approves the submissions and directs the Ohio Water Development Authority to disburse approved amounts to the local government agency.

4. Independent Contractor shall perform said services in a professional manner to the satisfaction of the Board of Health and having received a system design approved by the Seneca County General Health District, Division of Environmental Health.

5. It is further agreed by and between the parties hereto that the Independent Contractor shall indemnify and hold the Health District and Seneca County, its officials, employees, and staff harmless from any and all losses, damages, claims, suits, or contingent or direct liabilities that may arise as a result of any and all acts performed or that fail to be performed by the Independent Contractor during the term or arising out of this agreement.

6. *Workers' Compensation:* The Independent Contractor shall provide Workers' Compensation Insurance for all employees engaged in Work who may come within the protection of the workers' compensation law, and, where applicable, employer's Liability Insurances for employees not so protected and shall require all Subcontractors to provide corresponding insurance.

The Independent Contractor shall indemnify the Owner and the Consulting Engineer against any, and all liabilities, costs, and expenses due to accidents or other occurrences covered by the workers' compensation law.

7. *Independent Contractor's Motor Vehicle Bodily Injury and Property Damage Liability Insurance:* Insurance to cover liability arising from the use and operation of motor vehicles in connection with the performance of the Contract (as customarily defined in liability insurance policies), whether they be owned, hired or non-owned by the Independent Contractor, as follows:

- a. Bodily Injury Liability: \$500,000 for each person; limit of \$1,000,000 for each occurrence.
- b. Property Damage Liability: \$500,000 for each occurrence.

8. *Independent Contractor's Public Liability and Property Damage Liability Insurance:* Independent Contractor's Public Liability Insurance providing a limit of not less than \$500,000 for all damages arising out of bodily injuries, including accidental death to one person, and a total limit of \$1,000,000 for all damages arising out of bodily injuries, including accidental death, to two or more persons in any one occurrence. Independent Contractor's Property Damage Liability Insurance providing for a limit on not less than \$500,000 for all damages to or destruction of property.

Coverage under this policy shall include, to the limits indicated above, the collapse or damage to any structure, building or its contents, public or private utility, or pavement during construction and for two (2) years thereafter.

Whenever Work under the Contract is to be done in the vicinity of existing underground utilities or structures, coverage under the policy shall also include, to the limits indicated, all damages to said underground utilities or structures during construction and for a period of two (2) years thereafter. Whenever Work under the Contract is to be done by blasting, coverage under the policy shall also include, to the limits indicated above, all damages of any kind whatsoever caused by blasting.

9. *Independent Contractor's Protective Public Liability and Property Damage Liability Insurance:* Independent Contractor's Protective Public Liability and Property Damage Liability Insurance for operations performed by Subcontractors providing for coverage and limits corresponding to those described in subparagraph 8.

10. *Owner's Protective Public Liability and Property Damage Liability Insurance:* Regular Owner's Protective Public Liability and Property Damage Liability Insurance for operations performed by the Independent Contractor or any Sub-contractor providing for coverage and limits corresponding to those described in subparagraph 8.

This policy shall be written in the name of the Owner as a separate policy from those specified elsewhere herein.

11. *Railroad Protective Liability Insurance:* If any of the Work under this Contract is on railroad R/W, the Independent Contractor shall at its sole cost and expense, procure and provide, for and on behalf of each railroad company. Protective Liability Insurance (AARAASHO form) with minimum limits per occurrence of not less than \$2,000,000 for bodily injury, death and/or property damage, subject to an aggregate limit of \$6,000,000 per annum. The policy shall name each railroad company as the insured and be issued to the Independent Contractor. Each railroad company shall be provided with a copy of each policy of insurance prior to commencement of any work.

12. *Bid Security:* Each bid must be accompanied by performance bond, certified check, letter of credit, or bid guarantee prepared on the form of bid bond attached hereto, duly executed by the bidder as principal and having as surety thereon a surety company approved by the Owner, in the amount of ten percent (10%) of the bid. Such cash, checks or bid bonds will be returned to all except the three lowest bidders within three days after the opening of bids, and the remaining cash, checks or bid bonds will be returned promptly after the Owner and the accepted bidder have executed the contract, or, if no award has been made within thirty (30) days after the date of the opening of bids, upon demand of the bidder at any time thereafter, so long as he/she has not been notified of the acceptance of his/her bid. Attorneys-in-fact who sign bid bonds or contract bonds must file with each bond a certified and effectively dated copy of their power of attorney.

13. Independent Contractor shall at his own cost provide hospitalization for himself and for the benefit of his employees and/or agents, and shall be liable for all state, local and federal income taxes, and the reporting of same to the appropriate taxing agencies.

14. Independent Contractor and his agents or employees shall not be eligible for sick leave, vacation, hospitalization, or fringe benefits extended to regular employees of Seneca County.

15. Independent Contractor shall be responsible for all workers' compensation and unemployment compensation for its employees or agents. Independent Contractor shall provide, prior to beginning service, a certificate evidencing that workers' compensation and unemployment compensation are in effect. The Independent Contractor shall maintain workers' compensation and unemployment compensation during the term of this contract.

16. Independent Contractor shall provide paid receipts to the Health District evidencing that all materials and supplies used in or provided by Independent Contractor have been paid, and Independent Contractor shall provide waivers of lien in an appropriate form at the conclusion of each job as requested by the Health District. The Health District is authorized to withhold from the Independent Contractor any, and all funds necessary to satisfy any claims brought against the Health District by any materialmen or persons performing services under this contract.

17. The Independent Contractor agrees to comply with all applicable standards, orders, or requirements under Section 306 of the Clean Air Act, 42 USC 1857 (h), Section 508 of the Clean Water Act, 33 USC 1368, Executive Order 11738, and EPA regulations, 40 CFR Part 32, which prohibits the use

under non-exempt Federal contracts, grants, or loans of facilities included on the EPA List of Violating Facilities.

18. The signatories agree to ensure that the Director or its duly authorized agents shall have the right at all reasonable times to enter upon the Project Site(s) and Project Facilities, and to examine and inspect the same and to exercise the Director's rights pursuant to the WPCLF Assistance Agreement.

19. In the event of a conflict between the contract and the WPCLF Assistance Agreement, the provisions of the WPCLF Assistance Agreement shall prevail.

This contract may be terminated by the Health District at their discretion.

This is an agreement for services to be provided by an Independent Contractor. The Health District is not concerned with controlling method, manner and/or mode of the duties to be performed by Independent Contractor, but only the result of the Independent Contractor's work. The parties hereto further agree that this is a Personal Service Contract as set forth under Ohio Revised Code Section 145.012(A)(1) and Ohio Administrative Code 145-1-42; said Independent Contractor expressly waives for himself and his agents or employees any rights, claims, or demands that he or his agents or employees may have for any benefit under the Public Employees' Retirement System of the State of Ohio.

The executed document shall contain:

- a. This Agreement
- b. Contractor Equal Employment Opportunity Certification
- c. Certification regarding Debarment, Suspension, and Other Responsibility Matters
- d. Affidavit of Non-delinquency of personal property taxes.

SENECA COUNTY
GENERAL HEALTH DISTRICT

CONTRACTOR NAME

Health Commissioner

Independent Contractor

Approved as to form:

SENECA COUNTY ASST. PROSECUTOR

FORMS ARE PROVIDED IN SECTION PLEASE SEE BELOW FOR EXPLANATION.

WORKERS' COMPENSATION

The Contractor shall comply with the Ohio Workmen's Compensation Act for all his/her employees engaged in work under this Contract. A copy of the current Workers' Compensation Certificate shall be filed with the Seneca County General Health District before starting work on the project.

CERTIFICATES OF INSURANCE

The Contractor shall file a Certificate of Insurance for all coverage required in these Insurance Specifications on the ACORD 25 Form (preferred) and shall keep such Certificates current and on file with the Seneca County General Health District for the life of this Contract.

All insurance policies and certificates shall include an endorsement providing thirty (30) days prior written notice to the Seneca County General Health District of cancellation, policy lapse, material change or reduction of coverage. The Contractor shall cease operations on the occurrence of any such cancellation, policy lapse, material change, or reduction, and shall not resume operations until new insurance is in force, and a new Certificate of Insurance is filed with and approved by the Seneca County General Health District and is again authorized to proceed.

Such a cessation of operations shall not excuse the Contractor's obligation to complete the work within the time specified in this contract.

These Insurance Specifications apply equally to all subcontractors and sub-subcontractors at any tier during the period of their work on the project.

The Prime Contractor shall be solely responsible for the subcontractor's liability if the Prime Contractor permits the Subcontractor to work on the project without the Subcontractor having been issued a Notice to Proceed by the Watershed Specialist on behalf of the Seneca County General Health District.

INDEMNIFICATION CLAUSE

The Contractor agrees to indemnify and save the Seneca County General Health District, Seneca County, its officials, officers, agents, and employees harmless from any and all losses, claims, actions, costs, expenses, judgments, subrogation's, or other damages resulting from injury to any person (including injury resulting in death), or damage (including loss or destruction) to property of whatsoever nature of any person, firm, or corporation arising out of the errors, omissions or negligent acts of the Contractor in the performance of the terms of this Contract by the Contractor, including but not limited to the Contractor's employees, agents, subcontractors, sub-subcontractors, and others designated by the Contractor to perform work or services in, about, or attendant to, the work and services under the terms of this contract.

BID GUARANTEE

The requirements for a bid guarantee (which can be a bond or a certified check, cashier's check, or letter of credit) are covered in the ORC 153.54/ORC 307.88

NOTICE TO PROCEED

The Contractor shall not commence work under this contract until they have obtained all the insurance required herein, have submitted appropriate Certificates of Insurance to and received approval of the Seneca County General Health District as evidenced by a Notice to Proceed issued on their behalf by the Seneca Regional Planning Commission

WATER POLLUTION CONTROL LOAN FUND (WPCLF/SRF) HSTS

CONTRACT CHANGE ORDER

RECIPIENT _____ CHANGE ORDER NBR _____

LOAN NUMBER _____ CONTRACT _____

OWDA PROJECT No. _____ DATE _____

Description of Change
(include address):

APPROVED BY: _____ DATE: _____
(Health District Representative)

ACCEPTED BY: _____ DATE: _____
(Contractor)

(Company)

Original Contract Amt		
Previous Changes (+ / --)		
This Change (+ / --)		
Adjusted Contract Amt		
Ohio EPA Acceptance	Date	

CHANGE ORDER INSTRUCTIONS:

All Change Orders for this work, regardless of costs, must be submitted to Ohio EPA for review.

Changes Requiring Prior Approval

Any change which substantially modifies the Project Facilities as specified in the Ohio EPA approved Facilities Plan and Final Permit to Install or Final Plan Approval (when applicable) or alters the direct or indirect impact of the Project Facilities upon the environment must be incorporated into a Change Order. One copy of the Change Order prior to execution is to be submitted to Ohio EPA for review and prior approval of the acceptability of the change. "Prior to execution" means before the Change Order is signed by the Owner.

Ohio EPA will review the Change Order and inform the Owner of the technical, environmental and operational acceptability of the change, and give the Owner permission to proceed with the proposed work.

All Other Changes

Change Orders not requiring prior approval as described above must be submitted to Ohio EPA within one

(1) month of the time at which they are approved by the Owner. Change Orders for WPCLF projects should be submitted to the Division of Environmental and Financial Assistance (DEFA).

Change Order Approval Process

After the Change Order is executed, one (1) copy of the Change Order, including the supporting documentation, is to be sent to Ohio EPA for final review. The HSTS Change Order form must have original signatures.

Health Departments should submit change orders electronically to the DEFA Engineer who reviewed and approved their project.

After the Change Order is accepted and eligible costs determined, Ohio EPA will return a signed copy of the HSTS Change Order form.

Payments for Change Order Work

The Owner is precluded from submitting to the OWDA payment requests for Eligible Project Costs associated with the Change Orders until the Ohio EPA's approval of the Change Orders has been obtained.

NOTICE TO PROCEED

To: COMPANY NAME

COMPANY ADDRESS

PROJECT Description: CLIENT ADDRESS, CLIENT NAME

You are hereby notified to commence WORK in accordance with the Agreement dated _____, 20____, on or before _____, 20____, and you are to complete the WORK within forty-five (45) consecutive calendar days thereafter. The date of completion of all WORK is therefore _____.

On behalf of the Seneca County General Health District
By: Seneca Regional Planning Commission
Name: Charlene J. Watkins
Title: Executive Director

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE TO PROCEED is hereby acknowledged by _____ on this _____ day of _____, 20____.

By: _____

Name: _____

Title: _____

SECTION D

EQUAL EMPLOYMENT OPPORTUNITY

A. Activities and Contracts Not Subject to Executive Order 11246, as Amended

(Applicable to Federally assisted construction contracts and related subcontracts \$10,000 and under)

During the performance of this contract, the Contractor agrees as follows:

1. The Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, military status, disability, age, genetic information, or sexual orientation. The Contractor shall take affirmative action to ensure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, national origin, military status, disability, age, genetic information, or sexual orientation. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
2. **The Contractor shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Owner setting forth the provisions of this non-discrimination clause.** The Contractor shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
3. Contractors shall incorporate foregoing requirements in all subcontracts.

B. Executive Order 11246 (Contracts/Subcontracts above \$10,000)

1. Section 202 Equal Opportunity Clause

During the performance of this contract, the Contractor agrees as follows:

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment, or recruitment advertising; layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. **The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Owner setting forth the provisions of this nondiscrimination clause.**
- (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration without regard to race, color, religion, sex, or national origin.
- (3) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contractor or understanding, a notice to be provided by the Owner advising the said labor union or workers' representatives of the contractor's commitment under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations and orders of the Secretary

of Labor, or pursuant thereto, and will permit access to his/her books, records, and accounts by the Ohio Department of Development's Office of Local Government Services (OLGS), the U.S. Department of Labor and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and others.

(6) In the event of the contractor's non-compliance with the non-discrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, or by rules, regulations, or order of the Secretary of Labor, or as otherwise provided by law.

(7) The contractor will include the provisions of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the Department may direct as a means of enforcing such provisions, including sanctions for non-compliance. Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Department, the contractor may request the United States to enter into such litigation to protect the interest of the United States.

2. Notice of Requirement for Affirmative Action to Ensure Equal Employment Opportunity (Executive Order 11246). (Applicable to contracts/subcontracts exceeding \$10,000)

(1) The Offeror's or Bidder's attention is called to the "Equal Opportunity Clause" and the "Standard Federal Equal Employment Opportunity Construction Contract Specifications" set forth herein.

(2) The goals and timetables for minority and female participation, expressed in percentage terms for the Contractor's aggregate workforce in each trade on all construction work in the covered area, are as follows:

Goals for Minority Participation	Goals for Female Participation
10.0%	6.9%

These goals are applicable to all the Contractor's construction work (whether or not it is Federal or federally assisted) performed in the covered areas. The Contractor's compliance with the Executive Order and the regulations in 41 CFR Part 60-4 shall be based on its implementation of the Equal Opportunity Clause, specific affirmative action obligations required by the specifications set forth in 41 CFR 60-4.3(a), and its efforts to meet the goals established for the geographical area where the contract resulting from this solicitation is to be performed. The hours of minority and female employment and training must be substantially uniform throughout the length of the contract, and in each trade, and the contractor shall make a good faith effort to employ minorities and women evenly on each of its projects. The transfer

of minority or female employees or trainees from Contractor to Contractor or from project to project for the sole purpose of meeting the Contractor's goals shall be a violation of the contract, the Executive Order, and the regulations in 41 CFR Part 60-4. Compliance with the goals will be measured against the total work hours performed.

(3) The Contractor shall provide written notification to the Manager of the Office of Local Government Services, Ohio Department of Development, P.O. Box 1001, Columbus, OH 43266-0101 within 10 working days of award of any construction subcontract more than \$10,000 at any tier for construction work under the contract resulting from this solicitation. The notification shall list the name, address, and telephone number of the subcontractor; employer identification number; estimated dollar amount of the subcontract; estimated starting and completion dates of the subcontract; and the geographical area in which the contract is to be performed.

(4) As used in this Notice, and in the contract resulting from this solicitation, the "covered area" _____ county Ohio.

3. Standard Federal Equal Employment Opportunity Construction Contract Specifications (Executive Order 11246)

(1) As used in these specifications:

- a. "Covered area" means the geographical area described in the solicitation from which this contract resulted.
- b. "Director" means Director, Office of Federal Contract Compliance Programs, United States Department of Labor, or any person to whom the Director delegates authority.
- c. "Employer Identification Number" means the Federal Social Security number used on the Employer's Quarterly Federal Tax Return, U.S. Treasury Department Form 941.
- d. "Minority" includes:
 - (i) Black: all persons having origins in any of the Black African racial groups not of Hispanic origin.
 - (ii) Hispanic: all persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Culture or origin, regardless of race.
 - (iii) Asian and Pacific Islander: all persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands; and
 - (iv) American Indian or Alaskan Native: all persons having origins in any of the original peoples of North America and maintaining identifiable tribal affiliations through membership and participation or community identification.

(2) Whenever the Contractor, or any Subcontractor at any tier, subcontracts a portion of the work involving any construction trade, it shall physically include in each subcontract in excess of \$10,000 the provisions of these specifications and the Notice which contains the applicable goals for minority and female participation, and which is set forth in the solicitations from which this contract resulted.

(3) If the Contractor is participating (pursuant to 41 CFR 60-4.5) in a Hometown Plan approved by the U.S. Department of Labor in the covered area either individually or through an association, its affirmative action obligations on all work in the Plan area (including goals and timetables) shall be in accordance with that Plan for those trades which have unions participating in the Plan. Contractors must be able to demonstrate their participation in and compliance with the provisions of any such Hometown Plan. Each Contractor or Subcontractor participating in an approved

Plan is individually required to comply with its obligations under the EEO clause, and to make a good faith effort to achieve each goal under the Plan in each trade in which it has employees. The overall good faith performance by other Contractors or Subcontractors toward a goal in an approved Plan does not excuse any covered Contractor's or Subcontractor's failure to take good faith efforts to achieve the Plan goals and timetables.

- (4) The Contractor shall implement the specific affirmative action standards provided in paragraphs 7a through 7p of these specifications. The goals set forth in the solicitation from which this contract resulted are expressed as percentages of the total hours of employment and training of minority and female utilization the Contractor should reasonable be able to achieve in each construction trade in which it has employees in the covered area. The Contractor is expected to make substantially uniform progress toward its goals in each craft during the period specified.
- (5) Neither the provisions of any collective bargaining agreement, nor the failure by a union with whom the Contractor has a collective bargaining agreement, to refer either minorities or women shall excuse the Contractor's obligations under these specifications, Executive Order 11246, or the regulations promulgated pursuant thereto.
- (6) In order for the nonworking training hours of apprentices and trainees to be counted in meeting the goals, such apprentices and trainees must be employed by the Contractor during the training period, and the Contractor must have made a commitment to employ the apprentices and trainees at the completion of their training, subject to the availability of employment opportunities. Trainees must be trained pursuant to the training programs approved by the U.S. Department of Labor.
- (7) The Contractor shall take specific affirmative actions to ensure equal employment opportunity. The evaluation of the Contractor's compliance with these specifications shall be based upon its effort to achieve maximum results from its actions. The Contractor shall document these efforts fully, and shall implement affirmative action steps at least as extensive as the following:
 - a. Ensure and maintain a working environment free of harassment, intimidation, and coercion at all sites, and in facilities at which the Contractor's employees are assigned to work. The Contractor, where possible, will assign two or more women to each construction project. The Contractor shall specifically ensure that all foremen, superintendents, and other on-site supervisory personnel are aware of and carry out the Contractor's obligation to maintain such a working environment, with specific attention to minority or female individuals working at such sites or in such facilities.
 - b. Establish and maintain a current list of minority and female recruitment sources, provide written notification to minority and female recruitment sources and to community organizations when the Contractor or its unions have employment opportunities available, and maintain a record of the organizations' responses.
 - c. Maintain a current file of the names, addresses and telephone numbers of each minority and female off-the-street applicant and minority or female referral from a union, a recruitment source of community organization and of what action was taken with respect to each such individual. If such individual was sent to the union hiring hall for referral and was not referred back to the Contractor by the union or, if referred, not employed by the Contractor, this shall be

documented in the file with the reason therefore, along with whatever additional actions the Contractor may have taken.

- d. Provide immediate written notification to the Director when the union or unions with which the Contractor has a collective bargaining agreement has not referred to the Contractor a minority person or woman sent by the Contractor, or when the Contractor has other information that the union referral process has impeded the Contractor's efforts to meet its obligations.
- e. Develop on-the-job training opportunities and/or participate in training programs for the area which expressly include minorities and women, including upgrading programs and apprenticeship and trainee programs relevant to the Contractor's employment needs, especially those programs funded or approved by the Department of Labor. The Contractor shall provide notice of these programs to the sources compiled under 7b.
- f. Disseminate the Contractor's EEO policy by providing notice of the policy to unions and training programs and requesting their cooperation in assisting the Contractor in meeting its EEO obligations; by including it in any policy manual and collective bargaining agreement; by publicizing it in the company newspaper, annual report, etc.; by specific review of the policy with all management personnel and with all minority & female employees at least once a year; and by posting the company EEO policy on bulletin boards accessible to all employees at each location where construction work is performed.
- g. Review, at least annually, the company's EEO policy and affirmative action obligations under these specifications with all employees having any responsibility for hiring, assignment, layoff, termination, or other employment decisions including specific review of these items with onsite supervisory personnel such as Superintendents, General Foremen, etc., prior to the initiation of construction work at any job site. A written record shall be made and maintained identifying the time and place of these meetings, persons attending, subject matter discussed, and disposition of the subject matter.
- h. Disseminate the Contractor's EEO policy externally by including it in any advertising in the news media, specifically including minority and female news media, and providing written notification to and discussing the Contractor's EEO policy with other Contractors and Subcontractors with whom the Contractor does or anticipates doing business.
- i. Direct its recruitment efforts, both oral and written, to minority female and community organizations, to schools with minority and female students and to minority and female recruitment and training organizations serving the Contractor's recruitment area and employment needs. Not later than one month prior to the date for the acceptance of applications for apprenticeship or other training by any recruitment source, the Contractor shall send written notification to organizations such as the above, describing the openings, screening procedures, and tests to be used in the selection process.
- j. Encourage present minority and female employees to recruit other minority persons and women and, where reasonable, provide after school, summer and vacation employment to minority and female youth both on the site and in other areas of a contractor's work force.
- k. Validate all tests and other selection requirements where there is an obligation to do so under 41 CFR Part 60-3.
- l. Conduct, at least annually, an inventory and evaluation at least of all minority and female personnel for promotional opportunities and encourage these

- employees to seek or to prepare for, through appropriate training, etc. such opportunities.
- m. Ensure that seniority practices, job classifications, work assignments and other personnel practices, do not have a discriminatory effect by continually monitoring all personnel and employment related activities to ensure that the EEO policy and the Contractor's obligations under these specifications are being carried out.
 - n. Ensure that all facilities and company activities are nonsegregated except that separate or single-user toilets and necessary changing facilities shall be provided to assure privacy between the sexes.
 - o. Document and maintain a record of all solicitations of offers for subcontracts from minority and female construction contractors and suppliers, including circulation of solicitations to minority and female contractor associations and other business associations.
 - p. Conduct a review, at least annually, of all supervisors' adherence to and performance under the Contractor's EEO policies and affirmative action obligations.
 - q. Covered construction contractors performing contracts in geographical areas where they do not have a federal or federally assisted construction contract shall apply at the minority and female goals established for the geographical area where the contract is being performed. Goals are published periodically in the Federal Register in notice form and such notices may be obtained from any Office of Federal Contract Compliance Programs office or from Federal procurement contracting offices.
- (8) Contractors are encouraged to participate in voluntary associations which assist in fulfilling one or more of their affirmative action obligations (7a through 7q). The efforts of a contractor association, joint contractor-union, contractor-community, or other similar group of which the contractor is a member and participant, may be asserted as fulfilling any one or more of its obligations under 7a through 7q of these Specifications provided that the contractor actively participates in the group, makes every effort to assure that the group has a positive impact on the employment of minorities and women in the industry, ensures that the concrete benefits of the program are reflected in the Contractor's minority and female workforce participation, makes a good faith effort to meet its individual goals and timetables, and can provide access to documentation which demonstrates the effectiveness of actions taken on behalf of the Contractor. The obligation shall not be a defense for the Contractor's non-compliance.
- (9) A single goal for minorities and a separate single goal for women have been established. The Contractor, however, is required to provide equal employment opportunity and to take affirmative action for all minority groups, both male and female, and all women, both minority and non-minority. Consequently, the Contractor may be in violation of the Executive Order if a particular group is employed in a substantially desperate manner (for example, even though the Contractor has achieved its goals for women generally, the Contractor may be in violation of the Executive Order if a specific minority group of women is underutilized).
- (10) The Contractor shall not use the goals and timetables or affirmative action standards to discriminate against any person because of race, color, religion, sex, or national origin.

- (11) The Contractor shall not enter any Subcontract with any person or firm debarred from Government contracts pursuant to Executive Order 11246.
- (12) The Contractor shall carry out such sanctions and penalties for violation of these specifications and of the Equal Opportunity Clause, including suspension, termination and cancellation of existing subcontracts as may be imposed or ordered pursuant to Executive Order 11246, as amended, and its implementing regulations, by the Office of Federal Contract Compliance Programs. Any Contractor who fails to carry out such sanctions and penalties shall be in violation of these specifications and Executive Order 11246, as amended.
- (13) The Contractor, in fulfilling its obligations under these specifications, shall implement specific affirmative action steps, at least as extensive as those standards prescribed in paragraph 7 of these specifications, so as to achieve maximum results from its efforts to ensure equal employment opportunity. If the Contractor fails to comply with the requirements of the Executive Order, the implementing regulations, or these specifications, the Director shall proceed in accordance with 41 CFR 60-4.8.
- (14) The Contractor shall designate a responsible official to monitor all employment related activity to ensure that the company EEO policy is being carried out, to submit reports relating to the provisions hereof as may be required by OLGS and to keep records. Records shall at least include for each employee the name, address, telephone numbers, construction trade, union affiliation if any, employee identification number when assigned, social security number, race, sex, status (e.g., mechanic, apprentice trainee, helper, or laborer), dates of changes in status, hours worked per week in the indicated trade, rate of pay, and locations at which the work was performed. Records shall be maintained in an easily understandable and retrievable form; however, to the degree that existing records satisfy this requirement, contractors shall not be required to maintain separate records.
- (15) Nothing herein provided shall be construed as a limitation upon the application of other laws which establish different standards of compliance or upon the application of requirements for the hiring of local or other area residents (e.g., those under the Public Works Employment Act of 1977 and the Community Development Block Grant Program).

SECTION E GENERAL CONDITIONS

Local Health District Regulations can be viewed at
http://www.Senecahealth.com/environmental_programs/householdsewage.html

Technical specifications are referenced in the local regulations and state technical requirements can be viewed at the Ohio Department of Health website:
<http://www.odh.ohio.gov/odhPrograms/eh/sewage/sewmore.aspx>

SECTION F BASIS OF PAYMENT

Payment Methods

Contractors will be reimbursed for work performed only after:

- (1) the contract(s) has been executed by all parties and a copy submitted to Ohio EPA, and
- (2) The design of the HSTS has been approved and contract has been fully executed by the local Health District, and
- (3) a payment request that documents costs incurred for the individual HSTS improvements are submitted by the local government agency to Ohio EPA (the payment request must be accompanied by the local health District final approval, and signed contract page), and
- (4) the Ohio EPA reviews and approves the submissions and directs the Ohio Water Development Authority to disburse approved amounts to the local government agency.

This process may take up to 4-6 weeks.

TECHNICAL SPECIFICATIONS

Technical Specifications for

Bid Due Date: December 15, 2023 - by 1:00 p.m.

Bid Request:

This bid shall include all costs including labor, materials, and equipment to complete the following work on the site identified above for the Seneca County 2023 HSTS Repair and Replacement Program:

1. A Certified Soil Scientist to perform Soils Evaluation to determine the limiting layer as well as loading rates to be used in the design of the Home Sewage Treatment System.
2. On behalf of the homeowner; pay Review Fees of \$220.00 from the Seneca County General Health District.
3. Design and on behalf of the Seneca County General Health District approved Home Sewage Treatment System in accordance with the Ohio Administrative Code 3701-29 and Seneca County General Health District acceptance.
4. (For NPDES Systems) Submit the application and fee (\$200.00) to the Ohio Environmental Protection Agency to obtain the National Pollutant Discharge Elimination System (NPDES) permit on behalf of the homeowner.
5. Please note the following exceptions as specified by through the Water Pollution Control Loan Fund Home Sewage Treatment System Principal Forgiveness Program. The following items are not fundable and should not be included in the specifications or estimate of completion but should be listed as possible considerations to the installation phase of work:
 - a. Abandonment of drinking water well
 - b. Administration costs
 - c. Annual Contractor Permit fee
 - d. Insurance Costs
 - e. Tax
6. A site meeting is required at the site prior to any work starting and must include the homeowner, a local Health District official, the system designer, and any other interested parties.
7. All work must be completed within forty-five (45) days from the Notice to Proceed.
8. Soil Evaluation and System Design work must be invoiced within ten (10) days of final design approval by the Seneca County General Health District. All invoices should be billed to Seneca County General Health District and submitted to Seneca Regional Planning Commission for review and final preparation.

CLIENT CONTACT

Amy Moyer

2487 E. CR 36

Tiffin, OH 44883

Ph# 419-680-2918

CLIENT CONTACT

Mary Naugle

3550 N CR 11

Tiffin, OH 44883

Ph # 419-618-6326

CLIENT CONTACT

Marcus Everly

1475 N CR 5

Fostoria, OH 44830

Ph # 567-429-9712

Soils completed by Geophyta.

Design Only

CLIENT CONTACT

Timothy Neller

1140 N. TR 47

Fostoria, OH 44830

Ph # 419-619-7349