

**HOCKING ATHENS PERRY COMMUNITY ACTION**  
**CARBON HILL RESIDENTIAL PUBLIC INFRASTRUCTURE**  
**SANITARY SEWER CONNECTIONS - SPECIFICATIONS WORKBOOK**

Hocking Athens Perry Community Action, located at 3 Cardaras Drive Glouster, OH 45732, will accept sealed bid proposals on behalf of the HOCKING COUNTY COMMISSIONERS to assist residents in the connecting of their homes to the newly developed Carbon Hill sanitary sewer project.

**General Standards**

The intent of this specification is as follows: Complete abandonment the existing septic system according to the rules and regulations set forth by the EPA, the State of Ohio, and the Hocking County Health Dept. at each of the designated properties. And also, connection of each property sanitary system to the newly developed Carbon Hill sanitary sewer system.

The **contractor** will be required to abandon the system, remove all debris as outlined in this specification, fill with dirt, level each site, and provide erosion control if appropriate.

The **contractor** is responsible for the appropriate disposal of all created debris, overburden and rubbish.

The **contractor** must provide a contract bond/performance bond for the appropriate amount upon receipt of the Notice of Award and prior to contract execution.

The **contractor** is responsible for providing all equipment, labor and materials necessary to abandon, grade, control erosion, and greening of the lot post demolition.

The **contractor** is responsible for fully connecting the properties existing sanitary system into the newly developed Carbon Hill sanitary sewer.

The **contractor** is responsible for obtaining all necessary permits before beginning any work on the specified properties. The permit fee is \$125.00 - **contractor** is responsible for obtaining this documentation and providing a copy to Hocking Athens Perry Community Action prior to action.

The **contractor** is responsible for following all guidelines set forth in this specification including completing and/or mailing any required EPA or Hocking County Health Department notifications of septic tank abandonment prior to any work being started.

The **contractor** is responsible for copying all official documentation and providing it to Hocking Athens Perry Community Action.

The **contractor** is also responsible for maintaining a safe work environment for themselves, their employees, residents and nearby neighbors at all times.

Each location is being bid as is, there is no anticipation of a change order.

### **General Requirements**

Connection to sanitary sewer and abandonment of septic:

#### **The Contractor shall:**

- Disconnect the existing sewer and grey water connections at the exterior of the identified structure and properly "tie in" to the newly developed sewer line following all applicable standards and regulations required by Hocking County Health Department. (See Attachment A)
- Must have all chambers of the existing tank pumped clean. Top slab of existing septic tank must be removed or crushed and collapsed. Fill the shell of the abandoned septic with approved gravel or stone. (Attachment A)
- All rubbish and debris created in the work area at the start of the work as well as resulting from the connection activities or deposited on the site by others during the duration of the work shall be removed and legally disposed of by the **Contractor**.
- The **Contractor** shall keep the work site and public right-of-way reasonably clear at all times
- There shall be no burial of rubbish, trash, wood, cement, concrete or any other extraneous materials on the worksite. Blasting of any type will not be permitted. No burning of any trash, materials or other debris.
- After completion of all abandonment, connection activities and site cleanup the site shall be graded. Some sites may require additional fill in order to create a smooth and level area at the abandoned septic tank. The Hocking County Commissioners and Hocking Athens Perry Community Action expect these work areas to be properly graded to ensure ease of future maintenance of the property. The **Contractor** will be expected to provide erosion control as needed and also to apply seed and straw.

1. If any artifacts or human remains are found during the excavation process, all work is to cease and the **contractor** will notify Community Action immediately.
2. The **contractor** must follow all applicable local, state, and federal laws, regulations, and requirements for the abatement and disposal of lead, asbestos, and other routinely encountered hazardous substances. If there is an unusual material encountered or there is an extraordinary amount of lead, asbestos, or other routinely encountered hazardous material, the **contractor** must contact the Community Development Department at Hocking Athens Perry Community Action (740-767-4500) immediately.
3. If deviations from the proposed scope of work result in substantial design changes, the need for additional ground disturbance, additional removal of vegetation, or in any other unanticipated changes to the physical environment, the **contractor** must contact Hocking Athens Perry Community Action.
4. The **Contractor** should refrain from cutting down any trees without specific permission given by Hocking Athens Perry Community Action.
5. During these projects placement of equipment and stockpiling of materials will be confined to the front and back of the structure; heavy equipment will, where possible, be kept on the driveway, the street or other hard surfaces.
6. Small or large objects will be removed by hand, where possible.
7. No on-site disposal of any debris will be allowed; all debris resulting from the abandonment must be deposited in an approved landfill area; no debris can be deposited in wetland or floodplain areas.
8. No on-site granular material will be excavated or stripped to use for capping or for final landscaping.
9. Best management practices will be applied to these properties.
10. Contractor will be required to provide an affidavit of waiver of liens if awarded contract.
11. Contractor will be required to take photos of the project site PRIOR TO, DURING, and AFTER. Both electronic and print photographs are acceptable. Photos must adequately show the site prior to

abandonment, during, and after site restoration. Failure to provide photos can result in a breach of contract and may result in NON-PAYMENT.

12. Low and responsive bidders will be checked against the Federal and State debarment list for evaluation.

13. Contractors must follow all applicable state and local regulations, laws and policies in effect regarding septic removal/abandonment.

14. **Bidder is required to submit the AFFIDAVIT OF CONTRACTOR OR SUPPLIER OF NON-DELINQUENCY OF PERSONAL & REAL PROPERTY TAXES with the bid proposal. This document is included with this bid package.**

15. **Bidders must provide pages 4 through 9 of this document completed, references list completed, as well as Proof of Active BWC status, and Certificate of liability insurance (min. limit of liability, \$1,000,000) to be considered a responsive bidder for this project.**

**Please print and sign below to acknowledge you have read and understand all work required for this project.**

I \_\_\_\_\_ have read and understand all requirements and standards  
(Print Name of Bidder Here)

outlined by the HOCKING ATHENS PERRY COMMUNITY ACTION CARBON HILL RESIDENTIAL PUBLIC INFRASTRUCTURE SANITARY SEWER CONNECTION SPECIFICATIONS and verify this with my signature below.

\_\_\_\_\_  
(Signature of Bidder)

\_\_\_\_\_  
(Date Signed)

***The Hocking County Commissioners/Hocking Athens Perry Community Action reserve the right to refuse or reject any or all bids.***

**EXPERIENCE STATEMENT OF BIDDER**

The BIDDER/CONTRACTOR is required to state in detail, in the space provided below, what work of character similar to that included in this proposed Contract Documents it has done, to give reference and such other detailed information as it will enable the OWNER to determine responsibility including experience, skill and financial standing.

PROJECT NAME: \_\_\_\_\_ CONTACT: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_ DATE OF PROJECT: \_\_\_\_\_  
DESCRIPTION OF WORK: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROJECT NAME: \_\_\_\_\_ CONTACT: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_ DATE OF PROJECT: \_\_\_\_\_  
DESCRIPTION OF WORK: \_\_\_\_\_  
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PROJECT NAME: \_\_\_\_\_ CONTACT: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_ DATE OF PROJECT: \_\_\_\_\_  
DESCRIPTION OF WORK: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AFFIDAVIT OF CONTRACTOR OR SUPPLIER OF NON-DELINQUENCY OF  
PERSONAL AND REAL PROPERTY TAXES**

STATE OF OHIO :

SS:

TO: The Hocking County Commissioners

The undersigned, being first duly sworn, having been awarded a contract by you for the **CARBON HILL RESIDENTIAL PUBLIC INFRASTRUCTURE SANITARY SEWER CONNECTIONS** hereby states that we are not charged at the time the proposal was submitted with any delinquent personal and or real estate 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 or real 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.

\_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My Commission Expires

SEAL

**ADDITIONAL CERTIFICATIONS**

**Project Name: Carbon Hill Residential Public Infrastructure Sanitary Sewer Connections**  
**Hocking County Grant Number: B-W-18-1BH-1**

I certify that my company has the *facilities* to complete this job.

I certify that my company has the *labor force* to complete this job.

I certify that my company has the *equipment* to complete this job.

I certify that my company has the *administrative capacity* to complete this job.

I certify that my company has the *knowledge* to complete this job.

I certify that my company has an Equal Employment Opportunities policy.

I certify that my company is *knowledge* of Ohio Ethics and conflict of Interest Laws.

I certify that my company maintains a *drug free workplace*.

I certify that my company currently has no *State or Federal tax liens* placed upon it.

\_\_\_\_\_  
Name and Title of Authorized Representative

\_\_\_\_\_  
Signature & Date

***Prior to any work beginning, a site visit with the awarded Contractor and Community Action will take place. This requirement will confirm that the property owners being serviced are aware of the work that is expected to take place.***

**Attachment A**

**Hocking County Health Department Requirements and Important Tips**

Proposals are to be mailed or delivered by the due date **June 12th, 2020 @ 12:00pm** to:

**Sean Brooks, Community Development Manager**

**ATTN: CARBON HILL SANITARY SEWER CONNECTIONS**

**Hocking Athens Perry Community Action**

**PO Box 220 / 3 Cardaras Dr.**

**Glouster, OH 45732**

**Please acknowledge below that you have received any and all addendums associated with the bidding documents of this project. List the addendum #(s) and date you received that addendum on the line below if applicable.**

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**Proposal Deadline:** Friday, June 12<sup>th</sup> at 12:00 PM

**Carbon Hill Sanitary Sewer Connections - Bidding Form**

**Location:** Hocking Athens Perry Community Action  
3 Cardaras Drive Glouster, OH 45732

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Contractor Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Attention: \_\_\_\_\_

**Owner Contact Information:**

- Proprietorship
- Partnership
- Corporation

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Employer ID #:** \_\_\_\_\_

OR

**Social Security #:** \_\_\_\_\_

A copy of the following documentation is required with bid submissions.

**HAPCAP will not review any bids submitted without the following documentation.**

**Attach**

- Proof of Active BWC Status**
  
  - Certificate of liability insurance (min. limit of liability, \$1,000,000)**
  
  - Pages 4 through 9 of this document completed**
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I \_\_\_\_\_, am authorized to bid the following amount to abandon the existing septic system and connect the identified structures to the newly developed Carbon Hill sanitary sewer system.

X \_\_\_\_\_ Date \_\_\_\_\_

X \_\_\_\_\_ Date \_\_\_\_\_  
Co-Owner (if any)

**BID NOTES:**

- **You are bidding on the entirety of the project connections which includes each structure listed.**
- **HAPCAP will award to the lowest and best proposal.**
- **Proposal Packets must be complete with all documentation in order to be considered a responsive proposal. (Pages 4-9)**
- **BID ON ALL PROJECTS IN THIS LIST AS A GROUP**

**Carbon Hill Applicants**

Spencer, William	14926 Second Street, Carbon Hill, OH
Rose, Marjorie	14968 5th St./ Carbon Hill, OH
Warix, Judy	14974 4th Street/POB 27, Carbon Hill OH
Conner-Lehman, Susan	14996 East Second Street/POB 89 Carbon Hill, OH
McQuaid, Jackie	15029 ST RT 278 /POB 85, Carbon Hill, OH
Koon, Brenda	15033 Third Street/POB 138, Carbon Hill, OH
Mays, Dale R	15044 2nd Street, Carbon Hill, OH
Chilcote, Roberta	41750 Main Street/POB 38, Carbon Hill, OH
Williams, Sandra S.	41753 Prospect Street, Carbon Hill, OH
Tolliver, Brenda	41763 Hawk Street, Carbon Hill OH
Brooks, Albert	41794 Prospect Street/POB 7 Carbon Hill, OH
McWilliams, Helen	41810 Prospect Street/POB 88, Carbon Hill, OH
Whitmore, Christopher	41875 Prospect Street/POB 96, Carbon Hill, OH
Dane, Rick	41880 Carbon Hill Buchtel Rd, Nelsonville OH
Hall, Connie M	41903 Prospect Street/POB 106, Carbon Hill, OH
Phillips, Fred/Evelyn	41912 Prospect Street/POB 102 Carbon Hill, OH
Whitmore, Lola A.	41972 Third Street/POB 95, Carbon Hill, OH
Klinebriel, Suzanne	42050 Carbon Hill-Buchtel Rd, Nelsonville OH
McGuire, Ailena	42051 Main Street/POB 24, Carbon Hill, OH
Miller, Diana	42065 Carbon Hill-Buchtel Rd/POB 83, Carbon Hill OH
Dane, Keith	422368 Carbon Hill Buchtel Rd., Nelsonville OH
North, David/Linda	42294 Carbon Hill Buchtel Rd, Carbon Hill, OH
Janet Brooks	14967 St. Rt 278 N.E. Nelsonville, OH
Shirley Coe	41796 Hawk Street, Carbon Hill, OH