

Attention Right of Way Permit Applicants

Please take a moment to read the attached City Ordinances pertaining to right of way work, excavations and street closures, and review the Street Cut Repair Method 2021. Please note that the City requires that you submit a copy of your Certificate of Liability Insurance, with a liability coverage of at least \$1,000,000.00. The City of Bowling Green must be listed as additionally insured.

We need permit applications at least 24 hours prior to work commencing and/or the street being closed. However, we understand that in certain unique cases this may not be possible. In that event, and only if you have a Certificate of Liability Insurance on file, simply call and notify me of address, type of work, and when you will begin work, then file your permit and post bond as quickly as possible.

Communication is the key! A quick phone call is all it takes! Call and keep me informed. I need to know where you are working, when you will be doing the work, and what type of work it is (street cut, sidewalk cut, curb cut, working in right-of-way, or a combination of one or more of these). I will also need to be informed when you are backfilling, and also when the permanent repairs are being made.

The steps are simple....

- 1. File a permit, post bond, and provide a certificate of liability insurance, at least 24 hours prior to working in the right of way.
- 2. Call you are preparing to make a cut.
- 3. Call when you are preparing to backfill a cut.
- 4. Call when you are preparing to place concrete.
- 5. Call when you are preparing to place asphalt or make permanent repairs.

I can't stress enough, communication is the key, quick 2-3 minute phone calls will help this process run smoothly.

Thank you for your help, and if I can be of any assistance or you have any questions please feel free to call. You can always reach me on my cell.

Melanie Shy Construction Coordinator Department of Public Works Office 270-393-4169 Cell 270-991-4253 Fax 270-901-3135

8/19/2024

(270) 393-3628

Andy Souza Matt Powell
Public Works Director Environmental Manager

Denise Gilland

Fleet Manager

Melissa Cansler, P.E. David Hehner
City Engineer Facilities Manager

www.bgky.org/publicworks Bowling Green, KY

Ryan Johnson Operations Manager L

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To: Street Cut Permit Applicant

From: Melanie Shy, Construction Coordinator II

Subject: W-9 Request for Taxpayer ID Number and Certification

Date: August 19, 2024

When you apply for a Street Cut permit, please have me, or whoever is attending to you, verify that you are a registered vendor for the City of Bowling Green. If our files show that you are not in the vendor files of the City of Bowling Green, and you must fill out the Substitute Form W-9, Request for Taxpayer ID No & Certification. This is the only way that we can issue you a check to reimburse you for your street cut bond. When you complete the New Vendor form, please email it to melanie.shy@bgky.org, or fax it 270-901-3135

Please keep in mind as you fill out the form that the bond reimbursement check will come to the address that is in the vendor file, so please use your correct mailing address.

If you have any questions or concerns, please do not hesitate to call me at 270-991-4253

Thank you for your cooperation.

Andy Souza Public Works Director

David Hehner

Matt Powell

(270) 393-3628

Melissa Cansler, P.E. City Engineer

Facilities Manager

Environmental Manager

www.bgky.org/publicworks Bowling Green, KY

Ryan Johnson **Operations Manager** Denise Gilland Fleet Manager



THE CITY OF BOWLING GREEN SUBSTITUTE FORM W-9 & ACH ENROLLMENT FORM REQUEST FOR TAXPAYER ID NO. & CERTIFICATION

Return to: 1017 College Street, Bowling Green, KY 42101, or Fax: (270) 901-3166, or

Email: accounting@bgky.org

Part I: Vendor Info	rmation								
1. Legal Busines:	s (or Individual) Na	me: 2.	If you use	a Do	oing Bu	usines	s As (DE	BA) nam	ne, please list below:
Part II: Taxpayer I	dentification Numb	er (TIN) 8	k Taxpayer	r Ider	ntificat	ion Ty	ре		
1. Enter your TIN here (REQUIRE									Check appropriate box:
,	ification Type (che	ck appro	priate box): [Emp	oloyer I	D No. (E	IN)	☐Individual/Sole Prop☐Corporation
Social Secu	rity No. (SSN)	Individua	l Taxpayer	Ident	ificatio	n No. (ITIN)		Partnership
Circle tax classifica	tion: D-disregarded	entity, C-	corporation	n, P-p	artners	ship			⅃LLC]Other:
Part III: Remit To I	nformation								
Number, Street:			Apt or Sui No.:	ite	Cont	act Na	me:		Phone Number:
City:	State:		Zip Code:		Email	l:			Fax Number:
Part IV: Primary A	dministrative / 109	9 Reporti	ng Addres	s (if	differer	nt than	Part III)		
Number, Street:				,	Apartı	ment o	r Suite N	0.:	
City:			State:		Zip Co	ode:		Countr	y:
Part V: City of Box	vlina Green Busine	ss Tax R	eauiremer	nt					
Office in the City of Bowling Green?	Physically perform service in the City of	n 3.	Business Ta d to City of E	ax has	been	4. Bus	siness Ta		Expiration Date Transient only)
Yes (Go to 3)	Yes (Go to 3)		Yes (Go to	4 & 5	5)				
No (Go to 2)	☐ No (Go to 6 & 7)		No (Go to	Part (6 & 7)				
6. Brief description of	the nature of your bus	iness with	the City:	7. Cit	ty of BG	employ	yee conta	ct name	& phone number:
NOTE: It is unlawful business in the City			,						HELD UNTIL RE RESOLVED.
Part VI: Certificati	on								
Under penalties of p (TIN) AND I am a U				n this	form is	s my co	orrect Ta	xpayer I	dentification Number
Authorized	Signature		Title					Date	}
OFFICIAL USE ONLY-T Employee Name:	O BE COMPLETED BY I	REQUESTIN Dept:	NG EMPLOYE	EE PR	Head:	COMPAI	NY'S RECI	Date:	
OFFICIAL USE ONLY-T	O BE COMPLETED BY	FINANCE D	EPARTMENT	Γ					
License #	Verified by:-		— Date: —		- Vendor	No. ass	igned:		- Entered by:

		nent Form 1017 College Street, Bowling Green, KY 42101
*Type of Transaction (Select one):	☐ New ☐ Cancel	
*Vendor Name (as it appears on ba	nk account):	*Vendor Nine Digit Tax ID # (SSN or EIN):
*Vendor ACH Contact Name:	*Vendor ACH Contact Phone:	*Vendor ACH Contact Email:
*Name of Bank:	*Branch Name a	and Location:
Bank's ACH Coordinator:	Bank's ACH Coo	ordinator Phone number:
*Bank Account #:	*Nine Digit Transit Routing #:	*Account Type (Select one):
		☐ Checking ☐ Savings
Detailed payment info can be	e viewed by registering at <u>http</u>	s://esuites.bgky.org/eSuite.Supplier
Certification		
I certify that I have read and understo authorize payments to be sent to the t		v signing and/or submitting this form, I and to be deposited to the designated account.
Authorized Signature	Title	Date

PLEASE READ THIS CAREFULLY

The information on this form is confidential and is required to process payment data from the City of Bowling Green to the financial institution and/or its agent. Failure to provide the requested information may delay or prevent receipt of payments through the ACH program.

Cancellation of ACH Payments:

Payments will be made electronically via ACH until cancellation by the City of Bowling Green or the vendor.

Cancellation by the City of Bowling Green: ACH payments will be canceled on the effective date of any of the following:

- Change of financial institution or account information
- Change of the vendor to inactive status.

<u>Cancellation by the Vendor:</u> You may stop receiving payments via ACH at any time by completing an ACH Payment Enrollment Form. On a new form, check the Cancel box, fill in vendor name, Social Security or Tax Id number, account number and account type, then sign and date the form in the Certification Section.

Change in Financial Institution:

To change the financial institution into which you deposit funds, you must first **cancel** your ACH payment (see above), then complete a new enrollment form to start ACH payments with the new financial institution.

Responsibilities:

- You are responsible for verifying (with your bank) the accuracy of your bank account number when your enrollment form is completed
- You are responsible for notifying the City of Bowling Green if you change banks or account number. You must complete a new ACH Payment Enrollment Form and begin the ACH payment process again.
- You must complete an ACH Payment Enrollment Form to cancel that ACH payment (see above for instructions).
- You are responsible for payment of any charges that may be incurred against your account as a result of receiving an ACH payment.
- You must repay the City of Bowling Green if an overpayment occurs as the result of payment via ACH.

Miscellaneous:

- A **pre-notification** will be processed upon receipt of this ACH Payment Enrollment Form to verify banking information is correct. If any problems occur during the processing of the **pre-notification** vendor payments will continue as they were prior to completing the ACH Payment Enrollment Form until corrections can be made.
- Register at https://esuites.bgky.org/eSuite.Supplier to view detailed account information; such as purchase order, invoice and payment history. To register you will need to supply: Taxpayer ID # and a recent check # and amount.



City of Bowling Green / Right-of-Way Work Permit



Melanie Shy - Public Works Technician - Hours 8:00am-4:00pm

Office: (270) 393-4169 Cell: (270) 991-4253 Fax: (270) 901-3135

The City as issuer of this permit retains the right to revoke this permit at any time.

Contractors Name	Contractors Address			
Contact Person	Contact Phone Number			
City	State	Zip		
Type of Cut / Work Street Cut	Curb Cut		Sidewa	ılk Cut
Right-of-Way / Other				
Work Location	Purpose of Work			
All temporary repairs shall be completed within	48 hours of the completion of the Square Footage	•	-	ngth x Width
Construction Dimensions Commencement Date X	The permittee shall notify the Pultwenty-four (24) hours in advance backfill, etc.)			
Computation of the Cash Bond \$	Bond Amount = $$5.00 \times Sq. Ft.$	(\$250.00)	Minimum	Bond)
Permit Fee = (\$75.00 Non Refundable) Only Governmental Agencies and their agents as subcontractors working on behalf of Governmental Agencies and their agents are subcontractors working on behalf of Governmental Agencies.		_	_	
Any change in the design or proposed purpose	e or use of the project invalidates	s the perm	it.	
Public Works Technician/Inspector Approval		Date	1	1
Additional Conditions				
City Engineer or their Appointee		Date	1	/
Additional Conditions				
The applicant agrees to comply with all federal, state a but not limited to proper signage, barricades, lighting a Bowling Green, its officials, officers, agents and employ reasonable attorneys fees, as a result of any action that permit or from work done in a City right-of-way pursu in an amount and from a carrier satisfactory to the Cit	and similar safety measures. The appears harmless from any and all claim may be filed as a result of damages ant to this permit. The applicant agy and such insurance shall name the	plicant agrees for dama arising fro rees to care city as an	ees to hold nges, inclu m the issu ry liability additiona	I the City of ding its nance of this insurance al insured.
All documents must be submitted prior to permit Contractor is responsible for notifying emergency rvices prior to any road closures/detours. Contractor is	Permit Number	letalis and	restriction	15.
o responsible for contacting KY 811 for a B.U.D. locate. Certificate of Insurance is required.	Applicants Signature Date			
See Section 9 of the Manual of Purchasing, Policies	Permits are non transferable	from the	original a	ipplicant.
and Procedures for Insurance Specifications and Guidelines.		cial use Or		•
	Permit #	_		
Work must begin within 60 days of the applicants signature date, otherwise the permit is considered invalid and must be resubmitted.	Segment # A Public Works employee must be	e present du	ring the po	8/19/24

GENERAL SERVICE PROVIDER - GS1A

STANDARD HOLD HARMLESS & INDEMNIFICATION CLAUSE, AND INSURANCE REQUIREMENTS FORM

I. STANDARD HOLD HARMLESS AND INDEMNIFICATION CLAUSE

To the extent caused by Service Provider's negligent acts, errors, or omissions, the Service Provider agrees to hold harmless and indemnify the City of Bowling Green, its elected and appointed officials and officers, employees and agents ("City") from all liability, claims, damages, losses and expenses, including court costs and attorneys' fees, arising out of or resulting, directly or indirectly, from the Service Provider's (or Service Provider's subcontractor's) performance or breach of the contract. This Hold Harmless and Indemnification Clause shall in no way be limited by any financial responsibility or insurance requirements and shall survive the termination of this Contract.

II. INSURANCE

The Service Provider shall not commence work under this Contract until all insurance required under the Contract Document has been obtained and copies of policies or certificates thereof are submitted and approved by myCOI and the City of Bowling Green's Human Resources & Risk Management Department. The Service Provider shall not allow any subcontractor to commence work until the insurance required of such subcontractor has been obtained and copies of Certificates of Insurance retained by Service Provider evidencing proof of coverage.

Prior to commencing work, the Service Provider shall maintain continuous liability coverage written on an occurrence basis or, if a claims made basis, with an extended coverage provision (ERP) option of not less than three years. Coverage will be provided through insurance companies licensed to do business in the State of Kentucky with a Best Rating of A- or better.

Without limiting Service Provider indemnification requirements, it is agreed that Service Provider shall maintain in force at all times during the performance of this agreement the following policy or policies of insurance covering its operations, and require subcontractor, if subcontracting is authorized, to procure and maintain these same policies until final acceptance of the work by the City of Bowling Green. The City of Bowling Green may require Service Provider to supply proof of subcontractor's insurance via Certificate of Insurance, or at City of Bowling Green's option, actual copies of policies.

The insurance to be procured and maintained and the <u>minimum</u> Limits of Liability shall be as follows, unless different Limits are specified by addendum to the Contract:

- 1. COMMERCIAL GENERAL LIABILITY Including bodily injury and property damage combined at a minimum of \$1,000,000 for each occurrence; personal and advertising injury of \$1,000,000 any one person or organization and \$1,000,000 in the aggregate.
- 2. AUTOMOBILE LIABILITY, insuring all Owned, Non-Owned and Hired Motor Vehicles. The minimum coverage Liability Limit is \$1,000,000 Combined Single Limit for any one accident. The Limit of Liability may be subject to increase according to any applicable State or Federal Transportation Regulations.
- 3. WORKERS' COMPENSATION insuring the employers' obligations under Kentucky Revised Statutes Chapter 342 at Statutory Limits and EMPLOYERS' LIABILITY \$1,000,000 each accident, \$1,000,000 each employee and \$1,000,000 policy limit.

Commercial General Liability & Auto Liability policies shall be endorsed to contain the following provisions:

- a) "The City of Bowling Green, its elected and appointed officials, employees, agents and successors and volunteers are named "Additional Insured". The coverage shall contain no special limitations on the scope of protection afforded to the "City" and may not include terms which make the coverage excess to other insurance on which the "City" may also qualify as an additional insured.
- b) The insurance coverage for the Service Provider entering into a contract shall be on a primary and non-contributory basis for liability arising out of activities performed by or on behalf of the Service Provider entering into this contract for service including the insured's general supervision of the premises owned, occupied or used by the Service Provider entering into this contract and ongoing operations as well as completed operations and work performed by Service Provider. Any insurance or self-insurance maintained by the City, its elected and appointed officials, employees, agents and successors and volunteers shall be excess of the Service Provider's insurance coverage.
- c) Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its elected and appointed officials, employees, agents and successors and volunteers.

All Coverage

- a) Each insurance policy carrier shall endeavor to provide written notice if the policy is suspended, voided, canceled, non-renewed, reduced in coverage or in limits. Lessee is required to provide 15 day advance written notice to the Lessor if the policy is to be suspended, voided, canceled, non-renewed, reduced in coverage or in limits.
- b) Any deductibles or self-insured retentions must be declared to and approved by the City.
- c) Certificates of Insurance (COI) as required above shall be furnished to *MyCOI* (See attached memorandum which references *MyCOI* registration and general *COI* instructions).

DO NOT SEND CERTIFICATES OF INSURANCE TO THE CITY OF BOWLING GREEN

MyCOI Registration	
So that MyCOI may contact you or your insu	urance agent, please provide the following information:
	PLEASE PRINT CLEARLY
Vendor Company Name:	
First and Last Name of Vendor Contact:	
E-Mail Address:	Phone #
Address:	
City Employee Contact:	

City of Bowling Green General Service Provider – GS1A

Insurance Company/Agent Information*
Vendor's Insurance Company Name:
Vendor's Insurance Agent Name:
Agent's E-Mail Address: Phone #:
Agent's Address:
Additional Insurance Company/Agent Information*
(If more than one Company/Agent for the requested coverage)*
Vendor's Insurance Company Name:
Vendor's Insurance Agent Name:
Agent's E-Mail Address: Phone #:
Agent's Address:
*If Insurance Agent Information is not provided, MyCOI will contact the Vendor

Automated Notifications of COI Expiration/Renewal

MyCOI will monitor the Vendor's COI and will provide Vendor or Vendor's Agent with automated e-mail notification of pending COI expiration/renewal. For policies that are written for a one-time or single job event, Vendor may request to be removed from the MyCOI automated notification schedule and deactivated from the MyCOI system when insurance is no longer required per agreement.

Keep in mind that once deactivated from the MyCOI system, it will be necessary for the Vendor to repeat this process in order to perform services for the City in the future.

Request for deactivation from the MyCOI system will need to go through your City Employee Contact.

Miscellaneous

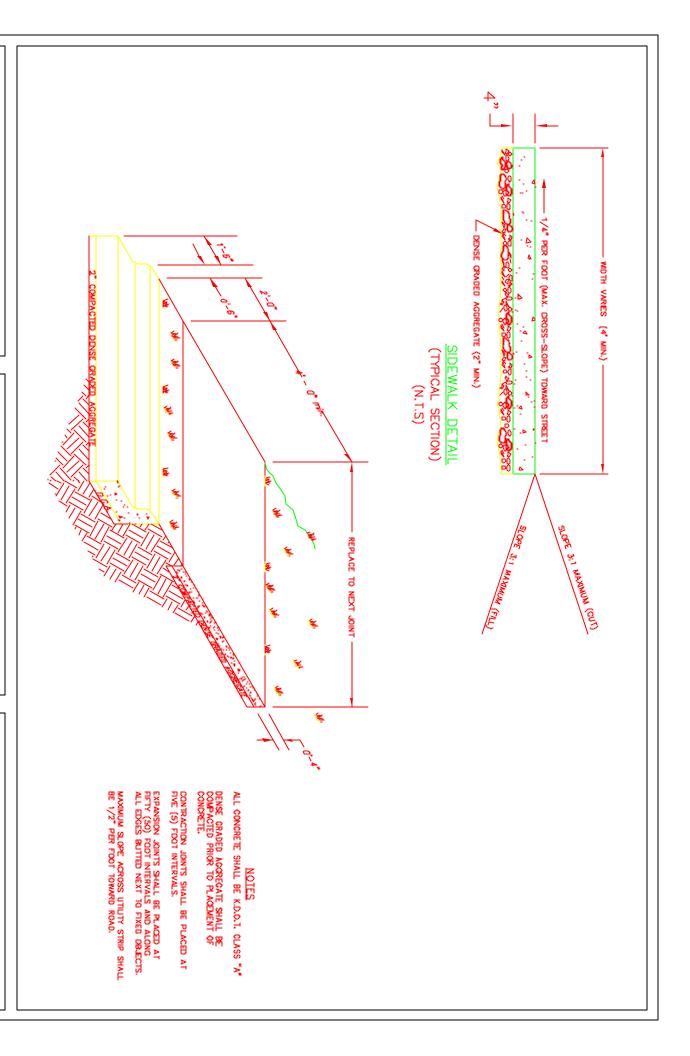
Approval of the insurance by the City of Bowling Green shall not in any way relieve or decrease the liability of the Service Provider hereunder. It is expressly understood that the City of Bowling Green does not in any way represent that the specified Limits of Liability or coverage or policy forms are sufficient or adequate to protect the interest or liabilities of the Service Provider. The City shall not be obligated to review such insurance certificates, policies and endorsements, or to advise Service Provider of any deficiencies in such documents, and such receipt shall not relieve the Service Provider from or be deemed a waiver of the City's right to insist on strict fulfillment of Service Provider's obligations herein.

OSHA/EPA Regulatory Compliance

The Service Provider entering into a contract agrees to comply with all applicable Federal and State OSHA/EPA laws, rules and regulations. The Service Provider entering into the contract shall have a safety policy based upon applicable regulatory standards, a copy of which may be obtained by the City Safety/Training Manager.

City of Bowling Green General Service Provider – GS1A

Authorized Service Provider (Vendor) Signature:	Date:
It is expressly understood that no employer/employee relationship is cr	eated by this agreement nor does it cause
Service Provider to be an officer or official of the City of Bowling Green	. By executing this agreement, the parties
hereto certify that its performance will not constitute or establish a viola	tion of any statutory or common law principle
pertaining to conflict of interest, nor will it cause unlawful benefit or gain	to be derived by either party



PUBLIC WORKS

PUBLIC WORKS

STANDARD DRAWING SIDEWALK / CURB & GUTTER

J: \DWG\DETAIL\Sw_CG.DWG

JOB NO. 00-0000

SCALE N.T.S.

DATE 8/5/02 SHEET

0 F

PLANNING AND DESIGN

BEDDING AND BACKFILL AS PER UTILITY STANDARDS EACH SIDE PRIOR TO REPAIR FLOWABLE FILL OR APPROVED COMPACTED BACKFILL (SEE NOTE 4 BELOW) X = TRENCH WIDTH (VARIES)

CONSTRUCTION PROCEDURE

- CUT & EXCAVATE PAVEMENT.
 PAINT UTILITY AGENCY ON PAVEMENT ADJACENT TO CUT.
 INSTALL & BED PIPE.

- BACKFILL TRENCH:

 DGA IN 6" COMPACTED LIFTS PER KYTC SECTION 805 (IF DEPTH TO TOP OF PIPE IS LESS THAN 4 FT.)

 IS LESS THAN 4 FT.)

 FLOWABLE FILL (IF DEPTH TO TOP OF PIPE IS GREATER THAN 4 FT.)

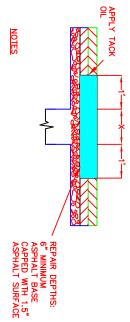
 FINAL CUT AND EXCAVATE 1 FT. BEYOND EDGES OF TRENCH.

 IN THE EVENT OF A SOIL TRENCH COLLAPSE, THE CONTRACTOR SHALL EXCAVATE ALL LOOSE MATERIAL AND REPLACE WITH STONE.

 CONTACT BOWLING GREEN PUBLIC WORKS PRIOR TO BACKFILL.

FINAL REPAIR SECTION

TRENCH RESTORATION



- 1. ALL STREET CUTS SHALL BE SQUARED AT 90 DEGREE ANGLES.

 ANGLES.

 ANY DAMAGE TO ADJACENT AREA CAUSED BY CONSTRUCTION, TRAFFIC OR WEATHER SHALL ALSO BE CUT OUT AND REPAIRED.

 3. TACK OIL SHALL BE APPUED TO ALL SURFACES THAT CONTACT NEW ASPHALT AT A RATE OF 0.05 TO 0.10 GALLONS PER SQUARE YARD.

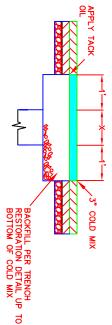
 4. ALL CUTS WHICH ARE 3 FT. OR LESS FROM THE EDGE OF THE STREET SHALL INCLUDE REPAIR OF THIS DISTANCE.

 5. FOR LONGITUDINAL CUTS THAT EXCEED 10 FT., THE CONTRACTOR SHALL PAVE ENTIRE AFFECTED LANE, LANES FOR THE LENGTH OF THE CUT. IF THE LONGITUDINAL CUT IS ALONG THE CENTERLINE OF THE ROADWAY, THE CONTRACTOR SHALL PAVE EDGE OF PAVEMENT TO EDGE OF PAVEMENT TO EDGE OF PAVEMENT FOR THE LENGTH OF THE CUT OR AS APPROVED BY BOWLING GREEN PUBLIC WORKS.

 6. REPAIR OF IRREGULAR SHAPED CUTS SHALL BE APPROVED BY BOWLING GREEN PUBLIC WORKS.

<u>WINTER REPAIR METHOD</u>

DEC 15 - APR 1: WINTER REPAIR METHOD SHALL BE USED UNLESS HOT MIX ASPHALT IS AVAILABLE



NOTES

- IF COLD MIX IS RAVELING OR RUTTING, CONTRACTOR SHALL MAKE REQUIRED REPAIRS.
 WHEN HOT MIX ASPHALT BECOMES AVAILABLE, FINAL REPAIRS SHALL BE MADE, TO INCLIDE REMOVAL OF COLD MIX PATCH AND NECESSARY BACKFILL TO ACCOMMODATE HOT MIX BASE AND ASPHALT AS DETAILED ABOVE.
 ALL FINAL REPAIRS SHALL BE MADE BY MAY 1ST.

STREET REPAIR **METHOD**

CITY OF BOWLING GREEN

DATE	SCALE N.T.S.	JOB NO
OF 1	ET 1	SHEET