

Vendor Information Packet

Thank you for your interest in qualifying as an approved vendor for the American Water Military Services Group.

Please review the enclosed information identified below:

- ◆ Vendor Profile Sheet
- ◆ Avetta Auditing Requirements
- ◆ American Water Pipe Cutting Requirements
- ◆ Insurance Certificate Requirements
- ◆ Purchase Order Terms and Conditions
- ◆ Business Size Self Certificate Form
- ◆ Summary of Small Business Size Standards (by Industry)

Please submit the following documents in order for your request to be processed:

1. Vendor Profile Sheet (must be signed and dated)
2. A current W-9 Form (must be signed and dated)
3. Business Size Self Certificate Form
4. A current Insurance Certificate (as described in the Insurance Certificate Requirements) document enclosed)

Please return completed forms to one of the appropriate location contacts listed below:

(If your company is interested in working with more than one of our locations, please select the location closest to your company headquarters to send the paperwork to)

<u>Location</u>	<u>Contact Name</u>	<u>E-mail</u>	<u>Phone</u>	<u>Fax</u>
Fort Polk , LA	Stacey Aversing	stacey.aversing@amwater.com	337-537-1172	337-537-1165
Fort Belvoir, VA	Jamie Taylor	jamie.taylor@amwater.com	571-339-8500	571-339-8091
Fort Meade, MD	Erik Bonstrom	erik.bonstrom@amwater.com	240-447-6627	443-817-0993
Fort AP Hill, VA	Mary Virgil	mary.virgil@amwater.com	804-632-1403	804.632-1404
Fort Hood, TX	Misti Davis	misti.davis@amwater.com	254-213-0382	254-213-0948
Fort Leavenworth	Tressa Flinner	tressa.flinner@amwater.com	913-758-9272	913-758-9301
Fort Rucker, AL	Julie Hinz	gayle.hinz@amwater.com	334-503-1761	334-503-1763
Fort Sill, OK	Kasey Phillips	kasey.phillips@amwater.com	580-248-3034	580-353-5496
Hill AFB, UT	Julee Womack	julee.womack@amwater.com	801-695-9786	801-695-9782
Picatinny, NJ	Pamela Bright	pamela.bright@amwater.com	862-397-5990	862-397-5983
Scott AFB, IL	Tammy Schrage	tammy.schrage@amwater.com	618-744-9631	618-744-9626
Vandenberg AFB, CA	Amber Begley	amber.begley@amwater.com	805-734-0043	805-734-0056
Wright Patterson AFB, OH	Brenda Delgado	brenda.delgado@amwater.com	856-955-4305	856-519-9783
Fort Leonard Wood, MO	Kelly Jackson	kelly.jackson@amwater.com	856-955-4395	856-519-9783

For any questions or additional information, please contact either:

Brenda Delgado, Contracts Specialist	856-995-4305	brenda.delgado@amwater.com
Kelly Jackson, Contracts Specialist	856-955-4395	kelly.jackson@amwater.com
Jacqueline Shanebrook, Contracts Specialist	856-955-4485	jacqueline.shanebrook@amwater.com

Remittance Address

American Water Enterprises, LLC
Military Services Group
1 Water Street
Camden, NJ 08102
Receptionist: 856-995-4001

Billing Address

American Water Services
P.O. Box 5630
Cherry Hill, NJ 08034
Attn: AWE Accounts Payable
Telephone: 856-310-5742
Facsimile: 856-310-5969

AVETTA Auditing Procedure

Dear AW Enterprises, LLC, AW Operations and Maintenance, LLC, and/or Military Services Group (“AW”) Vendor:

Vendor Qualification Procedure

In an effort to improve the Health & Safety of our employees and our subcontractors, AW has contracted with AVETTA Auditing LLC (“AVETTA”), a third-party provider, to assist in our Vendor Prequalification Process.

AW uses the Avetta third-party auditing service for contractor risk management pre-qualification to ensure continued compliance with AW's requisite safety record and insurance requirements.

Depending on the services requested by AW, contractors shall be asked to complete registration with AW's designated third-party auditing service and comply with all requests made by said service on behalf of AW as a condition of performing services for AW and receiving payment for services performed.

Vendors may be required to register with AVETTA at the time of Request for Proposal (“RFP”). At a minimum, Vendors are required to be registered with AVETTA within thirty (30) days of being awarded work.

Types of services that require AVETTA registration:

- Pipe, meter and hydrant installation
- Lift and pump station work
- Environmental response & cleanup
- Building improvements & demolition
- Tank repair, cleaning, and painting
- Major plant maintenance e.g., mechanical plumbing & electrical
- Well rehabilitation & drilling
- Excavation & paving
- CIPP work
- Pipe point repairs
- Lead & asbestos abatement

Registration Procedure:

1. **Register Online** - Register on the AVETTA website at www.Avettaauditing.com and select AW, which takes less than 10 minutes to complete. AVETTA is also happy to provide registration assistance by phone at **(877) 725-3022**. Please note, if you are already a member of AVETTA log in to the website and link your company to AW and complete the required information.
2. **Complete the Prequalification Form (PQF)** – Fill out AW's required qualification information online and upload any requested documentation.
3. **Upload Your Safety Program Documentation for Review and Audit.** Even if you have already provided AW with a copy of your safety program, please upload your current information where indicated.
4. **Respond to any Audit questions.** AVETTA will follow up as needed for clarification or additional information after the Safety Manual Audit or review of the PQF is underway. Most importantly, AVETTA will provide guidance and support in closing action items.
5. **Complete and Maintain the Annual Updates.** Every January, you will need to update your AVETTA account and provide your occupational safety statistics.
6. **Submit monthly safety reports.**

Vendor Benefits

AW's safety qualification process will now be administered by AVETTA and will provide vendors with the following benefits:

- **Exposure** – Once registered in the AVETTA system, Procurement Managers and Project Managers can find your company at the exact time that they are looking for a contractor. Your company and *all* of your services will be readily available to all organizations that are a part of the AVETTA network. In addition, registered suppliers can search for new business opportunities using AVETTA.
- **Assistance** – AVETTA provides individualized customer support to help understand the requirements and how to meet them. AVETTA provides guidance on safety programs and can address all questions and concerns. AVETTA will not send you to a 3rd party that charges additional costs.
- **Consistency** – AWMSG will apply the same qualification standards to all service providers. This reduces the chance your company is under bid by a vendor that cuts corners.
- **Cost Savings** – AVETTA will improve process efficiencies, reduce overhead and improve communication. One account satisfies the needs of your customers many times. This is in addition to potential areas where your company can negotiate better insurance rates as a result of improving safety culture.

Membership Fee

For partners that are not already active in the AVETTA supplier ecosystem there is a one-time registration fee. In addition to the registration fee, there is an annual membership fee based upon the level of services required and the number of clients to which your account is associated. The complete fee structure is available on the AVETTA website and can be reviewed during the registration phase.

If you have any questions, please contact a customer service representative at AVETTA at **(877) 725-3022**.

We thank you in advance for your participation.



AMERICAN WATER

From: Stephen Curtis

To: American Water Contractors

Re: American Water Pipe Cutting Requirements

American Water recently reviewed its practice of using cut off saws while making repairs to our distribution system. A work group comprised of American Water health and safety professionals and operations personnel reviewed our current practices and looked at new pipe cutting options to lower exposures and improve employee safety in our construction and repair efforts.

Based on the work group's recommendations, American Water approved the following requirements:

- The use of diamond tipped metal blades is prohibited in any cut off saw application. Only abrasive blades will be used with cut off saws.
- The use of cut off saws and ring saws is banned in any pipe cutting.
- Cut off saws may be used for pavement cutting if equipped with approved abrasive blades and the saw is properly mounted in a cart approved by the manufacturer, and designed specifically for the saw model in use. Free hand use of cut off saws for pavement cutting will not be permitted on American Water work sites. Cut off saws will also be allowed for cutting concrete block (Concrete Masonry Units [CMUs]) using an abrasive blade.

American Water evaluated a number of different viable alternatives for the use of cutting pipe which eliminate the rotational kick back hazard, the following methodology's are acceptable:

- Abrasive chain saws (e.g. ICS Power Grit Saws) specifically approved and equipped with the appropriate cutting chain for the pipe material,
- Diamond wire Guillotine saws,
- Manual, pneumatic, and hydraulic powered wheel and snap cutters,
- Reciprocating saws, and
- Hand saws

Appropriate Personal Protective Equipment (PPE), must be worn for protection from the hazards associated with the cutting tool and process. PPE includes, as a minimum with all pipe cutting tools: safety glasses or goggles, gloves, safety shoes, hardhat, and Class II or III reflective garment (when in the road right-of-way). Additional PPE including face shield and hearing protection is required when using reciprocating, cut off, chain, ring, or guillotine saws.

In addition to the above, all manufacturer requirements and safety warning must be followed.

American Water requires that all Contractors who perform pipe cutting tasks as part of their services rendered for American Water to follow, at minimum the requirements described above. These requirements also apply to any subcontractor engaged by an American Water contractor. Contractors who do not comply with these guidelines will not be permitted to work on American Water projects.

It remains the contractor/subcontractor's responsibility to train their respective employees on the proper use and application of all equipment, to follow manufacturer recommendations and to comply with all applicable Federal, State and local health and safety regulations. Contractors/subcontractors should not undertake any activity on behalf of American Water in unsafe situations and should contact the American Water Project manager if they have any concerns.

Should you have any questions, please do not hesitate to contact me at the phone number or email address noted below.

Sincerely,

A handwritten signature in black ink, appearing to read "Stephen Curtis", with a period at the end.

Stephen Curtis
Vice President
856-359-2070
steve.curtis @amwater.com

Insurance Certificate Requirements

Insurance certificates must be e-mailed along with the vendor packet to one of the Contracts Specialists listed on the cover page of the vendor packet. The following contract numbers must also be identified on the insurance certificate, you may provide one certificate with part of the address above the certificate holder area or you may provide two certificates.

Certificate Holders shall be:

**American Water Enterprises, LLC
American Water Operations and Maintenance, LLC
American Water Military Services, LLC
1 Water Street
Camden, NJ 08102**

**U.S. Government
8725 John J Kingman Road,
STP 10400
Fort Belvoir, VA 22060-6222**

**Fort Polk: SP0600-08-C8257
Fort Belvoir: SP0600-09-C-8257
Fort Meade: SP0600-08-C-8256
Fort A.P. Hill: SP0600-07-C-8254
Fort Hood: SP0600-08-C-8250
Fort Leavenworth: SP0600-03-C-8265
Fort Rucker: SP0600-03-C-8268**

**Fort Sill: DABK35-03-C-0005
Hill Air Force Base: SP0600-14-C-8290
Picatinny Arsenal: SP0600-14-C-8292
Scott Air Force Base: SP0600-07-C-8253
Vandenberg Air Force Base: SP0600-15-C-8302
Wright-Patterson Air Force Base: SP0600-17-C-8322
Fort Leonard Wood: SP0600-18-C-8324**

1. The certificates should identify coverage for General Liability, Automobile, Workers' Comp (Employers Liability), and Excess/Umbrella Coverage.
 - As a general guide, the following insurance limits are required for all on-site work: \$1M General Liability with a **\$2M General Aggregate, \$1M Automobile, State-required Workers Compensation, and Excess/Umbrella Liability Coverage**, this coverage amount is determined by the type and scope of services performed(as listed below).
2. 60 Day Notification of Cancellation Provision and notification for significant changes in coverage or non-payment of premium. Below are examples of the type and scope of services that may be performed and their associated insurance requirements (each RFP/scope of services will include confirmation of its unique insurance requirements):
 - **Major Construction and Renovation:** This type of work includes; treatment plant construction/renovation; large lift station/pump station construction/renovation; painting and sandblasting water tanks, hoisting and scaffolding; roofing and waterproofing, Design-Build projects and when hazardous equipment such as cranes, boom trucks, etc are used.
 - **Construction:** This type of work includes installation of new pipe, mains, meters, fire hydrants; demolition, excavation and foundation; masonry and concrete; steel and welding.
 - **Services:** This type of work includes point repairs, new generator parts and installation, Flooring, Tile/masonry, Drywall, Carpentry, Electrical, HVAC/Plumbing/Mechanical work for exterior/interior renovations that are short term in nature.
 - **Simplified Services:** This type of work includes landscaping, maintenance, janitorial, food service (vending machines & coffee companies), telecommunications, and all other services requiring entry or delivery to or from company properties.
 - **Architects, Design Engineers or Software Design:** This type of work includes engineering, architectural, surveying and inspection services including design and/or site services. It also applies to software design.
 - **Other Professional Contractors or Consultants:** This type of work includes SCADA, Surveying (not part of construction), mapping, hydraulic modeling, work with no plans for construction, and all other consultation services.
 - **Transportation:** This type of work includes chemical suppliers and suppliers of fuels, fuel oil, aggregates and other hazardous substances and other global delivery service organizations.

Umbrella, Professional, Pollution, and Builders Risk Liability Requirements

Work Type	Qualifier	Umbrella Liability	Professional Liability	Pollution Liability	Builders Risk
Major Construction & Renovation		\$9M			
"	Design-Build	\$9M	\$5M		
"	New Structures (above ground)	\$9M			Value of Structure
Construction		\$4M			
Services		\$4M			
Simplified Services		\$1M			
Architects, Design Engineers or Software Design		\$1M	\$5M		
Other Professional Contractors / Consultants		\$1M	\$1M		
Transportation	Hazardous Substances/Chemical Delivery	\$4M		\$5M	
	Bio-Solids, Grease Trap/Oil Water Separator Pumping	\$4M		\$1M	
"	Delivery Services	\$4M			
Lead Abatement		\$4M		\$5M	

The size of your business is determined by the NAICS code of the product or service your company provides. Please fill out the information below and return to American Water via e-mail.

Please refer to the Code of Federal Regulations (CFR), Title 13, subparts 121.410 and 121.411, for guidance on size standards and procedures regarding the Subcontracting Program. These regulations may be obtained on the internet at <http://www.sba.gov/offices/headquarters/ogc/resources/4518>.

Company Name

Address

City

State

Zip Code

Business
Classification:
(check all that apply)

Small Business

Small Disadvantaged Business

Certified by SBA as a HUBZone Business

Women Owned Small Business

Veteran Owned Small Business

Service Disabled Veteran Owned Small Business

Historically Black College/University or Minority Institution

Large Business (including non-profit)

Alaskan Native Corporation

Indian Tribe

Other

You may wish to review the definitions for the above categories in the Federal Acquisition Regulation 19.7 or 52.219-8 (<http://www.acquisition.gov/far/>). If you have difficulty ascertaining your size status, please refer to SBA's website at www.sba.gov/size or contact your local SBA office.

Under 15 U.S.C. 645(d), any person who misrepresents its size status shall (1) be punished by a fine, imprisonment, or both; (2) be subject to administrative remedies; and (3) be ineligible for participation in programs conducted under the authority of the Small Business Act.

NAICS Code(s) to be utilized for business classification(s) checked above:

Signature and Title

Date (mm/dd/yyyy)

FOR INTERNAL USE ONLY

HUBZone Status has been verified in the Dynamic Small Business Search database.

Verifier

Date (mm/dd/yyyy)

SUMMARY OF SIZE STANDARDS BY INDUSTRY

The Small Business Administration (SBA) has established two widely used size standards – 500 employees for most manufacturing and mining industries, and \$7.5 million in average annual receipts for most nonmanufacturing industries. While there are many exceptions, following are the primary size standards by industry. All dollars amounts pertain to average annual receipts.

Services

Most common: \$7.5 million

Computer programming, data processing and systems design: \$27.5 million
Research and development and environmental remediation service: the only service industries with size standards stated in number of employees. The highest annual receipts size standard in any of the service industry categories is \$38.5 million.

Construction

General building and heavy construction contractors: \$36.5 million
Special trade construction contractors: \$15 million
Land subdivision: \$27.5 million
Dredging: \$27.5 million

Retail Trade

Most retail trade industries: \$7.5 million

A few (such as grocery stores, department stores, motor vehicle dealers and electrical appliance dealers), have higher size standards, but none are above \$38.5 million.

Wholesale Trade

For all wholesale trade industries, a size standard of 100 employees is applicable for loans and other financial programs. When acting as a dealer on federal contracts set aside for small business or issued under the 8(a) program, the size standard is 500 employees and the firm must deliver the product of a small domestic manufacturer, as set forth in SBA's non-manufacturer rule, unless waived by the SBA for a particular class of products. For procurements made under the Simplified Acquisition Procedures of the FAR and where the purchase does not exceed \$25,000, the non-manufacturer may deliver the goods of any domestic manufacturer.

Manufacturing

About 75 percent of the manufacturing industries: 500 employees

Other Industries

Divisions include agriculture; transportation, communications, electric, gas, and sanitary services; and finance, insurance and real estate. Because of wide variations in the structure of industries in these divisions, there is no common pattern of size standards. For specific size standards as of January 1 of each year, refer to the size regulations in 13CFR121.201.



American Water Enterprises, LLC
 American Water Operations & Maintenance, LLC

SBA	REQUIREMENTS
Small Business Size	<p>To qualify as a small business concern for most Small Business Administration (SBA) programs, small business size standards define the maximum size that a firm, including all of its affiliates, may be: A size standard is usually stated in number of employees or average annual receipts. SBA has established two widely used size standards – <i>500 employees for most manufacturing and mining industries, and \$7.5 million in average annual receipts for most nonmanufacturing industries.</i> While there are many exceptions, these are the primary size standards by industry.</p> <p>To see if your business is considered small by the federal government, or to determine which NAICS code(s) is (are) applicable to your business, visit: https://www.sba.gov/content/small-business-size-standards</p>
Disadvantaged 8(a)	<p>The basic requirements an 8 (a) applicant firm must meet are:</p> <ul style="list-style-type: none"> • Must be a small business • Must be unconditionally owned and controlled by one or more socially and economically disadvantaged individuals who are of good character and citizens of the United States • Must demonstrate potential for success.
HUBZone	<p>To qualify for the program, a business (except tribally-owned concerns) must meet the following criteria:</p> <ul style="list-style-type: none"> • It must be a small business by SBA standards. • It must be at least 51% owned and controlled by U.S. citizens, or a Community Development Corporation, or an agricultural cooperative or an Indian tribe. • Its principal office must be located within a “Historically Underutilized Business Zone,” which includes lands considered Indian Country and military facilities closed by the Base Realignment and Closure Act; and at least 35% of its employees must reside in a HUBZone. <p>Existing businesses that choose to move to qualified areas are eligible. To fulfill the requirement that 35% of a HUBZone firm’s employees reside in the HUBZone, employees must live in a primary residence within that area for at least 180 days or be a currently registered voter in that area. A business may learn it resides in a HUBZone area by logging onto the web at http://map.sba.gov/hubzone/maps/ and researching your area.</p>
Woman Owned	<p>The Federal Acquisition Regulations (FAR) defines a “women-owned small business concern” in Part 19.001 Definitions, as follows: “Women-owned small business concern means a small business concern – (a) which is at least 51 percent owned by one or more women; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and (b) whose management and daily business operations are controlled by one or more women.”</p>
Veteran Owned/Service - Disabled Veteran Owned	<p>To be an eligible SDVOSBC, the management and daily business operations of the concern must be controlled by one or more service-disabled veterans (or in the case of a veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran). A concern owned principally by another business entity that is in turn owned and controlled by one or more service-disabled veterans does not meet this requirements.</p>