To Whom It May Concern:

We would like to remind contractors who perform excavation work of any kind in the public right-of-way within the City of Elkhart to register as an Excavation Contractor for the 2019 calendar year.

The following is required as part of the registration process:

- Each applicant should furnish a bond guaranteeing performance, issued by a surety company or bank approved by the issuing authority, in an amount of ten-thousand dollars ($10,000.00). The bond will be released, but not before two years after the completion and acceptance of the work, which must meet with the approval of the City’s Engineer. In lieu of this requirement, any person may post a performance bond in the amount of one hundred thousand dollars ($100,000.00).

- Ordinance 5192 requires an excavation permit fee of $25.00 for an excavation of one hundred (100) linear feet or less, and for each tunnel opening; there is an additional charge of $25.00 required for each additional one hundred (100) linear feet. In case of an emergency, the excavator will contact the City’s Communication Center (574-293-2175) immediately and the person making the excavation shall apply for an excavation permit on the first regular business day on which the Public Works & Utilities Department is open for business.

- Liability Insurance – Indiana Code 22-3-5-1 requires Workers Compensation in the amount of $500,000 and Employers Liability Insurance in the amount of $100,000 (statutory amounts required) or Workers Compensation Clearance Certificate for Independent Contractors, Form WC-999.
It is our goal at Public Works to have contractors register at the beginning of each calendar year. You may register in person or mail the forms and payment to:

Elkhart Public Works & Utilities
1201 S. Nappanee Street
Elkhart, IN 46516

Call our office at (574) 293-2572 if you have any questions or would like a copy of Ordinance No. 5192 regarding excavation in the City of Elkhart. Please remember to include the following with your registration form.

- Bond for $10,000 (or continuation certificate after we receive initial bond)
- Liability Insurance (or continuation certificate)
- Check payable to City of Elkhart for your contractor registration fee ($50.00 for a new registration, $25.00 for a renewal registration)

Sincerely,

Jane Lucier
Office Services
Elkhart Public Works & Utilities
1201 S. Nappanee St.
Elkhart, IN 46516
PH# (574) 293-2572
jane.lucier@coei.org
Company: ____________________________

Contact Person: _______________________ Cell Ph. #: ________________________

Street: __________________ City: ____________ ST: __ ZIP: ______________

Mailing: __________________ City: ____________ ST: __ ZIP: ______________

Phone #: __________________ Fax #: __________________

Email Address: ________________________________

REGISTRATION FOR EXCAVATION CONTRACTORS

Initial Registration Fee: $50.00 □ Renewal Fee: $25.00 □

Please make check payable to: City of Elkhart

PERFORMANCE BOND REQUIRED FOR EXCAVATION CONTRACTORS

Performance Bond Amount - $10,000.00 □ Bond No: ____________ Bond Expires: ____________

Certificate of Liability Ins. □ E-Verify Company No. □ E-Verify Affidavit □

Contractor’s Signature: ________________________________

-----------------------------------------------------------------------------------

Office Use Only

Bond Received? ____________ Bond Expires: ____________ Accepted By: ____________

Registration Fee Paid (New - $50. - Renewal - $25.): $ ________ Receipt #: ____________