

January 30, 2014

RE: 2014 Street Contractor License

Dear Street Contractor:

It is that time of year to renew your Street Contractor License for the 2014 construction season. In order to help you obtain your license with as little inconvenience as possible, we are enclosing an original **Revised 2012 City of Cincinnati bond form**. **Only original, completed, City of Cincinnati signed revised 2012 bond forms** or our revised 2012 bond form obtained from the City's website at <http://www.cincinnati-oh.gov/dote/manuals-permits-supplements/> (under Forms) **WILL BE ACCEPTED**. **All current Street Contractor Licenses expire on March 31, 2014**. To obtain your Street Contractor License for 2014, you must provide the City of Cincinnati with a **bond in the amount of at least \$10,000.00**.

We have also enclosed a company information sheet to be kept on file in our office. Please complete all the information and return it with your bond form. **Your license will not be processed without it!** If you are interested in being notified by e-mail of special notices and having your renewal notice e-mailed next year, please provide your e-mail address. Also, if you are interested in being on a residential listing for sidewalk replacement work only, please sign and return the enclosed "Form-Residential" with your license application. You will be notified by email or phone when your license renewal is processed. Allow **ten (10) business days** for processing of the applications. **Certificates will not be sent out this year.**

Please complete and **sign the bond form** and have it properly executed by your bonding company. Please type or print name and title under "Principal" and "Surety". Fees are \$120 for a new license and \$85 for a renewal (if you were licensed with us last year). Return the original completed and signed City of Cincinnati bond form with the Power of Attorney attached, your company information sheet, and a check for the license fee to: City of Cincinnati, Department of Transportation and Engineering, 801 Plum Street, Room 425, Cincinnati, OH 45202, Attention: Right-of-Way Management (ROW Mgmt).

Please note that if your bond is cancelled while you have an active City of Cincinnati Street Contractor License, you will have 30 days from the date of the cancellation notice to produce a new bond to us. After this time frame, any bond re-submittals will be charged the current renewal rate. **No permits** will be issued until the bond is current and any necessary fees have been paid. Also, please be advised that becoming licensed gives you the ability to obtain a DOTE permit. Individual permits still need to be applied for.

In addition, please be advised, that a separate DOTE bond and license is still a requirement for any work in the right-of-way even if you have submitted a similar bond to the City's Planning and Buildings Department (formerly Buildings and Inspection) as part of their registration process.

If you have any questions concerning the DOTE licensing process, please contact Camille King by e-mail at camille.king@cincinnati-oh.gov.

Sincerely,



Keith Pettit, Principal Engineer
Right-of-Way Management



Division of Engineering
 Right-of-Way (ROW) Management
 801 Plum Street, Suite 450
 Cincinnati, OH 45202
 513-352-3463

**LICENSED STREET CONTRACTOR
 BOND FORM**

For Office Use Only:
 Contractor's License No. _____
 PW - _____

As used in this Bond, the following terms have the following meanings:

“Principal” and “Applicant” means _____

Street Address	City	State	Zip Code	Phone/Fax
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“Surety” means _____

Street Address	City	State	Zip Code	Phone/Fax
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“City” means City of Cincinnati.

“Work” means to dig, excavate, build, erect, place in jeopardy and/or repair street infrastructure.

KNOW ALL MEN BY THESE PRESENTS that Principal and Surety are held and firmly bound unto City in the sum of \$ _____ (a minimum of \$10,000) to be paid to City; and we jointly and severally bind ourselves, our heirs, executors, and assigns.

The conditions of the above obligation are such that:

WHEREAS, the Principal is an applicant for a license permitting him to obtain permits to work on City owned property within the City for the term of one year from April 1, _____, to March 31, _____, inclusive, and

WHEREAS, said work is to be accomplished so as to conform in all respects with the specifications, rules and ordinances of the City.

Now, if said license shall be issued to Principal, the Principal shall perform the Work according to the specification, rules and ordinances of the City on any City owned property; and shall upon notice from the City Engineer, within 30 days, properly complete such Work which, in the opinion of the City Engineer, is not satisfactory due to neglect, workmanship or material, then this obligation shall be void. If the unsatisfactory Work is not corrected to the satisfaction of the City, within the 30-day period, the Principal **will be default of the obligation**. Concurrent with the notice sent to Principal, the City Engineer shall send a notice to Surety. In case of default by Principal, Surety shall pay the City, within 15 days after the default, the full amount, as determined by the City Engineer, necessary to properly complete the Work.

The full obligation for the Principal and Surety under this bond shall **extend for a period of one year** from the date of final Inspection by the City Inspector, of any Work performed during the license period. In the event the Principal performs additional, corrective or repair work on any project covered by this bond after final inspection by the City Inspector due to problems with that work, the full obligation for the Principal and Surety under this bond **shall extend for an additional period of one year** from the date of final inspection by the City Inspector of the additional, corrective or repair work.

Signed by us the _____ day of _____, _____ A.D.,

(Principal) _____
 (Name) (Title)

(Surety) _____
 (Name) (Title)

(Surety's Bond Number) _____

Approved As To Form:

 Assistant City Solicitor

INSTRUCTIONS TO APPLICANTS APPLYING FOR LICENSE IN PERSON:

Have a recognized surety company who is licensed to do business in Ohio, fill out and sign this form. **In all cases; a notarized, dated, surety, power of attorney must accompany this bond form.** After this bond form has been properly completed, signed by the surety company and the contractor, with power of attorney attached, present bond to Dept. of Transportation & Eng., ROW Management, Room 425, City Hall.

COMPANY INFORMATION

MUST BE COMPLETED AND RETURNED WITH NEW BOND FORM

Please submit updated street address and email address

Date _____

Company Name: _____

Street Address: _____

City, State, Zip: _____

Telephone No: _____ Fax No : _____

COMPANY REPRESENTATIVE:

Name: _____

Title: _____

Telephone No: _____ Fax No: _____

Cell No: _____ E-Mail: _____

Provide e-mail address if you would like to receive next year's renewal information electronically (optional)

LOCAL INSURANCE COMPANY:

Agent: _____

Company: _____

Address: _____

City, State, Zip: _____

Telephone No: _____ Fax No : _____

PERSONS AUTHORIZED TO OBTAINED PERMITS:

Name: _____ Signature _____

Name: _____ Signature _____

Name: _____ Signature _____

Name: _____ Signature _____

Check here if everyone from your company is authorized to obtain permits. Otherwise, if box is not checked, only people above can get permits.

City of Cincinnati – Department of Transportation & Engineering

The DOTE Sidewalk Safety Program periodically sends to property owners a list of Licensed contractors that are willing to perform **small residential sidewalk replacement** work. Below is a sample of that list. If you are interested in being included in this list, please sign and return this page with your license application.

Company _____ Phone _____

Signature _____

Contractors that have indicated they are available for residential sidewalk work.

This list is not intended to be an endorsement of these contractors or the quality of their work. It is recommended that you have a signed contract with the contractor you choose, and reserve final payment until the work has been inspected and accepted. A permit will not be closed until all forms have been removed, concrete has been sealed, and restoration is complete. Please contact the Better Business Bureau for additional information on any contractor.

All work requires a permit from the Department of Transportation & Engineering Permit and License office in City Hall Room 425, 801 Plum Street or at the Business Development and Permit Center, 3300 Central Parkway. Please call 513-352-4503 if you have any questions.

NAME	PHONE	NAME	PHONE
City Concrete, Inc.	513-555-5555	January Concrete Co.	513-555-5555
City Enterprises, Co	513-555-5555	February Construction ,LLC	513-555-5555
City Company, LLC	513-555-5555	March Management Cement, LLC	513-555-5555
Sally Sue Pavement	513-555-5555	April Cement Finishers	513-555-5555
John Doe Concrete	513-555-5555	May Construction	513-555-5555
ABCDE Construction Co	513-555-5555	June Concrete Construction, Inc.	513-555-5555
FGHIJ Contracting Services	513-555-5555	July Cement Maintenance	513-555-5555
City Residential Co	513-555-5555	August Construction Contractor Company	513-555-5555
Amazing Inc.	513-555-5555	September Pavers	513-555-5555
Concrete Construction	513-555-5555	October Construction, Inc.	513-555-5555
Local Pavement LLC	513-555-5555	November Concrete LLC	513-555-5555
Jane Jane Cement	513-555-5555	December Blacktop	513-555-5555
City Construction, Inc	513-555-5555		
City Cement Company	513-555-5555		
City Pavement Construction	513-555-5555		
City Cement & Blacktop	513-555-5555		



License Fees for 2014-2015

New License	\$120
Renewal License	\$ 85

For a new license or to renew a license six months into the license period
(starts **October 1, 2014** through **March 31, 2015**) \$ 60

A Check List to Help Expedite your Street Contractor's License

- Did you use the enclosed City of Cincinnati bond form or one downloaded from our web site?
- Is the Power of Attorney attached?
- Is the 'Surety' signature legible? If not, please print name under signature.
- Did you sign the bond form?
- Did you fill out and enclose the Company Information Sheet?
- Did you enclose a **signed** check for the proper amount?

Please submit to:

City of Cincinnati
Department of Transportation & Engineering
801 Plum St., Rm. 450
Cincinnati, OH 45202
Attn: ROW Mgmt.