



STATE OF LOUISIANA
DEPARTMENT OF NATURAL RESOURCES
OFFICE OF CONSERVATION
**OILFIELD SITE RESTORATION PROGRAM
CONTRACTOR APPLICATION**

The following information is to be submitted for consideration as an approved bidder under La. R.S. 30:80 et seq. [Act 404; Oilfield Site Restoration]. Return completed application in a three ring binder to:

Mailing Address:

Office of Conservation
Oilfield Site Restoration Section
PO Box 94275 – Capitol Station
Baton Rouge, Louisiana 70804-9275

Parcel Delivery Address:

Office of Conservation
Oilfield Site Restoration Section
617 North Third Street
LaSalle Building - 9th floor
Baton Rouge, LA 70802

Pursuant to LSA R.S. 30:83.F.3, all applications are presented to and approved by the Oilfield Site Restoration Commission during scheduled quarterly meetings. For information regarding future Commission Meetings, please call 225-342-6397.

FORM OSR-OR-1
OILFIELD SITE RESTORATION CONTRACTOR ORGANIZATION REPORT
(INSTRUCTIONS ON PAGE 3)

****PLEASE TYPE RESPONSES****

1. Purpose of Filing (Please Check One)

Initial Filing

Change of Address Only

Annual Re-filing

Organization Name Change

2. Organization - Name & Mailing Address

Contact Person in case of Emergency:

Phone No.: () -

Fax No.: () -

E-Mail Address:

3. Address to which ALL correspondence should be directed:

Contact Person for Correspondence:

Phone No.: () -

Fax No.: () -

E-Mail Address:

4. Current Plan of Organization (**Select ONE ONLY**)

Trust

Partnership

Corporation - State where incorporated:

Individual

Joint Venture

Other-

5. Three Primary Officers (Only one necessary if individual)

(1) Name:

Title:

Address:

(2) Name:

Title:

Address:

(3) Name:

Title:

Address:

6. If a change of organization name, give previous name:

Name: _____

Effective Date: _____

7. Each registered organization shall notify this Office, in writing, following the filing of a voluntary petition for bankruptcy under any Chapters of Title 11 (Bankruptcy) of the United States Code (11 U.S.C.) by or against. The notification will indicate the name of the organization and date of filing.

CERTIFICATE: I DECLARE UNDER PENALTIES AS PRESCRIBED IN LRS 30:17, THAT I AM AUTHORIZED TO MAKE THIS REPORT, THAT THIS REPORT WAS PREPARED BY ME OR UNDER MY SUPERVISION AND DIRECTION, AND THAT FACTS STATED THEREIN ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

PRINTED NAME

TITLE

DATE

SIGNATURE

TELEPHONE () -

FOR OSR USE ONLY

DATE: _____

APPROVED BY: _____

INSTRUCTIONS

FORM OSR-OR-1: Oilfield Site Restoration Contractor Organization Report

WHO IS TO FILE OSR-OR-1: Each entity filing an application to become an approved contractor for the Oilfield Site Restoration program within the jurisdiction of the Office of Conservation.

WHEN TO FILE FORM OSR-OR-1: Form OSR-OR-1 must be filed with the Contractor Application submittal or when an organization name is being changed. Initial filing shall be valid for the first calendar year.

Form OSR-OR-1 must be re-filed annually. The Office of Conservation will notify you before your re-filing date by mailing you a blank Form OSR-OR-1. Update any changes by entering them in the proper areas. **SIGN** the form and return it to the Office of Conservation in Baton Rouge by January 31.

ADDRESS INSTRUCTIONS: Each name and address line is limited to 30 spaces in length. Each name is limited to one line while each address is limited to four lines. Use abbreviations where necessary to conform to these limits.

SPECIFIC ITEMS ON FORM OSR-OR-1:

1. Check the proper block to show the purpose of filing.
2. This is the official name of your organization as carried on Office of Conservation records. ADDRESS, ALONG WITH AN EMERGENCY CONTACT, PHONE NUMBER, ETC ARE REQUIRED PURSUANT TO R.S. 30:4B. ALL OF THIS INFORMATION MUST BE PROVIDED.
3. Address to which Oilfield Site Restoration correspondence should be directed, the Contact Person, telephone number, fax number and e-mail address.
4. Check the appropriate plan of organization. Select one only.
5. List **ONLY** the **THREE** highest ranking officers of the organization and give their full legal name (AGENTS ARE NOT ACCEPTABLE). Do not attach a listing of any others. The street address for each Officer **MUST** be different from that shown for the organization in No. 3. If plan of organization is an individual, only No. 1 under primary officer is to be completed and the address may be the same as shown in No. 3. The information provided will be used solely for the administration and enforcement of the laws pertaining to the Office of Conservation.
6. If you have changed your organization name, give the previous name of the organization.

TAB to move between form fields.

IF YOU HAVE ANY QUESTIONS PLEASE CALL (225) 342-6397

1. Indicate the location of work you desire to bid on:

| <u>Well Depth</u> | <u>Land</u> | <u>Water 0-15'</u> | <u>Water 15' +</u> | <u>District(s)</u> |
|---|--------------------------|--------------------------|--------------------------|--------------------|
| 0-5000' | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 5000' to geo pressure (approx. 10,000') | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 10,000' and deeper (below geo press.) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

2. Indicate the type of work you wish to bid on (e.g., cementing, laydown services, general contractor, site restoration, etc.)

3. If you wish to do water work, provide a copy of current Oil Spill Contingency Plan.

4. Provide current Certificate of Insurance with Department of Natural Resources listed as the certificate holder. See Attachment "A" for the minimum that should be submitted for Land and Water Operations.

5. Provide latest copy of Employer Report of Occupational Injury and Illness Quarterly Summary (LA Department of Labor - Form 1017A).

6. Provide accident experience modification factor for current year and previous two years.

7. Provide a firm resume.

8. Provide a copy of current contractor license with the State of Louisiana.

ATTACHMENT "A"

VENDOR'S NAME _____

DEPARTMENT OF NATURAL RESOURCES

LAND OPERATIONS

MINIMUM INSURANCE REQUIREMENTS

General Liability minimum limits of \$1,000,000 per occurrence _____

BI/PD/Contractual/Products-Completed Operations/OCP _____

Additional Insureds _____

Waiver of Subrogation _____

Pollution liability including Clean up _____

Underground Resources _____

Blowout and Cratering _____

Broad Form Property Damage _____

XCU - Explosion/Collapse/Underground _____

No restriction in coverage for use of explosives _____

Workers' Compensation - Statutory coverage and Employers liability _____

Minimum Employers Liability of \$1,000,000 _____

Waiver of Subrogation _____

No restriction in coverage for use of explosives _____

Automobile Liability minimum limits of \$1,000,000 per occurrence _____

Owned/Non-owned/Hired Automobiles or any auto _____

Additional Insureds _____

Waiver of Subrogation _____

Insurance Agency/Company Representative

VENDOR'S NAME _____

LAND OPERATIONS CONTINUED

If not covered by general liability:

Pollution including clean up _____

Underground Resources _____

Blowout & Cratering _____

Broad Form Property Damage _____

XCU - Explosion/Collapse/Underground _____

Insurance Agency/Company Representative

VENDOR'S NAME _____

DEPARTMENT OF NATURAL RESOURCES

WATER OPERATIONS

MINIMUM INSURANCE REQUIREMENTS

General Liability minimum limits of \$5,000,000 per occurrence _____

BI/PD/Contractual/Products-Completed Operations/OCP _____

Additional Insureds _____

Waiver of Subrogation _____

Watercraft Exclusion deleted or evidence of P&I min. \$5 million _____

Pollution liability including Clean up _____

Underground Resources _____

Blowout and Cratering _____

Broad Form Property Damage _____

XCU - Explosion/Collapse/Underground _____

No restriction in coverage for use of explosives _____

Workers' Compensation - Statutory coverage and Employers liability _____

Minimum Employers Liability of \$1,000,000 _____

P&I/Jones Act-Maritime minimum of \$5,000,000 for crew _____

Waiver of Subrogation _____

Longshoremen & Harbor Workers coverage including 905(b) _____

Outer Continental Shelf Lands Act Endorsement _____

Maritime/Jones Act coverage including TWMC min. of \$5 million _____

No restriction in coverage for use of explosives _____

Insurance Agency/Company Representative

VENDOR'S NAME _____

WATER OPERATIONS CONTINUED

Automobile Liability minimum limits of \$1,000,000 per occurrence _____

Owned/Non-owned/Hired Automobiles or any auto _____

Additional Insureds _____

Waiver of Subrogation _____

Protection & Indemnity minimum limits of \$5,000,000 to include crew and TWMC _____

Waiver of Subrogation _____

Additional Insureds _____

"As owner of the vessel" phrase deleted _____

Any phrase purporting to limit the underwriter's liability to value of vessel or to that of an owner be deleted _____

No restriction in coverage for use of explosives _____

If not covered by general liability:

Pollution including clean up _____

Underground Resources _____

Blowout & Cratering _____

Broad Form Property Damage _____

XCU - Explosion/Collapse/Underground _____

Insurance Agency/Company Representative

ATTACHMENT “B”

DEFINITIONS

1. **PROCEDURES:** A detailed description of the work plan by which the contractor intends to carry out the scope of work.
2. **LUMP SUM:** A firm and inflexible quote that should allow for any unforeseen conditions that may alter or change the projected intent, the like of, but not limited to: procedures, schedules, methods, equipment, personnel, materials, logistics.
3. **THE WORK:** The scope of work described in this bid document and included in the lump sum price.
4. **CONTRACTOR:** The successful bidder of a specific project.
5. **CONFIRMATORY CLEAN SOIL SAMPLE:** A homogenous, representative soil sample taken at the excavated surface of any pit or production facility containment area in which the pre-closure soil analysis provided by LDNR did not meet LAC 43:XIX.311 and 313 closure requirements.
6. **ORPHAN WELL:** A well which has been orphaned pursuant to the provisions of R.S. 30:80 et seq.
7. **TANK BATTERY:** An area allocated in the general proximity to well sites for the purpose of containing hydrocarbon and produced water storage tanks. It is normally bordered by containment dikes/levees. A tank battery may or may not have existing storage tanks.
8. **PITS:** A natural topographic depression or man made excavation used to hold produced water or other non-hazardous oilfield waste. See LAC 43:XIX.301.
9. **SITE:** The confines established for a specific well or group of wells and associated pits, tank batteries, and facilities.
10. **SUBCONTRACTOR:** Any individual, firm, partnership, corporation, or combination of the two or more firms or corporations acting jointly, that are bound contractually to the contractor to perform portions of this work.
11. **COMMENCEMENT OF WORK:** Physically and actively performing the scope of work contained in the bid document, such as closing a pit or plugging a well. This definition does not include moving equipment on to the location or “visiting” the location.
12. **FACILITY:** The aggregate of vessels, separators, heaters, tanks, treaters, etc. (commonly referred to as production equipment), utilized in the producing and processing of effluents from a well.
13. **PLUG AND ABANDON:** The date the well is cut and capped, or casing is cut at specified depth below mud line.
14. **BOP TEST:** This test is to verify the good working condition of the BOP. The hydraulic closure system on the preventers must be operational at all times. Pressure test to qualify integrity of BOP body, connection to wellhead, and seal of blind or pipe ram elements. A retest is required each time the BOP stack is removed and subsequently reinstalled on the well.

ATTACHMENT “C”

FINANCIAL ASSURANCE REQUIREMENTS

The **Contractor shall furnish Financial Assurances for one hundred percent (100%)** of the amount of the contract for the faithful performance of his contract **AND one hundred percent (100%)** of the amount of the contract to assure payment for the labor & materials, by one of the following or a combination thereof:

PERFORMANCE BOND AND/OR LABOR AND MATERIALS BOND:

The performance bond and/or labor and materials bond shall be secured by a Surety or Insurance Company currently on the United States Department of the Treasury Financial Management Service List of approved bonding companies and in accordance with the restrictions set by them or by an insurance company that is either domiciled in Louisiana or owned by Louisiana residents and is licensed to write surety bonds. In addition, any surety bond written for a public works project shall be written by a surety or insurance company that is currently licensed to do business in the State of Louisiana. R.S. 38:2216 (2) requires that a bond shall be countersigned by a Louisiana licensed agent authorized to represent the Surety Company writing the bond and who is residing in this State.

LETTER OF CREDIT:

Letter of credit in sole favor of the Department of Natural Resources in a form prescribed by the Secretary or Assistant Secretary issued by a financial institution acceptable to the Secretary or Assistant Secretary (R.S. 30:92).