



**MEDFORD  
WATER**

Engineering Department  
200 S. Ivy Street, Room 177  
Medford, OR 97501

Submit Applications to:  
[EngineeringReview@medfordwater.org](mailto:EngineeringReview@medfordwater.org)

Phone: (541) 774-2440  
[www.medfordwater.org](http://www.medfordwater.org)

# PREQUALIFICATION APPLICATION

## FOR THE CONSTRUCTION OF **PUBLIC WATER MAINS & SERVICE LINES** WITHIN THE CITY OF MEDFORD & WHITE CITY

Date Application Prepared: \_\_\_\_\_

Legal Business Name: \_\_\_\_\_

Assumed Business Name: \_\_\_\_\_

Previous Business Names: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Years of Operation: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Are you applying for prequalification due to a current or upcoming project?

Name of Project: \_\_\_\_\_

Location of Project: \_\_\_\_\_

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Individual Sole Proprietorship  | <input type="checkbox"/> Corporation                         | <input type="checkbox"/> Joint Venture (JV)          |
| <input type="checkbox"/> General Partnership             | <input type="checkbox"/> Limited Liability Partnership (LLP) | <input type="checkbox"/> Assumed Business Name (ABN) |
| <input type="checkbox"/> Limited Liability Company (LLC) | <input type="checkbox"/> S-Corporation                       | <input type="checkbox"/> Limited Partnership (LP)    |

*(Note: The information on this form may be used by Medford Water Commission to consider whether a firm or contractor has met the standards of Medford Water as set forth in Medford Water Commission Standards for Water Facilities. Firm authorizes Medford Water to contact any person listed on this form for the purpose of investigating responsibility. Failure to provide complete information shall be grounds for prequalification rejection.)*

## LICENSES AND REGISTRATIONS

Oregon Corporation Division Business Registry Number:	
Oregon Construction Contractors Board Number:	
<b>*City of Medford Business License Number:</b>	
Oregon Business Landscape Contractors License Number:	
Oregon Plumbing Business License Number:	
ODOT Prequalification:	
Other Number:	

\* Required

## INSURANCE CERTIFICATES

To complete the Contractor Prequalification process with Medford Water, applicants must submit valid Certificates of Insurance that meet the following requirements. All certificates must name the Medford Water Commission as an Additional Insured where applicable.

**Commercial General Liability Insurance**

- Must be written on an occurrence policy form
- Coverage must include:
  - Bodily Injury and Property Damage
  - Products/Completed Operations
  - Personal & Advertising Injury
  - Blanket Contractual Liability
- Policy must be primary and non-contributory
- Minimum coverage limits:
  - \$1,000,000 per occurrence
  - \$2,000,000 general aggregate

**Commercial Automobile Liability Insurance**

- Must cover:
  - Owned, non-owned, rented, and hired vehicles
- Minimum coverage limit:
  - \$1,000,000 combined single limit per accident

**Workers' Compensation Insurance**

- Must meet Oregon statutory requirements for all subject workers
- Must include Employer's Liability Insurance with a minimum limit of \$500,000
- If the contractor is statutorily exempt from providing Workers' Compensation Insurance, they must complete and submit the Medford Water Declaration of Exemption from Oregon Statutory Workers' Compensation form in lieu of coverage.

## DISCLOSURE OF LEGAL OR REGULATORY ISSUES

Within the last five years has the applicant, or any parent, subsidiary or affiliate, been denied prequalification or had prequalification suspended or revoked by any state, local or federal agency? <i>If yes, please attach an explanation.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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<p>Within the last five years has the applicant, or any parent, subsidiary or affiliate, been debarred from bidding on contracts by any state, local or federal agency in this or any other state under any state or federal law? <i>If yes, please attach an explanation.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Within the last five years has the applicant, or any parent, subsidiary or affiliate, failed to complete a state, local or federal public improvement (works) contract? <i>If yes, please attach an explanation.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Within the last five years has any officer or partner of the applicant, or of any parent, subsidiary or affiliate, been found in breach of a local, state or federal contract? <i>If yes, please attach an explanation.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Within the last five years has the applicant, or any officer, partner, agent or employee of applicant, or any parent, subsidiary or affiliate, been found to have violated any state or federal prevailing wage statute or regulation (including the federal Davis-Bacon and related Acts and ORS 279C.800 et. seq.), or any provision requiring prompt payment to subcontractors, in any Final Order of the Oregon Bureau of Labor and Industries or the United States Department of Labor, by any other state or federal agency, or by any court of competent jurisdiction? <i>If yes, provide copies of the final order(s) or judgment in which this occurred and explain <b>in detail</b>: the circumstances behind any violation, including the amount(s) not paid, whether the amount(s) have now been paid, the reasons for the violation, &amp; all efforts undertaken to ensure that future violations will not occur.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Within the last five years has the applicant, or any officer, partner, agent or employee of applicant been found to have violated any state or federal environmental statute or regulation (including but not limited to Environmental Protection Agency, Department of Environmental Quality, US Fish and Wildlife Service, Department of Fish and Wildlife, US Army Corps of Engineers, Division of State Lands, Department of Agriculture or Department of Interior), or any permit issued by one of these agencies, in any agency Final Order or by any court of competent jurisdiction? <i>If yes, provide copies of the final order(s) or judgment in which this occurred and explain the circumstances behind any violation, including the amount(s) not paid, whether the amount(s) have now been paid, the reasons for the violation, &amp; all efforts undertaken to ensure that future violations will not occur.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

## GENERAL PREQUALIFICATION INFORMATION

All companies and/or contractors performing work that involves public water infrastructure in Medford and White City, Oregon, whether under contract or by permit, must have an approved and current Contractor’s Prequalification Application on file with the Engineering Department at Medford Water (MW).

Medford Water (MW) maintains its own independent contractor prequalification process, which is separate from the City of Medford and other agency prequalification processes. Approval by the City of Medford does not constitute prequalification with MW. However, contractors must hold a valid City of Medford business license in order to be approved by MW for any work performed within Medford city limits.

### **Prequalification Categories:**

MW maintains and publishes a list of prequalified businesses in two distinct categories:

**1. Waterline Construction**

Businesses approved to construct and install public water mains, including:

- Public waterlines
- Public waterlines for fire services
- Public waterlines to fire hydrants

**2. Service Line Installation**

Businesses approved to install **dry-tap water service lines** (1" service lines only).

*Note: MW performs all taps for service lines 1.5" and larger.*

The current list of prequalified contractors is available online at: [www.medfordwater.org/prequalifiedcontractors](http://www.medfordwater.org/prequalifiedcontractors)

This public list includes only the business entities that have been approved. It does not include the names of individual contractors or personnel who have been separately prequalified. Those individuals are maintained on an internal list provided to the MW Inspector and are also identified in the official approval letters sent to applicants.

**Medford Water Projects:**

Contractors interested in bidding or submitting proposals for Medford Water projects should be aware that general Prequalification Approval does not automatically qualify a firm to bid on projects that require job-specific prequalification. Any additional prequalification requirements will be clearly outlined in the bid documents for each Medford Water project.

This Prequalification Application applies specifically to contractor approval for Private Developer projects involving public water infrastructure and does not extend to competitive bidding opportunities on Medford Water projects unless otherwise stated.

**Applications & Renewals:**

Companies that desire to maintain an uninterrupted prequalification standing are required to submit a MW Prequalification Renewal Application & updated insurance certificates prior to their 2-year expiration date. Companies that have not been prequalified with MW previously, or those that have let their MW prequalification expire, must complete and submit a new MW Prequalification Application & insurance certificates.

Applications can be submitted electronically or in person to:

[EngineeringReview@MedfordWater.org](mailto:EngineeringReview@MedfordWater.org)

Medford Water Commission  
Engineering Department  
200 S Ivy Street, Room 177  
Medford, OR 97501

**Denial or Revocation of Prequalification:**

In the event that a contractor performs unsatisfactory work involving Medford Water infrastructure, a Medford Water representative will document the deficiencies through photographs and written observations. These materials, along with any subsequent site investigations, will be reviewed by Engineering Department staff to determine the appropriate corrective actions.

If the contractor's prequalification is denied or revoked due to substandard performance, the contractor may reapply for prequalification no sooner than six (6) months from the date of the denial or revocation. The reapplication will be subject to a thorough review, including an evaluation of any corrective measures taken since the initial decision.

**MINIMUM QUALIFICATIONS**

To be considered for prequalification, the contractor must demonstrate relevant experience in the construction of public transmission and/or distribution pipelines. This experience must specifically include pipeline construction of pressurized potable water main systems.

Qualifying experience must include, but is not limited to:

- Pipeline trenching and trench shoring
- Installation of pipelines and appurtenances
- Backfill and compaction
- Pavement restoration
- Traffic control implementation
- Service lateral installation
- Compliance with applicable permits
- Erosion and sediment control measures

**Note:** Experience limited to the construction of drainage facilities (e.g., storm drains or culverts) or pipelines installed using sliplining or tunneling methods will **not** be accepted as qualifying experience for this specialty area.

Both the business and each individual responsible for installing pipe and water facilities must be prequalified by Medford Water (MW).

Contractors must submit a list of past relevant projects, particularly those involving **Ductile Iron Pipe Installation**, along with references and contact information. MW will evaluate contractor performance based on physical demonstrations to the Medford Water Inspector and/or reference checks on previous projects proving the contractor has the knowledge required. Prequalification may be determined solely based on this evaluation.

As part of the prequalification process, contractors may be required to:

- Attend a meeting with the MW Inspector
- Bring their service vehicle & equipment to the meeting
- Present their planned approach to the work
- Demonstrate familiarity with MW's Standards for Water Facilities

It is important to understand that MW inspects waterline work for acceptance into the public system but does **not** provide training on proper installation techniques. Contractors are expected to possess this knowledge prior to performing work. Individuals new to the field should gain experience under a qualified contractor before applying for prequalification. Initial projects performed by newly prequalified individuals may be subject to increased inspection and/or project limitations until MW establishes confidence in their capabilities.

**All work involving water mains or service lines within the City of Medford or White City must be performed by a contractor who has been prequalified and approved by Medford Water. Work completed by individuals or companies that are not prequalified will not be accepted for integration into the public water system.**

## PUBLIC WATERMAIN INSTALLERS

List all foremen and personnel that are experienced in the installation of ductile iron water pipe, who will be on the job and wish to be prequalified:


**EXPERIENCE**

List projects within the past (5) five years involving public or private waterline work that have been successfully completed.

Name & Location of Project	Project Owner Name, Phone & Email	Date of Project Completion	Describe the Work & Water Infrastructure that was Installed	Installers (employees who performed the mainline work)

## DRY TAP SERVICE INSTALLERS

If any personnel applying for waterline prequalification also wish to be included on Medford Water's list of approved Dry Tap Service Installers, list their names below (if they satisfy the minimum qualifications and requirements below). MW may require a demonstration of knowledge in the field or at MW Service Center prior to approval.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

### MINIMUM QUALIFICATIONS FOR SERVICE INSTALLERS

- 1) All installers who will perform dry service taps must prequalify, whether working independently or for a company.
- 2) Installer must have the knowledge and ability to comprehend standard service line installation details as set forth by MW and install services as outlined and specified in the Medford Water Standards.
- 3) Installer must have knowledge of all types of waterlines used in the industry, including such parameters as wall thicknesses, overall diameters of pipe, etc.
- 4) Installer must have in-depth knowledge of tapping machines, their maintenance and repair.
- 5) Installers desiring to prequalify may be required to perform dry taps. This tap performance evaluation will be given in the field. The tap evaluation will be administered by the Medford Water Inspector and/or Operations department staff.

### EQUIPMENT

Prequalified Installers must perform all taps using the approved equipment specified in Medford Water Commission Standards and Specifications.

### MATERIALS

Prequalified installers will supply the pre-approved materials required per Medford Water Commission Standards and Specifications to tap mainlines and install service lines and air valves, unless other arrangements have been made with MW.

### REQUIREMENTS

- All work must be performed between the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, and not on designated MW holidays.
- Each installer shall have on site a copy of current Medford Water Commission Water Facilities Standards. Standards booklets are available on our website ([www.medfordwater.org](http://www.medfordwater.org)).
- Each tap and service line will be inspected by MWC's Inspector.
- No service shall be covered prior to approval by MW's Inspector.
- Pre-qualified installers will do taps for 1" service lines and air valves on new, dry pipe only.
- Installer will be required to have service lines and boxes set to proper grade upon finalization of the particular project. This may require more than one visit from the inspector to the project site.
- Contractor shall coordinate and cooperate with all other contractors and sub-contractors on each project to accomplish the installations in an expedient but professional and superior manner, meeting all required standards.

## CERTIFICATION AND SIGNATURE

I hereby certify that the information provided in this prequalification form is true, complete, and accurate to the best of my knowledge. I understand that any misrepresentation or omission may be grounds for disqualification or termination of approval. I further acknowledge that I am authorized to submit this information on behalf of the company listed.

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*Signature*

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*Date*

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*Printed Name*

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*Title*

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*Company*