



**MEDFORD  
WATER**

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

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

Phone: (541) 774-2430  
[www.medfordwater.org](http://www.medfordwater.org)

## **PREQUALIFICATION RENEWAL**

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

Today's Date: \_\_\_\_\_

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

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

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

#### **CHANGES**

Any Changes You'd Like to Let Medford Water Know About? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any Changes to Licenses or Registrations? ☐ No ☐ Yes: \_\_\_\_\_

Is your City of Medford Business License Still Active? ☐ No ☐ Yes, #: \_\_\_\_\_

#### **INSURANCE CERTIFICATES**

Submit updated valid Certificates of Insurance that name the Medford Water Commission as an Additional Insured.

- ☐ Commercial General Liability Insurance
- ☐ Commercial Automobile Liability Insurance
- ☐ Workers' Compensation Insurance or Exemption form

*(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.)*

DISCLOSURE OF LEGAL OR REGULATORY ISSUES

Within the last two years, has the business been found to have violated any state or federal environment statutes or regulations, prevailing wage statutes or regulations, or been found in breach of a local, state or federal contract?

☐ No ☐ Yes: \_\_\_\_\_

Within the last two years, has the business been denied prequalification or had prequalification suspended or revoked by and state, local or federal agency?

☐ No ☐ Yes: \_\_\_\_\_

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. Include all previously approved and new personnel. **(Anyone not listed below will not be renewed.)**

EXPERIENCE

For any NEW personnel listed above, 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

List all personnel who wish to also be included on Medford Water's list of approved Dry Tap Service Installers, (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 for any new personnel. **(Anyone not listed below will not be renewed.)**


### 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*