



## CITY OF JENKS

211 NORTH ELM STREET • P.O. BOX 2007  
JENKS, OKLAHOMA 74037-2007  
PHONE (918) 299-5883 • FAX (918) 299-4489

### IMPORTANT INFORMATION – DATE SENSITIVE

December 5, 2005

Effective January 1, 2006, water service connections in the City of Jenks are to be installed by contractors and plumbers, rather than by city personnel. Contractors/plumbers must meet specific qualifications to be included on an approved list developed by the city. Each builder will select a firm from the approved list.

All materials (with the exception of the water meter) are to be supplied and installed by the contractor/plumber. The water meter will be provided by the city following inspection of the installation by Public Works Department personnel. A detailed copy of "Procedures - Water Meter Installation by Contractor" is included with this letter for your reference.

Your company is licensed in the City of Jenks. **If you would like to be included on the approved list of contractors/plumbers for water service installations in the City of Jenks, the following items must be submitted:**

1. A completed "Application for Water Service Installation Contractor" (included in the Procedures).
2. Proof of Liability Insurance coverage in the following amounts:
  - a. General liability

Each occurrence	\$1,000,000
Damage to rented premises	\$100,000
Medical expenses (any one person)	\$5,000
Personal and adv injury	\$1,000,000
General aggregate	\$2,000,000
Products – comp/op aggregate	\$2,000,000
  - b. Automobile liability

Combine single limit (each accident)	\$1,000,000
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  - c. Workers Compensation Employers' liability

Each accident	\$100,000
Disease (each employee)	\$100,000
Disease (policy limit)	\$500,000

The City of Jenks/Jenks Public Works Authority shall be named as "Additional Insured" along with the certificate holder.

3. Evidence of similar work performed in the last 2 years. Submit a list of projects, project locations and short description of the type of work performed.
4. Submittal of four (4) professional or business references (including current contact name, address and telephone number).

To insure that your firm is included on the approved list prior to the effective date of implementation of this program, please **return the application and supporting documents to our office no later than December 28, 2005.**

After the application is approved, we will return a copy for your records. If you have any questions, please contact my office at 299-5883.

Sincerely,  
CITY OF JENKS PUBLIC WORKS DEPARTMENT

F. Robert Carr, Jr., P.E.  
City Engineer/Public Works Director

CITY OF JENKS  
JENKS PUBLIC WORKS AUTHORITY

PROCEDURES

WATER METER INSTALLATIONS BY CONTRACTOR

A. Water Meter Installation by Contractor Procedure

The following is a general chronology of the procedure for water meter installation by approved plumbers and/or contractors (hereinafter referred to as "Contractor"):

1. Contractor desiring to be included on approved list submits application and required documents to City of Jenks.
2. Upon meeting defined qualifications, contractor is included on approved list.
3. Owner/Builder selects contractor from approved list.
4. Owner/Builder or contractor makes application for service and pays applicable fees to the City of Jenks.
5. Contractor installs service.
6. City personnel inspect service for conformance with established materials and construction standards of the City of Jenks.
7. Upon successful inspection, city installs water meter.
8. One (1) year maintenance period starts upon installation of the water meter.

B. Application and list of approved plumbers and contractors

1. A listing of approved contractors will be established by the City of Jenks/Jenks Public Works Authority.
2. An "Application for Water Service Installation Contractor" shall be submitted along with the required documents for consideration by City of Jenks staff (see Attachment 1).
3. At a minimum, the list will be updated yearly on or about January 1, but may be modified as contractors meeting the defined qualifications are approved or as contractors are removed for failure to meet the established performance criteria.
4. Only approved contractors included on the list will be allowed to perform water meter installations within the city limits.

B. Qualification criteria

The following items are required to be provided for contractor qualifications:

1. Contractors are required to submit proof of continuous Liability Insurance coverage in the amounts of:

a. General liability	
Each occurrence	\$1,000,000
Damage to rented premises	\$100,000
Medical expenses (any one person)	\$5,000
Personal and adv injury	\$1,000,000
General aggregate	\$2,000,000
Products – comp/op aggregate	\$2,000,000
b. Automobile liability	
Combine single limit (each accident)	\$1,000,000
c. Workers Compensation Employers' liability	
Each accident	\$100,000
Disease (each employee)	\$100,000
Disease (policy limit)	\$500,000

The City of Jenks/Jenks Public Works Authority shall be named as "Additional Insured" along with the certificate holder.

The cancellation notice shall be modified to state:

*Should any of the above described policies be cancelled before the expiration date thereof, the issuing insurer will ~~endeavor to mail~~ 30 days written notice to the certificate holder and additional insured named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the insured, its agents or representatives.*

Evidence of coverage will be required to be submitted yearly at the time of application renewal or upon any change.

2. Evidence of similar work performed in the last 2 years. Submit a list of projects, project locations and short description of the type of work performed.
3. Submittal of four (4) professional or business references (including current contact name, address and telephone number).
4. Contractors are to be licensed within the City of Jenks.

D. Material and construction standards

1. All materials used shall conform to City of Jenks standards (see Attachment 2).
2. Contractors shall be responsible for providing all required materials necessary for the water meter installation (with the exception of the water meter).
3. The City of Jenks will provide and install the water meter. Each contractor-installed water service will be inspected for conformance with the established standards prior to installation of the water meter by the city.
4. Failure of the contractor to perform the installation in conformance with city standards may result in the contractor being removed from the most current approved list.

E. Installation process

1. If damage to any city facilities occurs during the tap or meter installation, repairs are expected to be performed by the contractor. Contractor personnel are expected to remain at the site to perform the needed repairs or assist city crews as requested.
2. The contractor shall immediately inform the city that damage has occurred.
3. Only city personnel are authorized to operate main line valves in the event that the water supply needs to be controlled.
4. The city will inspect repairs to ensure conformance with established standards.
5. Under unusual circumstances, the contractor may need to defer repair to the city. Costs of materials, equipment, manpower, overhead used by the city and lost water will be invoiced to the contractor for compensation. Failure to submit payment for the invoiced amount within 15-days will result in the contractor being removed from the approved list.
6. The contractor is responsible to install crossing PVC casings which have not been installed or are not in the location needed.

F. Warranty of work

1. Each water service shall be warranted for a period of one (1) year from the date of installation.
2. A contact person for the company shall be available and on 24-hour call should any repairs be necessary. Contact information must be current at all times and changes/additions shall be reported immediately to the city.
3. Upon notification by the city, warranty repair work is expected to be started within four (4) hours.
4. Under unusual circumstances that will not allow the contractor to respond in the required time period, the contractor may need to defer repair to the city. Costs of materials, equipment, manpower, overhead used by the city and lost water will be invoiced to the contractor for compensation. Failure to submit payment for the invoiced amount within 15-days will result in the contractor being removed from the approved list.

G. Installations by the City of Jenks

1. Ordinance 1146 (see Attachment 3) contains provisions for water meter installations by contractors and City of Jenks personnel. Owners are encouraged use an approved contractor and to explore all other opportunities prior to contacting the city.
2. Installations by the City of Jenks personnel will be considered based only on the following criteria:
  - Only ¾-inch, 1-inch or 2-inch meters will be installed.
  - Owners must document they have explored using all approved contractors prior to contacting the city.
  - No other meter installations are scheduled for installation by the city.
  - A minimum of 5 working days notice is required to complete the installation.
  - No cross-street boring is required.
  - Based on projected workloads, sufficient city personnel/equipment is available.

H. Hold Harmless and Indemnification

The Contractor shall hold the City of Jenks, the Jenks Public Works Authority, their officers, agents and employees harmless and indemnify them from any claims resulting from the Contractor's actions.

I. Attachments

- 1 – Application for Water Service Installation Contractor
- 2 – Water Meter Materials Specifications/Construction Details (¾-inch, 1-inch and 2-inch)
- 3 – Ordinance 1146

ORDINANCE NO. 1146

AN ORDINANCE AMENDING CHAPTER 18 OF THE JENKS CITY CODE ENTITLED "PUBLIC UTILITIES" AMENDING §18-1-5 RELATING TO WATER SERVICE CONNECTIONS BY ALLOWING PRIVATE CONTRACTOR CONNECTIONS SUBJECT TO CONDITIONS AND §18-1-6 RELATING TO FEES FOR WATER SERVICE CONNECTION; AND, DECLARING AN EMERGENCY

WHEREAS, there exists a need to amend a section of Chapter 18 of the Jenks City Code entitled "Public Utilities" to provide for service installation contractors and modification of certain fees and the establishment of other fees to provide for water service installations by contractors;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF JENKS, OKLAHOMA, that the following sections of the Jenks City Code be amended to read as follows, to be effective January 1, 2006, to-wit:

§18-1-5. Water Service Connections.

- (A) When application is made for water service, after payment of the connection fees, the owner shall employ a water service installation contractor for the service installation. The contractor shall meet qualifications established by the City of Jenks and be included on a list of approved plumbers and contractors.
- (B) All water service installations can be set and connected to the city mains by approved plumbers or contractors or by employees of the City of Jenks.

§18-1-6. Fees for water service connection.

(A) Any person, firm or corporation desiring water service from the City of Jenks and having made application for such water service at the Jenks Revenue Collections Office, shall pay to the City of Jenks the meter setting and connection or tap fee hereinafter set forth.

1. Contractor installed meter

All components (with the exception of the water meter) would be supplied and installed by a contractor on an approved list by the City of Jenks.

¼-inch meter	\$408.00
1-inch meter	\$515.00
2-inch meter	\$922.00

2. City installed meter

At times, the builder may not be able to utilize an approved plumber or contractor to install the meter. In these situations, the city may provide the entire installation.

¾-inch meter	\$825.00
1-inch meter	\$1,133.00
2-inch meter	\$2,275.00

(\*plus cost of road bores and extra materials and labor for cross-street connections)

- 3. Connections in excess of 2-inches shall be determined on a case-by-case basis.

APPROVED this 21<sup>st</sup> day of November, 2005.

Since the immediate operation and provision of this Ordinance is necessary for the preservation of public health, welfare and safety, an emergency is hereby declared to exist and this Ordinance shall be in full force and effect from and after its passage by the City Council.

Emergency clause separately voted and APPROVED this 21<sup>st</sup> day of November, 2005.

CITY OF JENKS, OKLAHOMA

BY [Signature]  
MAYOR OF THE CITY OF JENKS

Attest:  
[Signature]  
City Clerk

Approved:  
[Signature]  
City Attorney



# City of Jenks / Jenks Public Works Authority

## Application for Water Service Installation Contractor

PLEASE PRINT OR TYPE

DATE SUBMITTED: \_\_\_\_\_ PERMIT NUMBER:

CONTRACTOR NAME: \_\_\_\_\_

CONTRACTOR ADDRESS: \_\_\_\_\_

\_\_\_\_\_

EMAIL: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

### 24-HOUR POINT OF CONTACT INFORMATION

Contact Name: \_\_\_\_\_

Principle Telephone Number: \_\_\_\_\_

Alternate Telephone Number: \_\_\_\_\_

Pager: \_\_\_\_\_

By signing this application, the Contractor acknowledges that he/she has reviewed and is familiar with the "Procedures - Water Meter Installations by the Contractor". The Contractor agrees to hold the City of Jenks, the Jenks Public Works Authority, their officers, agents and employees harmless and indemnify them from any claims resulting from the Contractor's actions.

Signed By: \_\_\_\_\_

\_\_\_\_\_  
*Print Name*

### FOR CITY USE

Required documents to be submitted for qualification

- Proof of Liability Insurance Coverage
- Evidence of similar work performed in the last 2 years
- Submittal of four (4) references

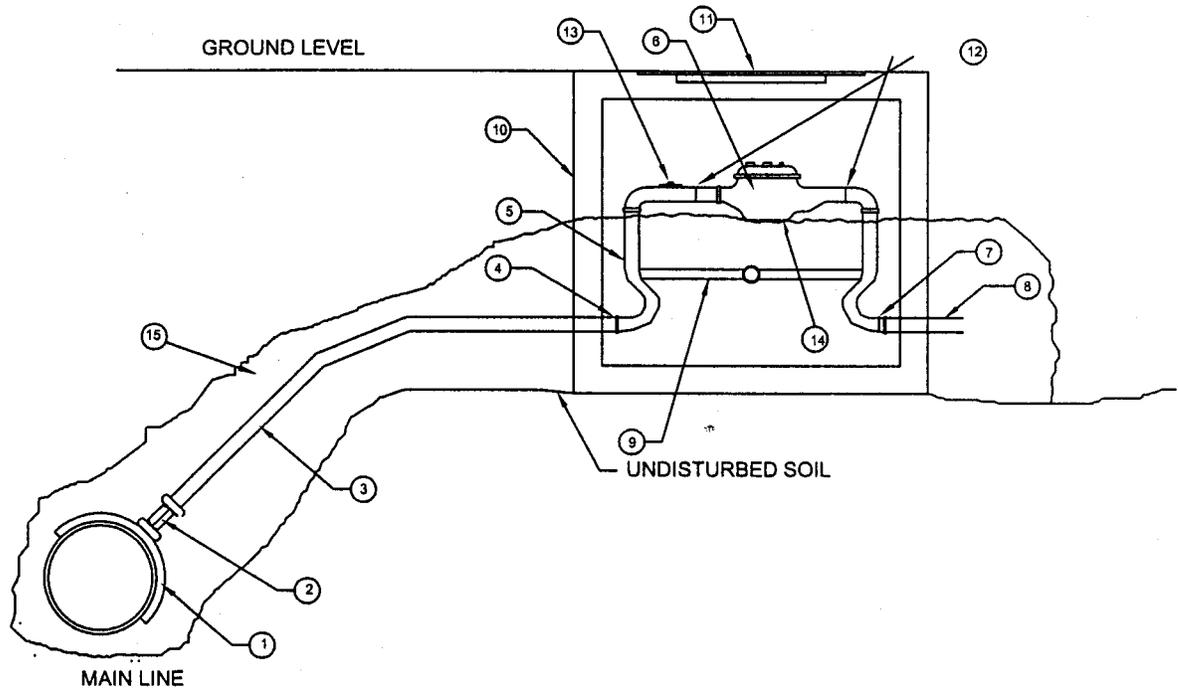
Comments

Documents provided to contractor (with Application)

- Procedures - Water Meter Installations by Contractor
- Standard Details - 3/4" and 1" Meter Settings
- Standard Details - 2" Meter Settings

Date Approved: \_\_\_\_\_ Approved By: \_\_\_\_\_

Renewal Date: \_\_\_\_\_



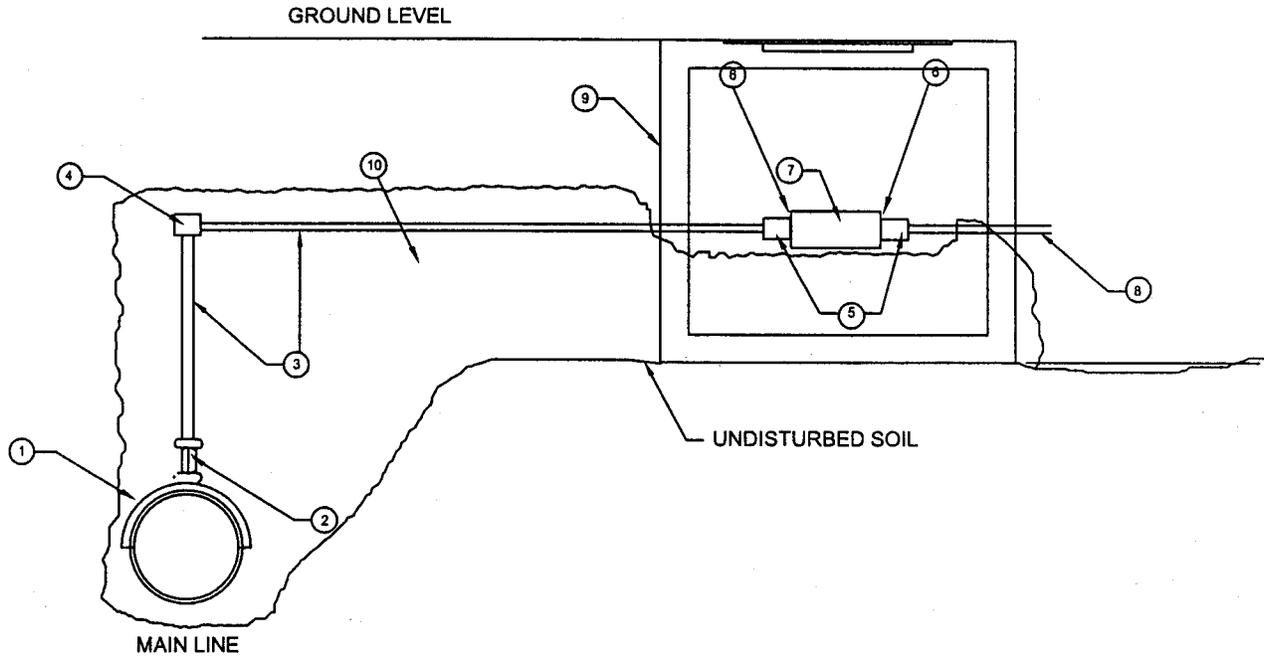
**3/4-inch tap material list**

1. Tapping saddle (Ford or Smith Blair with "iron pipe" thread)
2. Corporation stop (Ford model # F-1100-3) I.P. thread by CTS compression fitting
3. Polyethylene pipe (250 psi)
4. CTS compression fitting with stiffener inserts
5. Meter setter (Ford brass/copper (CTS by female IP) w/ check valve (model # VBH-72-12W-41-33)
6. Meter (supplied and set by City of Jenks)
7. Female IP fitting
8. Customer service line (connected by contractor)
9. Stabilizer bar
10. Meter can, round (13" opening & 18" deep)(Brooks)
11. Meter can plastic lid (Brooks)
12. Meter nuts and rubber washers (to be connected by City of Jenks)
13. Meter shut off valve
14. Meter freeze plate
15. Clean river/fill sand

**1-inch tap material list**

1. Tapping saddle (Ford or Smith Blair with "iron pipe" thread)
2. Corporation stop (Ford model # F-1100-4) I.P. thread by CTS compression fitting
3. Polyethylene pipe (250 psi)
4. CTS compression fitting with stiffener inserts
5. Meter setter (AX McDonald brass/copper (CTS by female IP) w/ check valve (model # 4147-143-4)
6. Meter (supplied and set by City of Jenks)
7. Male IP fitting
8. Customer service line (to be connected by contractor)
9. Stabilizer bar
10. Meter can, rectangular (18" x 24" x 18" deep)(Brooks)
11. Meter can plastic lid (Brooks)
12. Meter nuts and rubber washers (to be connected by City of Jenks)
13. Meter shut off valve
14. Meter Freeze plate
15. Clean river/fill sand

REVISION	BY	DATE	<b>3/4" and 1" METER SETTING</b>	
			STANDARD DETAILS	
			CITY OF JENKS, OKLAHOMA	
			PUBLIC WORKS DEPARTMENT	
			CITY ENGINEER	
			DATE: 10/05	STANDARD NO. METER - 01

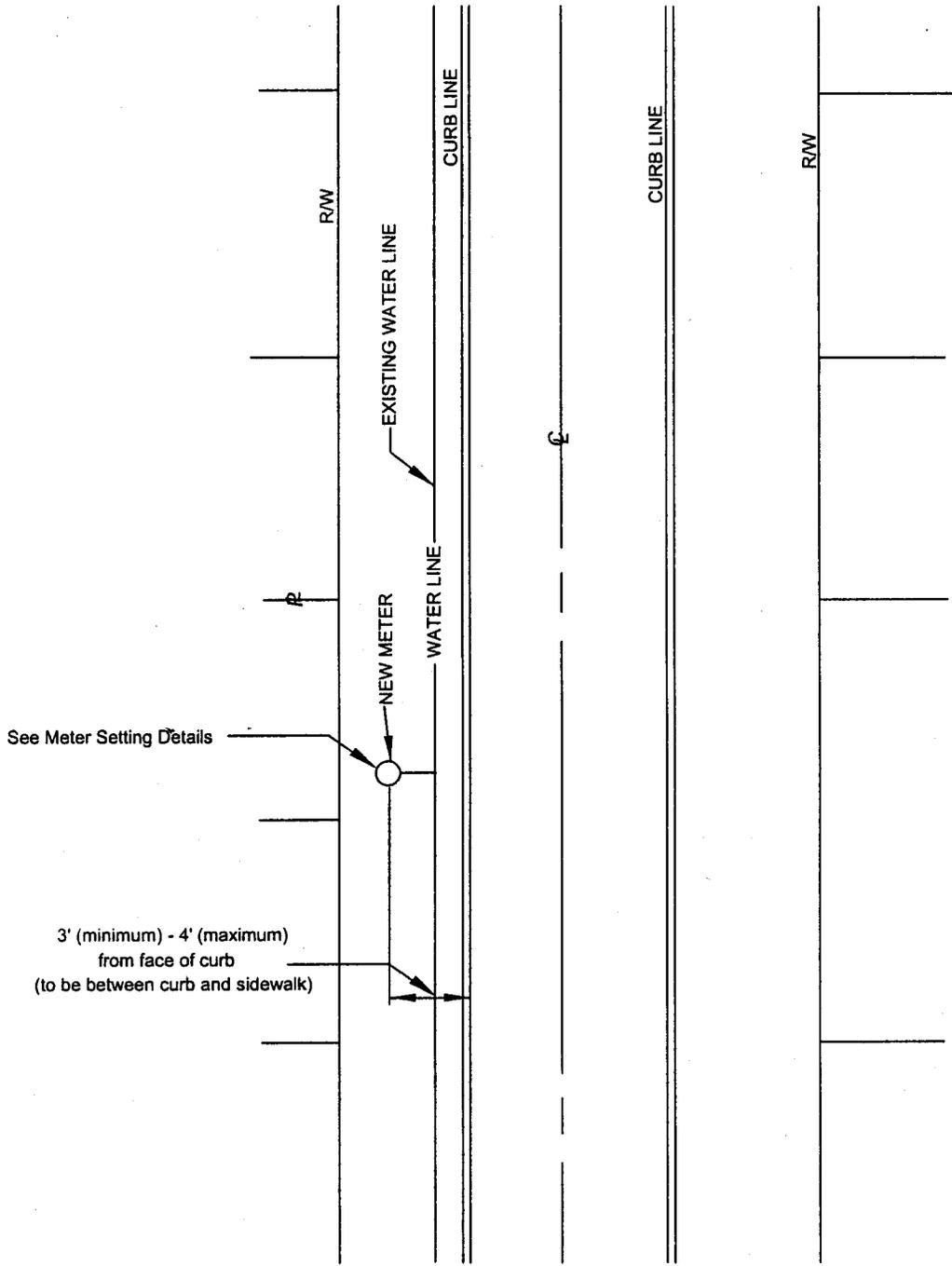


**2-inch tap material list**

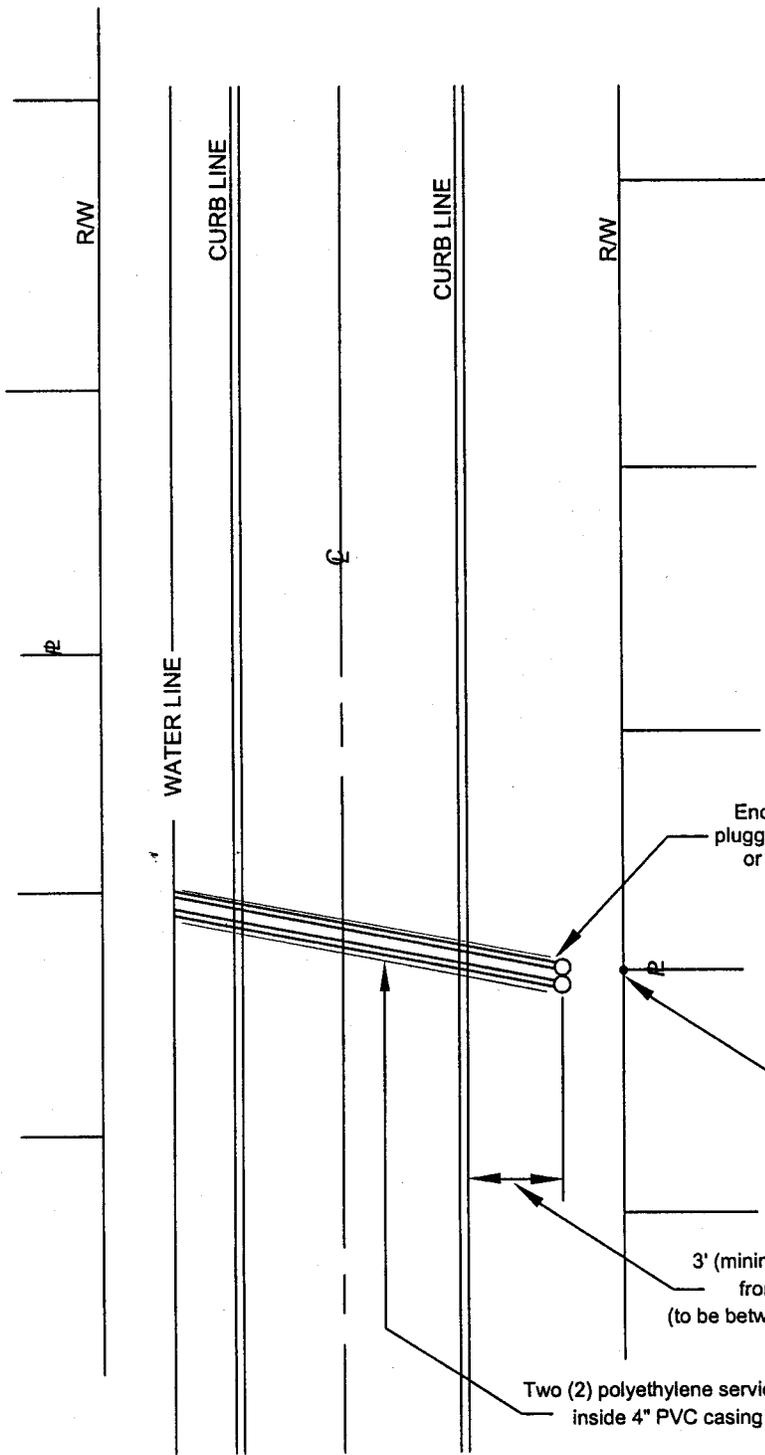
1. Tapping saddle (Ford or Smith Blair with "iron pipe" thread)
2. Corporation stop (Ford model # FB-500-7) IP by IP threads
3. 2" iron pipe, galvanized (length to be determined on site)
4. 2" galvanized iron 90 degree elbow
5. 2" ball valve shut-off (Ford ¼ turn with male IP by flange fittings with stainless steel bolts)
6. Rubber gasket between ball valve and meter
7. 2" meter (to be supplied by City of Jenks) installed by contractor
8. 2" galvanized iron pipe, 6 inches long to attach to customer service line by contractor
9. Meter box with observation access in lid (24" x 36" x 24" deep)(Brooks)
10. Clean river/fill sand

AdministrativeWater Meter PolicyWater Meter Installation Drawing (2) - 10/10/05

REVISION	BY	DATE	<b>2" METER SETTING</b>	
			STANDARD DETAILS	
			CITY OF JENKS, OKLAHOMA	
			PUBLIC WORKS DEPARTMENT	
			CITY ENGINEER	
			DATE: 10/05	STANDARD NO. METER - 02



REVISION	BY	DATE	<b>SHORT WATER SERVICE</b>	
			STANDARD DETAILS	
			CITY OF JENKS, OKLAHOMA	
			PUBLIC WORKS DEPARTMENT	
			CITY ENGINEER	
			DATE: 11/05	STANDARD NO. METER - 03



Notes:

1. Lot corners must be staked prior to construction of service.
2. Meters to be placed on lot line.
3. Water services crossing roadways are to be in a minimum of 4-inch PVC conduit.
4. Conduit is to terminate on both sides of the street at lot line intersecting points.
5. Conduits must extend 3-feet past the curb and be 3-feet deep and shall be constructed so that the service is not under a driveway.

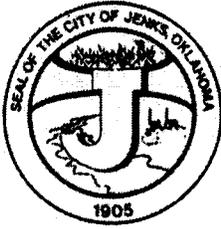
Ends of conduit to be plugged to ensure no soil or debris can enter

IRON PIN AT LOT CORNER

3' (minimum) - 4' (maximum) from face of curb (to be between curb and sidewalk)

Two (2) polyethylene service lines inside 4" PVC casing

REVISION	BY	DATE	<b>LONG WATER SERVICE</b>	
			STANDARD DETAILS	
			CITY OF JENKS, OKLAHOMA	
			PUBLIC WORKS DEPARTMENT	
			CITY ENGINEER	
			DATE: 11/05	STANDARD NO. METER - 04



## CITY OF JENKS

211 NORTH ELM STREET • P.O. BOX 2007  
JENKS, OKLAHOMA 74037-2007  
PHONE (918) 299-5883 • FAX (918) 299-4489

### IMPORTANT INFORMATION – DATE SENSITIVE

December 8, 2005

Effective January 1, 2006, water service connections in the City of Jenks are to be installed by contractors and plumbers, rather than by city personnel. Each builder will be required to select a firm from an approved list of contractors/plumbers. Contractors/plumbers must meet specific qualifications to be included on the approved list developed by the city. On about December 30, 2005, the approved list will be available at City Hall – Revenue Collections Office.

All materials needed for water services (with the exception of the water meter) are to be supplied and installed by the builder or their plumber/contractor. This shift of responsibility enables builders to have more effective control over the timing of meter installations during construction. In order to monitor installations and inspection, the city will provide the water meter and inspect the installation for conformance with specifications.

Ordinance 1146 has been adopted which revises the fees for water service connections. A portion of the ordinance is extracted below:

**§18-1-6. Fees for water service connection.**

(A) Any person, firm or corporation desiring water service from the City of Jenks and having made application for such water service at the Jenks Revenue Collections Office, shall pay to the City of Jenks the meter setting and connection or tap fee hereinafter set forth.

1. Contractor installed meter

All components (with the exception of the water meter) would be supplied and installed by a contractor on an approved list by the City of Jenks.

<b>¾-inch meter</b>	<b>\$408.00</b>
<b>1-inch meter</b>	<b>\$515.00</b>
<b>2-inch meter</b>	<b>\$922.00</b>

Previous rate: \$552.00

Previous rate: \$732.00

Previous rate: \$2,565.00

2. City installed meter

At times, the builder may not be able to utilize an approved plumber or contractor to install the meter. In these situations, the city may provide the entire installation.

¾-inch meter	\$825.00
1-inch meter	\$1,133.00
2-inch meter	\$2,275.00

(\*plus cost of road bores and extra materials and labor for cross-street connections)

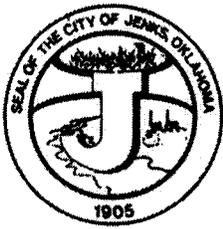
3. Connections in excess of 2-inches shall be determined on a case-by-case basis.

The procedure to apply for water meters remains the same. Applications still are to be processed at the City of Jenks Revenue Collections Office (City Hall - 211 N. Elm Street).

Sincerely,

CITY OF JENKS PUBLIC WORKS DEPARTMENT

F. Robert Carr, Jr., P.E.  
City Engineer/Public Works Director



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**IMPORTANT INFORMATION**  
for  
**WATER SERVICE INSTALLATION CONTRACTORS**

December 30, 2005

Your firm is one of the contractors/plumbers on the City of Jenks approved list to install water service connections. Since the water meter will be provided by the city following inspection of the installation by Public Works Department personnel, this letter is intended to clarify some of the program elements.

Our goal is to not require the contractor to wait for an inspection. In addition, the installation needs to be left uncovered to be inspected, but safety considerations dictate that any excavation should be covered at the end of the day. Therefore, the following should be expected:

- No inspections will be performed on Saturday, Sunday or City of Jenks Holidays and
- The last call-in time requesting an inspection will be 3:30pm

We respect that "time is money" for contractors. Sitting idle and having to wait for the city to inspect the installation is not effective use of time or equipment. But, neither is calling for an inspection and the contractor not being ready. In this case, the city inspection may need to be rescheduled. As we get this program started, it would be best if your personnel will allow at least one (1) hour for the inspector to arrive at the site.

If you have comments about how the program is working, please contact my office at 299-5883.

Sincerely,  
CITY OF JENKS PUBLIC WORKS DEPARTMENT

F. Robert Carr, Jr., P.E.  
City Engineer/Public Works Director