

Contractors, What You Need to Know

We welcome you to the City of Willis and we anticipate good and quality service for our customers on your project. There are some things you will need to know while you are working in Willis.

1.1 Contractor Registration with the City

- 1) All Contractors, General or not, must be registered with the City of Willis.
 - a) Fill out the Contractor Registration Application, this form can be found at

<http://tx-willis.civicplus.com/DocumentCenter/View/1182/CONTRACTOR-REGISTRATION>

- b) Bring Application by City Hall at 200 N Bell St.
- c) Pay \$50 application fee. The registration is valid for 12 months. The City accepts all credit cards, check, and cash (could change).
- d) Contractor Registration Application

<http://tx-willis.civicplus.com/DocumentCenter/View/1182/CONTRACTOR-REGISTRATION>

1.2 Backflow Tester Registration

- 1) If you are a backflow tester or the project will require install of backflow devices, the back flow tester must be registered with the city as well.
- 2) To register as a backflow tester the contractor needs to do the following.

- a) Pay the \$30 registration fee (could change).
- b) Complete the contractor registration form

<http://tx-willis.civicplus.com/DocumentCenter/view/1182/CONTRACTOR-REGISTRATION>

- c) Provide a copy of the calibration certificate
- d) Provide a copy of liability insurance
- e) Provide a copy of TCEQ Backflow Tester License
- f) Registration is valid for a year with the City and the tester will report results to BSI online. All test resulted to be reported at www.bsionlinetracking.com.

1.3 Trash Service

- 1) If streets are to be impacted, please note: Residential Garbage Service is once per week on Monday, anytime between 7 am to 7 pm. You will be responsible for notifying each

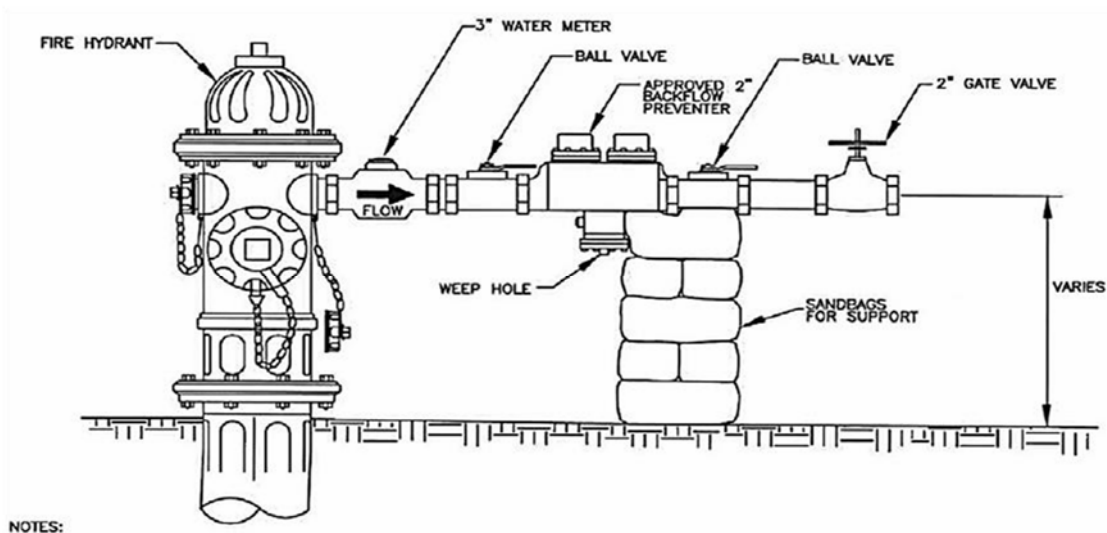
customer that will be affected by the street construction. Bulk trash is the last Monday of each month.

1.4 Roll Off Containers/Dumpsters

- 1) Roll Off Containers/ Dumpsters – The City of Willis has contracted with Waste Management for roll off services in the city limits of Willis and it is part of a four contract that contractors must use Waste Management for this service. If you need a roll off container, please contact Waste Management: a) Terry Woodson, Public Sector Solutions Manager, 800-800-5804, <https://www.wm.com/store/catalog/business/waste-services/temporary>

1.5 Bulk Water

- 1) Fire Hydrant Meter – the city offers contractors a way to access construction water through city owned fire hydrant meters. This may change in the future, please check with city hall to insure this process is still in effect.
 - a) Stop by City Hall at 200 N bell St
 - b) Bring correct contact information of business using the water (business card), an active phone number and mailing address
 - c) Fill out fire hydrant application, can be found at <http://tx-willis.civicplus.com/DocumentCenter/View/22/APPLICATION-FOR-WATER-SERVICE>
 - d) Pay \$100 dollar deposit (will refund when close account or take out of final bill if fire hydrant meter or fire hydrant has not been damaged) The City accepts all credit cards, check, and cash.



1.6 Portable Restrooms

- 1) It is the responsibility of the contractor to provide portable restrooms for their employees per the Department of Labor guidelines.

- e) City will then place and move the fire hydrant meter to the best location for the project. **MUST HAVE AIR GAP ON TANK.** Fire hydrant setting will be similar to below:

1.7 Applications and Forms

- 1) All of Building Department Permit forms that are published on our website are in an electronic PDF fillable format. All of these forms and the data entered into the fields can be saved on your computer for future access. For your convenience, these forms and related documents may be emailed to the Permit Department for processing.
permits@ci.willis.tx.us
- 2) Building Department Forms: <http://www.ci.willis.tx.us/index.aspx?NID=224>

1.8 Required Forms needed for City to Pay

- 1) If work is being done for the City, the City will need to have the following turned in before the City can cut a check. Items may be added in the future. This may change in the future, please check with city hall to insure this process is still in effect.
 - a) W9
 - b) Conflict of Interest form
 - c) The contractor will also have to sign Prohibition on Boycotting Israel Verification form

More forms may be needed if the job is over the threshold for bidding requirements in the State of Texas. For these jobs, please see the City Secretary for information.

1.9 Water & Sewer System Inspections

- 1) All water and sewer test should be done by the contractor at the expense of the contractor. All test should be done according to TCEQ and AWWA standards and requirements. If water is needed for testing and the water will come from the City, the contractor must follow the bulk water procedures.
 - a. Water - Bac T testing every 1,000 ft. of water main as well as the required pressure test. Bac T's must be done by a certified person.
 - b. Sewer – The contractor will perform a pressure test on all manholes installed. Sewer mains require pressure test and a mandrel or camera. Sewer laterals or service lines require water flooding test.
- 2) All test inspections must be scheduled through the Community Development Department. Test inspections must be scheduled 5 business days in advance.