



Engineering/Administration  
PO Box 147 | Columbia, SC 29217 | (803) 545-3400

RE: Approved List of Contractors for Main Line Tap and Meter Installation

In order to move forward with the review process, please provide the following information:

1. List the material and size of pipe your company has experience tapping.
2. List the size of meters your company has experience installing.
3. List references with contact information from other municipalities where your company has performed this type of work.
4. List, at a minimum five (5) taps and five (5) meter installations under the supervision of an approved contractor and observed by the City of Columbia, Engineering Department's Construction Management staff.
5. Proof of certification for asbestos abatement required for tapping asbestos cement pipe.
6. Insurance requirement is attached, the requirement for insurance coverage will not be necessary until the Director of Engineering has completed review of the above; experience and references.

Please submit this information to [Michelle.Brazell@ColumbiaSC.gov](mailto:Michelle.Brazell@ColumbiaSC.gov)

Best regards,

*Michelle Brazell*

Michelle Brazell  
Assistant Engineering Administrator

**Enclosure: Criteria and Standards**

ColumbiaSCWater.Net





## Criteria and Standards for Contractors to be Added to Approved Contractors' List

This process identifies required criteria and standards to qualify experienced contractors for the City of Columbia's approved contractors' list for mainline taps and the installation of water meters. The city will review all information provided and will rely on any prior experience with the applicant to make a final determination. Submittal of required information does not guarantee the applicant will be approved. The following information must be provided to the City of Columbia and approved by the Director of the Engineering department:

- Copy of Contractor's License
- List material and size of pipe your company has experience tapping.
- List the size of meters your company has experience installing
- List (at least three) references with contact information from other municipalities where your company has performed this type of work.
- List any projects that you have completed for the City of Columbia
- Proof of certification for asbestos abatement required for tapping asbestos cement pipe.
- Insurance requirements, as listed below:

**The Approved Contractor's List will be divided into two (2) categories:**

1. **Main Line Taps and Water Meter Installation** – Insurance Requirements are as follows:
  - a. A separate general liability policy naming the contractor or the person who will be performing activity as insured and also naming the city as an additional insured in an amount not less than **\$1,000,000.00** per occurrence and **\$2,000,000.00** aggregate limit for bodily injury, personal injury, property damage and products completed operations. (Coverage shall be at least as broad as provided for in the most current version of the Insurance Services Office Form applicable to such policy; and
  - b. An excess liability policy naming the contractor or the other person who will be performing the activity as insured and also naming the city as an additional insured in an amount not less than **\$10,000,000.00** for bodily injury , personal injury, property damage and products completed operations. (Coverage shall be at least as broad as provided for in the most current version of the Insured Services Office Form applicable to such policy.

2. **Meter installation** – Insurance Requirements are as follows:

*Liability Insurance.*

- (1) To ensure the identification required by subsection (a) of this section, each permittee, except utility companies regulated by the state public service commission, shall provide the city, prior to the issuance of any permit, proof of liability insurance as follows:
  - a. A separate general liability policy naming the contractor or the person who will be performing the activity as insured and also naming the city as an additional insured



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in an amount not less than **\$300,000.00** per occurrence and **\$600,000.00** aggregate limit for bodily injury, personal injury and property damage. (Coverage shall be at least as broad as provided for as provided for in the most current version of the Insurance Services Office Form applicable to such policy.)

- (2) An applicant for a permit may elect not to provide an owner's and contractor's protective liability policy as required by subsection [\(b\) \(1\) a of this section](#), but if such election is made the limits of liability required on the general liability policy required by subsection (b)(1)b of this section shall be no less than **\$1,000,000.00** per occurrence and **\$2,000,000.00** aggregate limit for bodily injury, personal injury and property damage.
  
- (3) An applicant for a permit may further elect not to provide any proof of liability insurance to the city as required by subsection [\(b\) \(1\) or \(2\) of this section](#), but if such election is made an indemnity surety bond in an amount not less than **\$4,000,000.00** and approved as to surety and form by the city attorney shall be filed in lieu of the required insurance.

### Reference:

Code of Ordinances City of Columbia, SC – Chapter 11: Licenses, Permits, and Miscellaneous Business Regulations; Article III.-Contractors; Section 11-71. – Permit, indemnification and insurance requirements for work affecting streets or other public property.