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| WATER DEPARTMENT POLICIES |
| Infrastructure |
| C16. Wet Taps |

POLICY:

- A. Wet taps will be done by the Tampa Water Department or the current annual and bid contractors.
- B. No wet taps will be made for private contractors on systems not belonging to the Tampa Water Department unless authorized in writing by the Department Director.
- C. Requests for taps will be made to the Tampa Water Department in writing and must include the following information: Tampa Water Department Work Order number, the number of taps to be made, locations, site sketch for each, size of taps, size of mains to be tapped, desired date work is to be performed. A minimum of two weeks notice is required in order to schedule the work.
- D. Wet taps 3" through 12" in size will be made by the Water Department for other City departments and for private contractors performing work on water systems which will become part of the City of Tampa system.
- E. The service charge for taps 3" through 12" is a flat rate of \$375.00 per tap, payable in advance.
- F. This service includes only making the tap. The main to be tapped must be excavated and the trench dewatered by the contractor or requesting department. The tapping sleeve or saddle and valve must be in place, tested, and ready to receive the tapping machine. The Department's service is strictly limited to attaching the tapping machine and tapping the main. Water Department crews will not stand by and wait for the contractor or requesting department to prepare the job site for the taps.
- G. If the pre-arranged times are cancelled more than twice or if Water Department personnel arrive at the site to be tapped, at the time and place requested by the contractor or requesting department and the site is not prepared and ready for tapping machine, the crew will leave, and a \$150.00 penalty fee will be assessed. If this occurs, the penalty will have to be paid before a new time will be set for the tap to be made.

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