



*City of Reed City*  
 227 E. Lincoln Ave. Reed City, MI,  
 Phone (231) 832-2245 Fax (231) 832-9166

## APPLICATION FOR BULK WATER SALE

Company Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Address: \_\_\_\_\_

Billing Address if different from above: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

E-Mail address: \_\_\_\_\_ Cell No.: \_\_\_\_\_

Please provide a brief explanation of use for water: \_\_\_\_\_

Date of commencement of hauling water: \_\_\_\_\_.

Estimated completion date of hauling water: \_\_\_\_\_.

Type of transportation (tanker truck, trailer tank, etc.) \_\_\_\_\_.

Estimated gallons needed: \_\_\_\_\_

User Fee: Temporary (60 day): \$25.00

Annual (over 60 days): \$50.00

Current cost of water per thousand gallons: \$2.48

- THE CITY OF REED CITY RETAINS THE RIGHT TO REFUSE AND OR DISCONTINUE SERVICE TO ANY APPLICANT AT ANY TIME.
- APPLICANT IS RESPONSIBLE FOR ANY CROSS CONNECTION CONTAMINATION THAT MAY OCCUR AS A RESULT OF IMPROPER USE OF THE BACKFLOW PREVENTION VALVE AND/OR BACKFLOW PREVENTION MEASURES.
- DRAWING CITY WATER WITHOUT THE CONSENT OF THIS CONTRACT OR DRAWING WATER FROM A NON-METERED HYDRANT WITHOUT PREVIOUS CITY MANAGER APPROVAL IS PROHIBITED AND WILL BE SUBJECT TO PROSECUTION.

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Signature of Reed City Representative

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date

**Do not write below this line – ADMINISTRATION USE ONLY**

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Location of connection: \_\_\_\_\_.



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### Bulk Water Sales Policy

1. APPLICATION: All users must complete an "Application for Bulk Water Sale" annually. This form is available at City Hall and will be approved by the Superintendent of Public works or the City Manager. Several load receipts will be given to the applicant to use when receiving water.
2. LOCATION TO RECEIVE WATER: In most cases the standard hydrant will be the hydrant located on E. Lincoln adjacent to the DPW salt building.
  - In the event water may be needed in the winter months or when the primary hydrant at the salt building location is not in service the load out location will be the Fire Department.
3. LOAD OUT INSTRUCTIONS: All new users must go through a water hook up orientation by one of the DPW operators prior to receiving water.
4. WATER METERS: All water received must be metered.
5. BACK FLOW PREVENTION: Both the primary and backup hydrants are equipped with back flow prevention valves. It is against City policy for any hauler to fill tanks without using appropriate back flow prevention measures and a back flow valve.
6. LOAD RECEIPTS: Each driver will be responsible when loading water to record the name of the company, date, beginning water meter reading and ending water meter reading on the load receipts. Upon completion of the load out it is also the responsibility of the driver to have a City employee sign the load receipt. If a DPW employee is not readily available the driver should go to City Hall to obtain a signature.

Note: A copy of the signed load receipts must be turned into City Hall or left with a DPW employee for every load. Failure to do so may result in discontinuation of the water sales agreement.

7. INVOICING: The City will invoice for water use as follows:
  - Temporary Permit (60 day period): After all hauling has been completed.
  - Annual Permit: Quarterly
8. HOURS OF SERVICE: Regular hours of service is Monday through Friday from 7:00 am to 3:00 pm. Exceptions for weekends, evenings or Holidays may be considered with prior approval and arrangements made with the City Manager.

Note: Service provided for after normal hours of service including weekends, evenings or Holidays will be charged the normal call out time, over time and Holiday time according to City Policy.

9. EXCEPTIONS:

- a) The Petunia Parade Water Wagon will fill up from the metered hydrant on East Lincoln Street adjacent to the salt building. The driver will keep a log of the water meter readings and their usage. The log will be turned into City Hall on a weekly basis.