



## Contracting Company Registration Public Rights-of-Way

### Registration

Please follow the below link to register with the City. This will be necessary so that we are aware of which utility companies own facilities in the public ROW per Sec. 44-273 of the City's ROW Ordinance. **Note that no ROW permit shall be issued until after this process has been complete.**

<https://roundrocktxvendors.munisselfservice.com/Vendors/default.aspx>

This information must be kept up to date and the City must be notified of any changes no more than 30 days after the date change is made. If you are unaware of your company's status with the City, or have any additional questions/concerns, please contact [vendors@roundrocktexas.gov](mailto:vendors@roundrocktexas.gov) for assistance.

Note that when signing up – if you do not immediately receive a confirmation email for registration you may have to send a copy of your W-9 form to [vendors@roundrocktexas.gov](mailto:vendors@roundrocktexas.gov) so that they can manually sign you up.

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### Insurance and Permit Bond (For Contractor/Utility representatives doing ROW work)

Per Sec. 44-279 of the ROW Ordinance, Permit Bond paperwork will need to be filled out and updated annually with the City. This bond will be in the amount of the estimated cost to restore the public rights-of-way for the work anticipated to be done in that year and to relocate facilities pursuant to Article IX of said Ordinance. This bond will be valid each year construction occurs through one full year after the completion of the construction from a surety company authorized to do business in the State of Texas. Anytime the bond is renewed it will need to be sent back to the CORR to maintain record.

Additionally, utility companies/contractors will need to obtain and maintain insurance coverage in the amount of \$1,000,000 with a company licensed to do business in the State of Texas with an AM Best rating of at least A-. Said insurance will need to be provided as proof of coverage at the time of request for any construction permits and prior to any commencement of work moving forward.



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## Notification

Please indicate that your company has registered with the City – as well as send this form and any requested documentation referenced from page 1 to the below representatives:

Eddie Imken – [eimken@roundrocktexas.gov](mailto:eimken@roundrocktexas.gov)

Jorae Rosenthal – [jrosenthal@roundrocktexas.gov](mailto:jrosenthal@roundrocktexas.gov)

**We will send this signed form back as proof once all documentation has been received.**

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### For Contractor Staff Use

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_

### For City of Round Rock Staff Use

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Filed By: \_\_\_\_\_ Date: \_\_\_\_\_

Confirmation Sent By: \_\_\_\_\_ Date: \_\_\_\_\_