# PREQUALIFICATION APPLICATION INSTRUCTIONS

<u>Please read the following instructions carefully</u> as incomplete applications will not be processed.

## COMPLETE AND RETURN ALL SECTIONS OF THE APPLICATION PACKAGE. INCLUDE THE FOLLOWING:

- Application fully completed, signed by an officer of your corporation
- Affidavit of Assumed Name notarized (page 5)
- Corporate/Individual Acknowledgement notarized (page 6)
- Indicate whether your company can obtain minimum insurance requirements (page 7)
- Prequalification Categories Selection (pages 8-10)
- Be sure to provide required number of references (company must be considered "prime" contractor, unless otherwise noted) within the specified time range on pages 11 through 27.
- Federal Debarment, Suspension, Ineligibility and Voluntary Exclusion Form
- Other documents as noted



## **APPLICATION FOR PREQUALIFICATION**

## **SECTION I** General Information

1.	Contracto	)r:		
2.	Address:	(a) Mailing	g:	
		(b) Busine	ess:	
		(c) Remit	to:	
		(d) <u>E-mail</u>	l address for receiving	g electronic bidding documents:
3.	Contact F	erson:	(First/Last)	Telephone: ()
	E-mail ad	ldress:	(First/Last)	Fax No: ( )
4.	(a) Is Ap	plicant a	Corporation	Partnership
			Sole Proprietorshi	ipSubsidiary of another company
	(b) Numb	per of years	in business (minimun	m 18 months) as answer to (a)
	(c) If corp	ooration, sta	te of incorporation: _	
	(d) If corp	poration, nai	me and address of re	egistered agent:
	` '		of all officers, if a corpificers of time with the busine	poration; or all partners, if a partnershi
	(f) If a sub	osidiary of a	nother company, give	e name and address of parent compan

5.	(a) Are Washington State license fees current?	
	(b) Tax Code Number/Federal Tax ID:	
	(c) Unified Business Identification Number (UBI):	
	(d) Contractor Registration No. (RCW 18.27)	
	(e) Amount of bond filed with the State of Washington:	\$

(f) PROVIDE COPIES OF ALL DOCUMENTS, MUST INCLUDE:

#### **FINANCIAL STATEMENTS**

(i.e. submitted to your bonding company to secure performance bonds):

- 1. Balance Sheet (full 12-month period)
- 2. Profit & Loss Statement (full 12-month period)

### OSHA / WORKERS COMPENSATION INFO:

- 1. OSHA Form 300A Report for the prior year titled "Summary of Work-Related Injuries and Illnesses"
- 2. Contractor's most recent Experience Factor from Contractor's L&I Compensation Rates or from your respective workers compensation insurance company.
- 6. Performance Security: At contract award, the contractor shall furnish the District with performance security in an amount not less than 25% of the total contract price, including tax, or up to 100% as the District deems necessary, which shall cover the full, faithful performance of the contract and the payment of all obligations arising thereunder.
- 7. References must be submitted on the applicable reference page (pages 10 through 27) of the application.
- 8. Contractor declares that all information submitted in this application is true and attests to the following:
  - a. Adequate financial resources, or the ability to secure such resources;
  - b. The necessary experience, organization, and technical qualifications to perform the proposed contract;
  - c. The ability to comply with the required performance schedule taking into consideration all of its existing business commitments;
  - d. A satisfactory record of performance, integrity, judgment and skills; and
  - e. Be otherwise qualified and eligible to receive an award under applicable laws and regulations.

9.	Applicant recognizes and agrees that the District has the right to reconsider or redetermine the qualification status of Applicant at any time or for any reason at the sole judgment of the District Commission.				
	ATTESTED to this	day of	, 20		
		*Authorized Sigr	nature(s)		
		Ву:			
		P	ease Print Name & Title		
		Ву:			
		P	ease Print Name & Title		

<sup>\*</sup> If partnership, all partners must sign; if corporation, attach a copy of Resolution appointing Officers.

## PUBLIC UTILITY DISTRICT NO. 1 OF SNOHOMISH COUNTY

## **AFFIDAVIT OF ASSUMED NAME**

being first duly sworn on oath, disposes and say Name				
	Dartner of Business Name , and is authorized to sign all documents or			
of Business Name	and to otherwise sell, incumber, contract,	borrow,		
and take all legal action on behalf of	fBusiness Name			
Date:	Signature:			
Subscribed and sworn to before me	this, 20	)		
Print Name	Notary Public in and for State of Washington, residing at			
	My Commission expires on:			

The appropriate section below that applies to your Company must be completed.

## CORPORATE ACKNOWLEDGMENT

STATE OF WASHINGTON	)	00		
COUNTY OF	)	SS.		
appeared of executed the foregoing instru voluntary act and deed of said on oath stated thathe	ment, and corporation / she / the ement cont	acknowled n, for the us ey are au ained in sa	(b) ged the ses and othorized id instro	ument and in the attachments
WITNESS my hand and officia				-
Notary Public in and for the Sta Washington, residing at			Name	
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COUNTY OF	)	SS.		
for the State of Washington, do	uly commis o me knov	sioned and wn to be t	sworn, he indi	dersigned, a Notary Public in and personally appeared before me vidual(s) described in and who
				<u>ne / she</u> signed the same free and voluntary
act and deed, for the uses and				and on oath stated that strument and that the statements
	nd in the at	ttachments t		are true and correct to the best of
Notary Public in and for the Sta	ate of	Print	Name	

### SECTION II INSURANCE

The District requires that a Contractor be able to obtain the following **minimum insurance limits**\* for Prequalified work:

#### General Liability:

- Bodily Injury/Property Damage \$2,000,000 Each Occurrence
- Automobile Liability:
  - Bodily Injury/Property Damage \$2,000,000 Combined Single Limit
- Workers Compensation:
  - Statutory or WA State L&I Coverage

Employers' Liability or Washington Stop Gap:

• \$1,000,000 each accident and disease-each employee.

Contractor's Pollution Liability\*:

\$2,000,000 Each Occurrence

Builder's Risk and/or Installation Floater\*:

• Awarded project value plus tax

YOU MUST indicate here if you can obtain this minimum insurance:

Yes\_\_ No\_\_

At the time of project award, you will be asked to furnish a certificate(s) that covers the insurance requirements for the project. All Certificates of Insurance shall name the District as an additional insured by endorsement for all lines of coverage except workers compensation. Any cancellation or reduction in the required limits of liability or amounts of insurance will not be accepted until notice has been mailed by Contractor and/or insurer to the District stating the date when such cancellation or reduction shall be effective.

\*The type and amount of insurance required for a particular project depends on the work to be performed and is stated in the project documents. The above limits are MINIMUMS ONLY. Additional coverages on certain projects may be required. Contractors Pollution Liability and Builder's Risk / Installation Floater insurance may not be required on all jobs. Bidding documents will specify insurance requirements. Insurance documentation is one of the requirements that must be met prior to a Notice to Proceed being issued.

Signature of Company Representative		
Date		

Contractor:	

### **SECTION III - CATEGORY SELECTION & REFERENCES**

The categories listed below require contractor prequalification as mandated by RCW 54.04.085.

- Must use these forms; do not submit in any alternate format;
- Select the category(s) of work your company is applying to be prequalified for;
- References must be as "prime contractor" unless otherwise noted on category specific reference form;
- Individual References are required for each category selected and must support the category scope of work description;
- The District <u>does not</u> accept references from <u>Idaho Power</u> as they choose not to participate in reference inquiries. Do not list Idaho Power projects as references;
- Fully complete the correlating reference form for each category selected. Complete every field, do not leave any fields blank or that reference will not be considered. Check all names & phone numbers for accuracy, Incorrect information may nullify the reference;
- For each category selected, provide the last twenty (20) projects successfully completed within the specified timeframe;
- Must have successfully completed a minimum of two (2) projects for each category to be considered for prequalification;

To determine ability to perform the work for which you have applied, the District will select projects from each category reference list and request additional detailed information to check your company's qualifications. The District may contact other companies as necessary.

### A. OVERHEAD LINE CONSTRUCTION (12KV AND 115KV)

_A-1	All types of overhead line construction work, 12kV energized and/or de-energized systems, including wood, fiberglass,
	concrete and steel pole setting, wire stringing, maintenance work, etc.
_A-2	All types of overhead line construction work, 115kV energized and/or de-energized systems, including wood, fiberglass, concrete and steel pole setting, wire stringing, maintenance work, etc.
_A-4	<u>Must be prequalified in Category A-1 and A-2 in order to become prequalified in A-4.</u> Stringing, terminating, and repairing all types of overhead telecommunications cable, including single and multi-mode fiber optic cable and installation of associated hardware within the electrical space.
A-5	All types of overhead line construction work, <b>230kV</b> energized and/or de-energized systems, including wood, fiberglass, concrete and steel pole setting, wire stringing, maintenance work, etc.

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B. <u>UNDE</u>	RGROUND LINE CONSTRUCTION (12KV AND 115KV)
B-1	All types of underground line construction work, <b>12kV</b> energized and/or de-energized systems, including trenching, backhoe, bulldozer and trackhoe excavation, cable pulling, splicing/repairing, terminating, above ground pole work, maintaining, etc.
B-3	Plowing in of underground, solid dielectric power cables, 12kV, including backfill and clean up.
B-6	Directional or conventional boring and installation of conduit within 12kV energized and/or de-energized electrical space for utility work and restoration of the bored area.  Contractors prequalified for Category B-6 must also be prequalified in Category B-1 OR must utilize a prequalified subcontractor from Category B-1 to perform all associated electrical work.  Contractors prequalified for Category B-6 are automatically prequalified for Category B-8.
B-7	Cable injection of all types of underground line construction work, 12kV energized and/or de-energized systems. Contractors prequalified for Category B-7 must also be prequalified in Category B-1 OR must utilize a prequalified subcontractor from Category B-1 to perform all electrical work, including the installation of cables, cable terminations, ground wire/plate installation, and above ground pole work, etc.
B-8	Pot Holing - Locate, identify, and record primary and/or secondary distribution facilities in all types of locations by excavating a hole in the ground to expose the wire or conduit.  References may be as "Prime" or as "Subcontractor" for Category B-8.  Contractors prequalified for Category B-6 are automatically prequalified for Category B-8.
B-9	All types of underground line construction work, <b>115kV</b> energized and/or de-energized systems, including trenching, cable pulling, and above ground pole work, maintaining, etc.
B-10	Trenching, cable pulling, terminating, and repairing for all types of telecommunications cable, including single and multi-mode fiber optic and installation of associated hardware.  Contractors must be prequalified in Category B-1 and/or B-9 in order to become prequalified in Category B-10.
B-11	All types of underground line construction work, <b>34.5kV</b> energized and/or de-energized systems, including trenching, backhoe, bulldozer and track hoe excavation, cable pulling, termination, above ground pole work, maintaining, etc.

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C.	SUBSTATION CONSTRUCTION
	C-1 115kV energized and de-energized substation electrical facility construction that includes the following: installation of electrical bus and supply line support structures; installation of electrical equipment including power circuit breakers and power transformer assembly and testing; installation and termination of control wires, AC and DC station power systems, network communication equipment, fiber optic cables and supply line conductors; and testing high voltage electrical equipment. It also includes the following site construction elements: clearing, grading, drainage, temporary erosion and sedimentation control, storm water and oil containment systems, storm drains, sanitary sewers, underground conduits, grounding system installation, substation security fencing, landscaping and irrigation, foundations, retaining walls, masonry walls, concrete and asphalt paving, and control buildings.
	<b>C-2 230kV</b> or higher energized and de-energized substation electrical construction that includes the following: installation of electrical bus and supply line support structures; installation of electrical equipment including power circuit breakers and power transformer assembly and testing; installation and termination of control wires, AC and DC station power systems, network communication equipment, fiber optic cables and supply line conductors; and testing high voltage electrical equipment. It also includes the following site construction elements: clearing, grading, drainage, temporary erosion and sedimentation control, storm water and oil containment systems, storm drains, sanitary sewers, underground conduits, grounding system installation, substation security fencing, landscaping and irrigation, foundations, retaining walls, masonry walls, concrete and asphalt paving, and control buildings.
D.	RIGHT-OF-WAY CLEARING AND MAINTENANCE
	<b>D-1</b> Tree and brush work in the vicinity of energized distribution and transmission lines.
	D-2 Controlling vegetation growth in energized substations and switching stations which may include spraying and growth retardant.
Ε.	POLE TREATMENT, REINFORCEMENT AND REPAIR
	<b>E-1</b> All types of transmission and distribution wood pole, wood pilings and wood stub assessment and treatment. Contractors prequalified in this category must provide maintenance inspection, ground line preservation treating with recommended fumigant, analyze the pole section modulus and provide the District with data information about inspection, pole attachments and condition of the pole and comply with District Specification 2482.

CONT	TRACTOR:					
A-1	All types of overhead line construction work, 12kV energized and/or de-energized systems including wood, fiberglass, concrete and steel pole setting, wire stringing, maintenance work, etc.  REQUIREMENTS: LIST LAST TWENTY (20) COMPLETED PROJECTS PERFORMED AS PRIME CONTRACTOR IN THE LAST 36 MONTHS					
]	PROJECT NAME & LOCATION (CITY & STATE)  BRIEF SCOPE OF WORK & COMPLETION DATE  COMPANY  PROJECT MANAGER NAME & Amount of & PHONE NO.  \$ Amount of & A-1 WORK					
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A-2	All types of overhead line construction work <b>REQUIREMENTS</b> : LIST LAST TWENT	x, 115kV energized and/or de-energized systems including wood, fiberglass (Y) (20) COMPLETED PROJECTS PERFORMED AS PRIME CONTI	, concrete and steel pole setting, wire stringing, m RACTOR IN THE LAST 36 MONTHS	aintenance work, etc.	
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ONTRACTOR:						
Stringing, terminating, & repairing all types of overhead telecommunications cable including single/multi-mode fiber optic cable and installing associated hardware within the electrical space.  A-4  A-4  Stringing, terminating, & repairing all types of overhead telecommunications cable including single/multi-mode fiber optic cable and installing associated hardware within the electrical space.  Nust have at least one (1) reference as "PRIME".  Must be prequalified in Category A-1 and A-2 in order to become prequalified in A-4.						
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CONT	TRACTOR:							
A-5	All types of overhead line construction work, <b>230kV</b> energized and/or de-energized systems including wood, fiberglass, concrete and steel pole setting, wire stringing, maintenance work, etc.  **REQUIREMENTS:** LIST LAST TWENTY (20) COMPLETED PROJECTS PERFORMED AS PRIME CONTRACTOR IN THE LAST 60 MONTHS							
PROJECT NAME & LOCATION (CITY & STATE)  BRIEF SCOPE OF WORK & COMPLETION DATE  COMPANY  PROJECT MANAGER NAME & PHONE NO.								
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COMPANY	B-1	All types of underground line construction v maintaining, etc. <u>REQUIREMENTS</u> : LIST <u>LAST TWENT</u>	All types of underground line construction work, 12kV energized and/or de-energized systems including trenching, backhoe, bulldozer and track hoe excavation, cable pulling, splicing/repairing, terminating, above ground pole work, maintaining, etc.  REQUIREMENTS: LIST LAST TWENTY (20) COMPLETED PROJECTS PERFORMED AS PRIME CONTRACTOR IN THE LAST 36 MONTHS						
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B-3	Plowing in of underground, solid dielectric power cables, 12kV, including backfill and clean up.  B-3  REQUIREMENTS: LIST LAST TWENTY (20) COMPLETED PROJECTS PERFORMED AS PRIME CONTRACTOR IN THE LAST 36 MONTHS							
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CONT	RACTOR:						
B-6	Directional or conventional boring and installation of conduit with 12kV energized and/or de-energized electrical space for utility work and restoration of the bored area.  REQUIREMENTS: LIST LAST TWENTY (20) COMPLETED PROJECTS PERFORMED AS PRIME CONTRACTOR IN THE LAST 36 MONTHS  Contractors prequalified for Category B-6 must also be prequalified in Category B-1 OR must utilize a prequalified subcontractor from Category B-1 to perform all associated electrical work.  Contractors prequalified for Category B-6 are automatically prequalified for Category B-8.						
P	ROJECT NAME & LOCATION (CITY & STATE)	BRIEF SCOPE OF WORK & COMPLETION DATE	COMPANY	PROJECT MANAGER NAME & PHONE NO.	\$ Amount of B-6 WORK		
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terminations, ground wire/plate installation and above ground pole work, etc.  PROJECT NAME & LOCATION  RDIFF SCORE OF WORK & COMPLETION DATE  COMPANY  PROJECT MANAGER NAME \$ Amount or company	CONT	TRACTOR:							
CHY & STATE   BRIE SCOPE OF WORK & COSPLETION DATE   COMPANY & PHONE NO.   B-7 WORK	B-7	REQUIREMENTS: LIST LAST TWENTY (20) COMPLETED PROJECTS PERFORMED AS PRIME CONTRACTOR IN THE LAST 36 MONTHS.  Contractors prequalified for Category B-7 must also be prequalified in Category B-1 OR must utilize a prequalified subcontractor from Category B-1 to perform all electrical work including the installation of cables, cable							
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CONT	RACTOR:						
B-8	Pot Holing - Locate, identify, and record primary and/or secondary distribution facilities in all types of locations by excavating a hole in the ground to expose the wire or conduit.  REQUIREMENTS: LIST LAST TWENTY (20) COMPLETED PROJECTS PERFORMED AS PRIME CONTRACTOR or SUBCONTRACTOR IN THE LAST 36 MONTHS.  Contractors prequalified for Category B-6 are automatically prequalified for Category B-8						
P	PROJECT NAME & LOCATION (CITY & STATE)	BRIEF SCOPE OF WORK & COMPLETION DATE	COMPANY	PROJECT MANAGER NAME & PHONE NO.	\$ Amount of B-8 WORK		
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CONTRACTOR:								
All types of underground line construction work, 115kV energized and/or de-energized systems including trenching, cable pulling, and above ground pole work, maintaining, etc.  REQUIREMENTS: LIST LAST TWENTY (20) COMPLETED PROJECTS PERFORMED AS PRIME CONTRACTOR IN THE LAST 36 MONTHS								
PROJECT NAME & LOCATION (CITY & STATE)	BRIEF SCOPE OF WORK & COMPLETION DATE	COMPANY	PROJECT MANAGER NAME & PHONE NO.	\$ Amount of B-9 WORK				
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CONT	TRACTOR:						
B-10	B-10 Trenching, cable pulling, terminating, and repairing for all types of telecommunications cable including single & multi-mode fiber optic and installation of associated hardware. Must have at least one (1) reference as "Prime".  REQUIREMENTS: LIST LAST TWENTY (20) COMPLETED PROJECTS PERFORMED AS PRIME CONTRACTOR or SUBCONTRACTOR IN THE LAST 36 MONTHS.  Must be prequalified in Category B-1 and/or B-9 in order to become prequalified in B-10						
I	PROJECT NAME & LOCATION (CITY & STATE)	BRIEF SCOPE OF WORK & COMPLETION DATE	COMPANY	PROJECT MANAGER NAME & PHONE NO.	\$ Amount of B-10 WORK		
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CONT	CONTRACTOR:								
B-11	All types of underground line construction work, <b>34.5kV</b> energized and/or de-energized systems including trenching, backhoe, bulldozer & track hoe excavation, cable pulling, terminating, above ground pole work, maintaining, etc.  REQUIREMENTS: LIST LAST TWENTY (20) COMPLETED PROJECTS PERFORMED AS PRIME CONTRACTOR IN THE LAST 60 MONTHS								
	PROJECT NAME & LOCATION (CITY & STATE)	BRIEF SCOPE OF WORK		COMPANY	PROJECT MANAGER NAME & PHONE NO.	\$ Amount of B-11 WORK			
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CONT	TRACTOR:					
C-1	115kV energized and de-energized substation electrical facility construction that includes installation of electrical bus and supply line support structures; installation of electrical equipment including power circuit breakers a transformer assembly and testing; installation and termination of control wires, AC and DC station power systems, network communication equipment, fiber optic cables and supply line conductors; and testing high voltage equipment. Also includes site construction elements: clearing, grading, drainage, temporary erosion and sedimentation control, storm water and oil containment systems, storm drains, sanitary sewers, underground conduits, system installation, substation security fencing, landscaping and irrigation, foundations, retaining walls, masonry walls, concrete and asphalt paving, and control buildings.  REQUIREMENTS: LIST LAST TWENTY (20) COMPLETED PROJECTS PERFORMED AS PRIME CONTRACTOR IN THE LAST 36 MONTHS					
	PROJECT NAME & LOCATION (CITY & STATE)	BRIEF SCOPE OF WORK & COMPLETION DATE	COMPANY	PROJECT MANAGER NAME & PHONE NO.	\$ Amount of C-1 WORK	
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CONT	TRACTOR:						
C-2	230kV or higher energized and de-energized substation electrical construction that includes installation of electrical bus and supply line support structures; installation of electrical equipment including power circuit breakers and power transformer assembly and testing; installation and termination of control wires, AC and DC station power systems, network communication equipment, fiber optic cables and supply line conductors; and testing high voltage electrical equipment. Also includes site construction elements: clearing, grading, drainage, temporary erosion and sedimentation control, storm water and oil containment systems, storm drains, sanitary sewers, underground conduits, grounding system installation, substation security fencing, landscaping and irrigation, foundations, retaining walls, masonry walls, concrete and asphalt paving, and control buildings.  REQUIREMENTS: LIST LAST TWENTY (20) COMPLETED PROJECTS PERFORMED AS PRIME CONTRACTOR IN THE LAST 84 MONTHS						
	PROJECT NAME & LOCATION (CITY & STATE)	BRIEF SCOPE OF WORK & COMPLETION DATE	COMPANY	PROJECT MANAGER NAME & PHONE NO.	\$ Amount of C-2 WORK		
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CONT	CONTRACTOR:						
D-2 Controlling vegetation growth in energized substations and switching stations which may include spraying and growth retardant  REQUIREMENTS: LIST LAST TWENTY (20) COMPLETED PROJECTS PERFORMED AS PRIME CONTRACTOR IN THE LAST 36 MONTHS							
F	PROJECT NAME & LOCATION (CITY & STATE)	BRIEF SCOPE OF WORK & COMPLETION DATE	COMPANY	PROJECT MANAGER NAME & PHONE NO.	\$ Amount of D-2 WORK		
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CON	FRACTOR:							
E-1	All types of transmission and distribution wood pole, wood pilings, and wood stub assessment and treatment. Contractors must provide maintenance inspection, ground line preservation treating with recommended fumigant, analyze the pole section modulus and provide the District with data information about inspection, pole attachments, and condition of the pole and comply with District Specification 2482.  REQUIREMENTS: LIST LAST TWENTY (20) COMPLETED PROJECTS PERFORMED AS PRIME CONTRACTOR IN THE LAST 36 MONTHS							
]	PROJECT NAME & LOCATION (CITY & STATE)	BRIEF SCOPE OF WORK & COMPLETION DATE	COMPANY	PROJECT MANAGER NAME & PHONE NO.	\$ Amount of E-1 WORK			
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