

***PREQUALIFICATION
APPLICATION INSTRUCTIONS***

Please read the following instructions carefully 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 4)**
- **Corporate/Individual Acknowledgement – notarized (page 5)**
- **Indicate whether your company can obtain minimum insurance requirements (page 6)**
- **Prequalification Categories Selection (pages 7-9)**
- **Be sure to provide required number of references (company must be considered “prime” contractor) within the specified time range on pages 10 through 29.**
- **Federal Debarment, Suspension, Ineligibility and Voluntary Exclusion Form**



APPLICATION FOR PREQUALIFICATION

SECTION I General Information

1. Contractor: _____

2. Address: (a) Mailing: _____

(b) Business: _____

(c) Remit to: _____

(d) E-mail address for receiving electronic bidding documents:

3. Contact Person: _____ Telephone: (____) _____
(First/Last)

E-mail address: _____ Fax No: (____) _____

4. (a) Is Applicant a _____ Corporation _____ Partnership
_____ Sole Proprietorship _____ Subsidiary of
another company

(b) Number of years in business (minimum 18 months) as answer to (a) _____

(c) If corporation, state of incorporation: _____

(d) If corporation, name and address of registered agent: _____

(e) Names and titles of all officers, if a corporation; or all partners, if a partnership,
and their length of time with the business.

(f) If a subsidiary of another company, give name and address of parent company:

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, INCLUDING FINANCIAL STATEMENTS (i.e. submitted to your bonding company to secure performance bonds). **MUST**

INCLUDE:

1. Balance Sheet
2. Profit & Loss Statement

(g) Provide the following OSHA / workers compensation information:

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 29) 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 Signature(s)

By: _____
Title

By: _____
Title

* 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 says
Name

that he/she is an owner or general partner of _____
Business Name

_____, and is authorized to sign all documents on behalf
of _____ and to otherwise sell, incumber, contract, borrow,
Business Name

and take all legal action on behalf of _____.
Business Name

Date: _____ Signature: _____

Subscribed and sworn to before me this ____ day of _____, 20_____.

Print Name

Notary Public in and for State of
Washington, residing at

My Commission expires on:

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

REFERENCE COMPANY INFORMATION SHEET

SECTION III **COMPLETE THIS SECTION FOR PREQUALIFICATION OF ELECTRICAL CONTRACTORS**

The categories listed below require contractor prequalification as mandated by RCW 54.04.085. Please select the type of work you are interested in and your company can provide the required references as “prime contractor” unless otherwise noted on category specific reference page. Beginning on Page 10, provide the last (20) projects completed within the specified timeframe for each category applied for (must have completed at least two projects). The District will select from this list and request additional detailed information to check your company's qualifications and may check with other company's we feel necessary, to determine your ability to perform the work for which you have applied.

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** **Must be prequalified in Category A-1 and A-2 in order to become prequalified in A-4.** 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, 230kV energized and/or de-energized systems, including wood, fiberglass, concrete and steel pole setting, wire stringing, maintenance work, etc.

B. UNDERGROUND LINE CONSTRUCTION (12KV AND 115KV)

- _____ **B-1** All types of underground line construction work, 12kV energized and/or de-energized systems, including trenching, backhoe, bulldozer and trackhoe excavation, cable pulling, terminating, above ground pole work, maintaining, etc.
- _____ **B-2** All types of submarine cable construction, 12kV or higher energized and/or de-energized systems, including cable laying, splicing/repairing, terminating, etc.
- _____ **B-3** Plowing in of underground, solid dielectric power cables, 12kV including backfill and clean up.

B. UNDERGROUND LINE CONSTRUCTION (12KV AND 115KV) (CONTINUED)

- _____ **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 in this category must be prequalified in Category B-1 or must utilize a prequalified subcontractor from Category B-1 to perform all associated electrical work.
- _____ **B-7** Cable injection of all types of underground line construction work, 12kV energized and/or de-energized systems. Contractors prequalified in this category must 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.
- _____ **B-9** 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.
- _____ **B-10** **Must be prequalified in Category B-1 and/or B-9 in order to become prequalified in 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.
- _____ **B-11** All types of underground line construction work, 34.5kV energized and/or de-energized systems, including trenching, backhoe, bulldozer and track hoe excavation, cable pulling, termination, above ground pole work, maintaining, etc.

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.

C. SUBSTATION CONSTRUCTION (continued)

_____ **C-2** 230kV 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

_____ **D-1** 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).

E. POLE TREATMENT, REINFORCEMENT AND REPAIR

_____ **E-1** 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.

LIST ALL OF YOUR COMPLETED PROJECTS PERFORMED AS PRIME CONTRACTOR IN THE LAST (18) MONTHS

 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.

PROJECT NAME & LOCATION (CITY & STATE)	BRIEF SCOPE OF WORK/COMPLETION DATE	COMPANY	PROJECT MANAGER NAME & PHONE NO.	\$ AMOUNT OF A-1 WORK
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LIST ALL OF YOUR COMPLETED PROJECTS PERFORMED AS PRIME CONTRACTOR IN THE LAST (18) MONTHS

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.

	PROJECT NAME & LOCATION (CITY & STATE)	BRIEF SCOPE OF WORK/COMPLETION DATE	COMPANY	PROJECT MANAGER NAME & PHONE NO.	\$ AMOUNT OF A-2 WORK
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LIST ALL OF YOUR COMPLETED PROJECTS SELF-PERFORMED AS PRIME & SUB-CONTRACTOR IN THE LAST (18) MONTHS

A-4 Must be prequalified in Category A-1 and A-2 in order to become prequalified in A-4. 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. Must have at least one reference as "prime".

	PROJECT NAME & LOCATION (CITY & STATE)	BRIEF SCOPE OF WORK/COMPLETION DATE	COMPANY	PROJECT MANAGER NAME & PHONE NO.	\$ AMOUNT OF A-4 WORK
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LIST ALL OF YOUR COMPLETED PROJECTS PERFORMED AS PRIME CONTRACTOR IN THE LAST (60) MONTHS

 A-5 All types of overhead line construction work, 230kV energized and/or de-energized systems, including wood, fiberglass, concrete and steel pole setting, wire stringing, maintenance work, etc.

PROJECT NAME & LOCATION (CITY & STATE)	BRIEF SCOPE OF WORK/COMPLETION DATE	COMPANY	PROJECT MANAGER NAME & PHONE NO.	\$ AMOUNT OF A-5 WORK
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LIST ALL OF YOUR COMPLETED PROJECTS PERFORMED AS PRIME CONTRACTOR IN THE LAST (18) MONTHS

B-1 All types of underground line construction work, 12kV energized and/or de-energized systems, including trenching, backhoe, bulldozer and trackhoe excavation, cable pulling, terminating, above ground pole work, maintaining, etc.

	PROJECT NAME & LOCATION (CITY & STATE)	BRIEF SCOPE OF WORK/ COMPLETION DATE	COMPANY	PROJECT MANAGER NAME & PHONE NO.	\$ AMOUNT OF B-1 WORK
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LIST ALL OF YOUR COMPLETED PROJECTS PERFORMED AS PRIME CONTRACTOR IN THE LAST (84) MONTHS

B-2 All types of submarine cable construction, 12kV or higher energized and/or de-energized systems, including cable laying, splicing/repairing, terminating, etc.

PROJECT NAME & LOCATION (CITY & STATE)	BRIEF SCOPE OF WORK/COMPLETION DATE	COMPANY	PROJECT MANAGER NAME & PHONE NO.	\$ AMOUNT OF B-2 WORK
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LIST ALL OF YOUR COMPLETED PROJECTS PERFORMED AS PRIME CONTRACTOR IN THE LAST (18) MONTHS

 B-3 Plowing in of underground, solid dielectric power cables, 12 kV including backfill and clean up.

PROJECT NAME & LOCATION (CITY & STATE)	BRIEF SCOPE OF WORK/COMPLETION DATE	COMPANY	PROJECT MANAGER NAME & PHONE NO.	\$ AMOUNT OF B-3 WORK
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LIST ALL OF YOUR COMPLETED PROJECTS PERFORMED AS PRIME CONTRACTOR IN THE LAST (18) MONTHS

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 in this category must be prequalified in Category B-1 or must utilize a prequalified subcontractor from Category B-1 to perform all associated electrical work.

PROJECT 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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LIST ALL OF YOUR COMPLETED PROJECTS PERFORMED AS PRIME CONTRACTOR IN THE LAST (18) MONTHS

B-7 Cable injection of all types of underground line construction work, 12kV energized and/or de-energized systems. Contractors prequalified in this category must 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.

	PROJECT NAME & LOCATION (CITY & STATE)	BRIEF SCOPE OF WORK/COMPLETION DATE	COMPANY	PROJECT MANAGER NAME & PHONE NO.	\$ AMOUNT OF B-7 WORK
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LIST ALL OF YOUR COMPLETED PROJECTS PERFORMED AS PRIME CONTRACTOR IN THE LAST (18) MONTHS

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.

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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LIST ALL OF YOUR COMPLETED PROJECTS PERFORMED AS PRIME CONTRACTOR IN THE LAST (36) MONTHS

 B-9 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.

	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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LIST ALL OF YOUR COMPLETED PROJECTS SELF-PERFORMED AS PRIME & SUB-CONTRACTOR IN THE LAST (18) MONTHS

B-10 Must be prequalified in Category B-1 and/or B-9 in order to become prequalified in 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. Must have at least one reference as "prime".

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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LIST ALL OF YOUR COMPLETED PROJECTS PERFORMED AS PRIME CONTRACTOR IN THE LAST (60) MONTHS

 B-11 All types of underground line construction work, 34.5 kV energized and/or de-energized systems, including trenching, backhoe, bulldozer and trackhoe excavation, cable pulling, terminating, above ground pole work, maintaining, etc.

PROJECT NAME & LOCATION (CITY & STATE)	BRIEF SCOPE OF WORK/COMPLETION DATE	COMPANY	PROJECT MANAGER NAME & PHONE NO.	\$ AMOUNT OF B-11 WORK
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LIST ALL OF YOUR COMPLETED PROJECTS PERFORMED AS PRIME CONTRACTOR IN THE LAST (36) MONTHS

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.

	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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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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LIST ALL OF YOUR COMPLETED PROJECTS PERFORMED AS PRIME CONTRACTOR IN THE LAST (84) MONTHS

C-2 230kV 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.

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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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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LIST ALL OF YOUR COMPLETED PROJECTS PERFORMED AS PRIME CONTRACTOR IN THE LAST (18) MONTHS

 D-1 Tree and brush work in the vicinity of energized distribution and transmission lines.

PROJECT NAME & LOCATION (CITY & STATE)	BRIEF SCOPE OF WORK/COMPLETION DATE	COMPANY	PROJECT MANAGER NAME & PHONE NO.	\$ AMOUNT OF D-1 WORK
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LIST ALL OF YOUR COMPLETED PROJECTS PERFORMED AS PRIME CONTRACTOR IN THE LAST (18) MONTHS

 D-2 Controlling vegetation growth in energized substations and switching stations (which may include spraying and growth retardant).

	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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LIST ALL OF YOUR COMPLETED PROJECTS PERFORMED AS PRIME CONTRACTOR IN THE LAST (18) MONTHS

E-1 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.

	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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