



City of Richland – Energy Services Department

Prequalification of Electrical Utility Contractors 2021 Application Instructions & Forms

To apply for prequalification of electrical utility type work for Richland Energy Services submit your completed application forms and required documents as instructed below. To be included on the 2021 list, new applications for prequalification must be received by November 6, 2020. The 2021 list will remain active until December 31, 2022. **Contractors approved for 2021 will be required to verify/update their information in October, 2021 to remain prequalified for year 2022.**

Applications must be complete when submitted in order to be considered and may be submitted in person or by mail. FAX submittals are not permitted.

Via Email:

purchasing@ci.richland.wa.us

In Person, Fed Ex, UPS or by
Delivery Service:

City of Richland
Purchasing Division
2700 Duportail Street, Bldg. 200
Richland, WA 99352

Via US Mail:

**Allow additional time if sending via
using US Mail**
City of Richland
Purchasing Division
625 Swift Blvd., MS-11
Richland, WA 99352

Application Checklist and Submittal Requirements:

- Application for Prequalification (**Pages 2-6**).
- Application Letter describing the Contractor's experience, organization, and technical qualifications to perform the work for which prequalification is sought
- Copy of Contractor's Washington State Registration certificate - see *Registrations and Licenses section* (**Page 3**).
- Letter from bonding company - see *Bonding Information section* (**Page 3**).
- Copy of largest Payment and Performance Bond issued to company within the past year - see *Bonding Information section* (**Page 3**).
- Financial statements for last complete fiscal year - see *Financial Resources section* (**Page 3**).
- OSHA 300 Logs for past three years (2017, 2018, and 2019) (**Page 4**).
- Labor and Industries citations received within last three years (2017, 2018 and 2019) (**Page 4**).
- Resumes for supervisory or lead personnel that may be assigned to Richland Energy Services projects - see *Resumes of Supervisory Personnel section* (**Page 4**).
- Prequalification Work Experience forms - see *Prequalification Categories section* (**Pages 4 and 7**).
- List of Available Equipment and Vehicles to Perform the Work (**Page 8**).

Questions:

Purchasing Division

Email: purchasing@ci.richland.wa.us Phone: (509) 942-7710



City of Richland – Energy Services Department

APPLICATION FOR PREQUALIFICATION – 2021

Electrical Utility Construction or Improvements

A new prequalification application for all contractors is required to be submitted and approved to be added to the 2021 *Electrical Contractors Prequalification List*. Contractors approved for 2021 will need to verify and update contractor information in October, 2021 to remain prequalified for 2022.

In accordance with RCW 35.92.350, all contractors interested in bidding on construction or improvements related to electrical utility work for the City of Richland's Energy Services Department (RES) must be prequalified before RES issues bid documents to a contractor.

"Construction or improvements related to electrical utility work" shall include the categories of work identified in this Application for Prequalification.

CONTRACTOR CONTACT INFORMATION					
Contractor's Business Name:					
Mailing Address:			Physical Address:		
Office Telephone Number:		Office or Bids E-mail Address:			
Fax Number:		Website Address:			
CONTACT PERSON FOR THIS APPLICATION					
Name of Contact Person:			Title of Contact Person:		
Telephone Number of Contact Person:			E-mail Address of Contact Person:		
HISTORY AND TYPE OF BUSINESS ENTITY					
<input type="checkbox"/> Corporation	<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> LLC	<input type="checkbox"/> Subsidiary of another company	<input type="checkbox"/> Other:
State of Incorporation:			If Subsidiary, Name and Address of Parent Company:		
Number of Years in Business Under Current Name and Business Structure:			Previous Business Name(s) (if applicable):		
Number of Years as a General Contractor:			Number of Years as Electrical Contractor:		
Debarment or Suspension: Has the Contractor ever been disqualified, debarred, or suspended from bidding on any public works contract under RCW 39.06.010, 39.12.065, or under any federal regulations? <input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes' describe the circumstances.					
Lawsuits and Arbitration: List all lawsuits and arbitration proceedings the Contractor was involved with in the last six (6) years. Attach additional sheets if necessary. If none, state "none."					
Name of other party:	Dollar amount of dispute:	Describe how dispute was resolved:			
	\$				
	\$				
	\$				
	\$				
	\$				
Contract Default or Termination: Has Contractor ever failed to complete any work awarded, or had a contract terminated for any reason? <input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes' describe the circumstances (when, why, owner, project, etc.).					

City of Richland – Energy Services Department
APPLICATION FOR PREQUALIFICATION – 2021
 Electrical Construction or Improvements

REGISTRATIONS AND LICENSES		
Contractor Registration Number (RCW 18.27): Attach copy		Electrical Contractor License No. (RCW 19.28):
UBI (Unified Business Identifier) Number:		Labor & Industries Industrial Insurance Number:
Employment Security Department Number:		Federal Tax ID Number:
City of Richland Business License Number:		If your business is outside City limits, a Richland Business License is required prior to executing a contract.
BANK INFORMATION		
Name & Address of Contractor's Local Bank Branch:	Name of Individual at Bank as Reference:	Phone No. of Reference:
Accounts at Local Bank Branch: <input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Other:		
BONDING INFORMATION		
<input type="checkbox"/> Attach a letter from the Contractor's bonding company stating the Contractor's bonding capacity, and evidencing their willingness to provide Payment and Performance Bonds for the Contractor		Name, Phone Number, and E-mail Address of Attorney-in-Fact for Contractor's Bonding Company:
Provide the maximum dollar amount of a Payment and Performance Bond you have been able to obtain for a project within the past year. <input type="checkbox"/> Attach a copy of the bond reflecting the provided amount.		\$
INSURANCE INFORMATION		
<u>Commercial General Liability Insurance:</u> Does your company have (or can you obtain) Commercial General Liability Insurance in the following amounts: \$1,000,000 each occurrence for Bodily Injury and Property Damage, and \$2,000,000 Annual General Aggregate?		<input type="checkbox"/> Yes <input type="checkbox"/> No
<u>Automobile Liability Insurance:</u> Does your company have (or can you obtain) Commercial General Liability Insurance in the following amounts: \$1,000,000 Combined Single Limit for Automobile Bodily Injury and Property Damage Liability, Each Accident or Loss?		<input type="checkbox"/> Yes <input type="checkbox"/> No
FINANCIAL RESOURCES		
<p><u>RCW 35.92.350 requires a statement of financial ability to perform electrical work including information demonstrating adequate financial resources, or the ability to secure such resources. Applicants should provide the following.</u></p> <p><u>Financial Statement:</u> For the last complete fiscal year, attach a copy of your audited and certified comparative financial balance sheet (assets, liabilities, and equity) and comparative income statements (revenues and expenses), along with all accompanying notes to the financial statements.</p> <p><u>Note:</u> In accordance with the provisions of RCW 42.56, Public Records Act, any information submitted as part of your application becomes a public record, including your financial statement, and may be requested by the public and subject to disclosure. Should that occur, the City will notify you prior to sending out the requested information. You will have the opportunity to file an injunction attempting to block release of this information. You will be responsible for any legal costs associated with this process. In the absence of a court injunction or order blocking release of the information, the City will release such information upon request.</p>		
<p>OR</p> <p>In the alternative, provide the following information under penalty of perjury which shall serve as your financial statement</p>		
<u>Capability for New Work:</u> Provide in the space at the right the maximum amount of new work, expressed in dollars, which the Contractor's business is financially capable of undertaking in the calendar year noted at the top of this application, based on current assets, liabilities, and contract obligations.		\$
<u>Loans Needed:</u> If the Contractor anticipates the need to obtain a loan or loans to meet its expected financial and/or contractual obligations in the calendar year noted at the top of this application, state the total anticipated amount of such new finance lending.		\$
<u>Maximum Contract Amount:</u> What is the maximum dollar amount of a contract that you consider your company is capable of undertaking?		\$

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APPLICATION FOR PREQUALIFICATION – 2021
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SAFETY		
<p><u>Experience Modification Rate:</u> List your company's Washington State Worker's Compensation Experience Modification Rate (EMR) for the most recent three years. <i>Note:</i> An EMR greater than 1.0 may result in further investigation by the City and possible denial of prequalification status by the City.</p> <p>Year: _____ EMR: _____ Year: _____ EMR: _____ Year: _____ EMR: _____</p>		
Average number of employees in your company last year:	Highest number of employees at any one time last year:	Employee man hours worked last year:
Does your company have an accident prevention program/manual that includes an emergency action plan?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your company have a safety person/officer?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If your company has a safety person/officer, is this person located on site or at your corporate office?		<input type="checkbox"/> On-Site <input type="checkbox"/> Corporate Office
What percentage of time does your safety person/officer spend on safety?		%
Does your company hold craft "tool box" safety meetings?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If your company holds craft "tool box" safety meetings, how often are they held?		_____ per month
Does your company conduct on-site safety inspections?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If your company conducts on-site safety inspections, how often?		_____ per month
Are your employees trained in First Aid and CPR? <input type="checkbox"/> Yes <input type="checkbox"/> No	How often is updated training offered?	What percent of employees are trained? %
Does your company have a substance abuse prevention program? <input type="checkbox"/> Yes <input type="checkbox"/> No		Does your company conduct drug testing of employees? <input type="checkbox"/> Yes <input type="checkbox"/> No
Using your 2019 OSHA 300 Log, complete the following information:		
Number of non-disabling accidents..... _____		Number of fatalities..... _____
Number of lost workday accidents..... _____		Your company's lost time incident rate..... _____
RESUMES OF SUPERVISORY PERSONNEL		
<p><input type="checkbox"/> Attach a resume for each supervisory and/or lead personnel who would most likely be assigned to any future projects awarded by Richland Energy Services. Include, at a minimum, the following information:</p> <ul style="list-style-type: none"> Description of their qualifications to perform the work for which the Contractor is applying for prequalification Number of years of experience with the company Number of years of experience with electrical construction Previous employment with other companies (dates, position, duties) Educational background 		
PREQUALIFICATION CATEGORIES		
<p>The Contractor is applying for prequalification status to perform work in the following categories of construction or improvement related to electrical utility work that the Contractor has checked. The Contractor must have performed work in the categories checked as the prime/general contractor. The Contractor must complete and attach the Prequalification Work Experience forms for <u>each</u> category of work for which the Contractor is applying for prequalification.</p> <p>Check boxes below for all categories being applied for:</p>		
<input type="checkbox"/> A - Electrical Distribution (2400V – 15,000V) including all the items listed below:		
<p>Work on Energized Overhead Lines per WAC 296-45 work rules (Setting of Poles, Moving Conductor, Stringing New Conductor, and Tying in Conductor up to 336 kcmil)</p> <p>New Construction of Overhead Lines (Setting of Poles, Framing, and Stringing of Lines up to 336 kcmil)</p> <p>Hanging and connecting pole-mounted transformers:</p> <p style="margin-left: 20px;">A. Single-phase: 15 kVA through 167 kVA</p> <p style="margin-left: 20px;">B. Three-phase banks: 45 kVA through 500 kVA</p> <p>Underground Cable Pulling</p> <p>Termination of underground cable (Concentric Neutral URD and Tape Shield Power Cables)</p>		

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APPLICATION FOR PREQUALIFICATION – 2021
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Setting and connecting pad-mounted transformers of:

- A. Single phase: 15 kVA through 167 kVA
- B. Three phase: 45 kVA through 2500 kVA

Installation or modification of overhead electrical distribution equipment including poles, conductor, transformers, miscellaneous equipment up to 15v

Installation or modification of underground electrical distribution equipment including cables, transformers, switch cabinets and miscellaneous equipment up to 15kV

Emergency repair work of overhead and underground lines up to 15kV

B - Electrical Transmission (52,000V – 230,000V) including all the items listed below:

Wood Pole Construction: Single Pole and H-Frame

Steel Lattice Tower

Tubular Steel or Pre-Stressed Concrete Poles

Stringing of lines (up to 795 kcmil)

Emergency Repair Work

Installation or modification of 115kV transmission line structures, conductor, switches and insulators

C - Electrical Substation (2400V – 230,000V) including all the items listed below:

Installation, Testing, & Repair:

- A. Power Transformers (5 MVA and above, and 115 kV – 15 kV)
- B. Power Transformer Tap Changer Maintenance
- C. 15 kV Circuit Breakers – Oil and SF6 (Freestanding, & metal clad)
- D. 115 Circuit Switcher (Adjustment)

Control Wiring and Metering:

- A. Installing control wiring from metering devices to control house (wire and fiber optic cables)
- B. Installation and adjustment of relaying equipment (electromechanical and electronic)
- C. Installation of data wiring

Installation of Substation Grounding Systems

Installation, modification, testing or repair of substation power transformers, circuit breakers, switches, grounding, conduit, wiring, metering and control equipment

D - Secondary Electrical Systems (0 V to 600 V) including all the items listed below:

Lighting – Street Lights and/or Rental Lights (120/240 V):

- A. Installation
- B. Maintenance and/or Replace

Secondary Service – Residential (120/240 V):

- A. Installation
- B. Splice and/or Replace

Secondary Service – Commercial (120 V single-phase to 480 V three-phase):

- A. Installation
- B. Splice and/or Replace

Emergency Repair Work on Underground Lines

Installation, modification, testing and repair of single phase secondary services (120/240V)

Installation, modification, testing and repair of single phase and three phase secondary services up to 480V

Emergency repair work of overhead and underground secondary services up to 480V

CONTRACTOR’S STATEMENT AND SIGNATURE

1. Contractor Qualifications: Contractor declares that all information submitted in this application is true and certifies that Contractor meets the following evaluation criteria and requirements for electrical construction or improvements work consistent with RCW 35.92.350:
 - The financial resources, or the ability to secure such resources;
 - The experience, organization, and technical qualifications to perform the proposed contract;
 - The resources to comply with the required performance schedule taking into consideration all of its existing business commitments;
 - A satisfactory record of performance, integrity, judgment, and skills; and
 - Be otherwise qualified and eligible to receive an award under applicable laws and regulations.
2. Compliance with Applicable Laws: If the Contractor is prequalified by the City of Richland and subsequently awarded a contract, the Contractor affirms they will comply with all applicable regulations, including but not limited to, those relating to payment of prevailing wages and non-discrimination in employment, and shall provide a Payment and Performance Bond to the City along with satisfactory evidence of insurance prior to contract execution.
3. City’s Rights: Contractor recognizes and agrees that the City of Richland has the right to prequalify, deny prequalification, reconsider or revoke the qualification status of the Contractor at any time or for any reason in the sole judgment of the City. Contractor understands that the City reserves the right to check references and validate information provided in this Application for Prequalification and attachments or any other sources the City may use.

I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Authorized Signature of Contractor: _____

Printed Name:

Date Signed:

Printed Title:

Contractor's Name _____ Date: _____

City of Richland – Energy Services Department Prequalification Work Experience Form – 2021	Category (Select One): <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D Category Title: _____
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Note: List the three most recent projects performed by your company as the prime/general contractor for this category of work in the last 5 years.

Project Overview	Owner's Contact Information	Project Specifics	Specific Description of Work and How is it Relevant to this Category
Project Name: Owner: Location (City & State):	Owner's Project Manager: Phone Number:	Date Project Completed: Dollar Amount of Project:	
Project Name: Owner: Location (City & State):	Owner's Project Manager: Phone Number:	Date Project Completed: Dollar Amount of Project:	
Project Name: Owner: Location (City & State):	Owner's Project Manager: Phone Number:	Date Project Completed: Dollar Amount of Project:	

Contractor's Name _____ Date: _____

City of Richland – Energy Services Department
LIST OF AVAILABLE EQUIPMENT AND VEHICLES TO PERFORM THE WORK

	Description of Equipment/Vehicles	Model	Year
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			

Note: Photocopy and use additional pages as necessary.