Prequalified Electrical Contractors
Application Checklist

To apply for prequalification of utility type work for Tacoma Power submit your completed application forms and the required documentation as instructed below. Applications for prequalification must be received by January 31, 2023, to be included on the initial posting of the list. The 2022 list will remain active until that date.

Applications may be submitted by email to sendbid@cityoftacoma.org. Please include “2023 Prequalified Electrical Contractors Application” in the subject line. The submittal date will be the date of email receipt. A hard copy notarized Affidavit of Prequalified Electrical Contractor 2023 form must be received at the address below within (10) ten business days of application submittal. The application will not be considered complete until receipt of the hard copy Affidavit. Tacoma Power is not responsible for electronic transmission errors.

City of Tacoma
Purchasing Division/Prequalification
Tacoma Public Utilities
Fourth Floor
3628 South 35th Street
Tacoma, WA 98409-3115

Submittal Requirements:

1.) Application Forms (attached):

- Affidavit of Prequalified Electrical Contractor 2023 (requires notarization).

2.) Required Documentation:

- Record of your company’s previous year’s contracts. Please include:
  a.) Name of customer along with contact information
  b.) Location of work
  c.) Type of work
  d.) Contract value
  e.) Date of work
I, the undersigned, am requesting approval for the company I represent as a pre-qualified electrical utility services bidder for the year 2023. I do hereby certify that I am:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name of Company

Mailing Address

City, State, Zip Code

Ph (  )          Fax (  )

Email address

Unified Business Identifier (UBI)

License Information:
A contractor must hold a General Contractors License or an Electrical Contractor License to meet the requirements for prequalification. An Electrical Contractors License is required for all work elements outside of Part 10-A. To engage in work for the City of Tacoma a contractor must first obtain a City of Tacoma Business license.

<table>
<thead>
<tr>
<th>License Number</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>State of Washington General Contractor’s License</td>
<td></td>
</tr>
<tr>
<td>Electrical Contractor’s License from State of:</td>
<td></td>
</tr>
<tr>
<td>City of Tacoma Business License</td>
<td></td>
</tr>
</tbody>
</table>

Business Administrator Contact Name (for inquiries)

Mailing Address

City, State, Zip Code

Ph (  )          Fax (  )

I submit that all information furnished in our application for prequalification is true, and in full force and effect.

Contractor’s Signature

Sworn before me this ________________________

Day of __________________ 20 ______

Notary Public in and for the State of, ___________________

residing in ________________________________

Tacoma Power Approval    Date
**Tacoma Power**
**Prequalification Application**
**For Electrical Work 2023**

Indicate by marking with an “X” in the boxes □ located in the Qualified Column for the work you are seeking pre-qualification.

<table>
<thead>
<tr>
<th>Item #</th>
<th>Type of Work</th>
<th>Qualified Billable Hours (2 yr) from 1/01/21 through 12/31/22</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-A</td>
<td>Civil Work for Electrical Facilities</td>
<td></td>
</tr>
<tr>
<td>10-A-1</td>
<td>Underground Structures (Conduit and Vaults)</td>
<td>□</td>
</tr>
<tr>
<td>10-A-2</td>
<td>Excavation, Compacted Backfill, &amp; Restoration (Including Concrete, Asphalt, &amp; Landscaping)</td>
<td>□</td>
</tr>
<tr>
<td>10-A-3</td>
<td>Road Crossings – Pushing &amp; Boring</td>
<td>□</td>
</tr>
<tr>
<td>10-B</td>
<td>Electrical Distribution (2400V – 15,000V)</td>
<td></td>
</tr>
<tr>
<td>10-B-1</td>
<td>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 795 kcmil AAC)</td>
<td>□</td>
</tr>
<tr>
<td>10-B-2</td>
<td>New Construction of Overhead Lines (Setting of Poles, Framing, and Stringing of Lines up to 795 kcmil AAC)</td>
<td>□</td>
</tr>
<tr>
<td>10-B-3</td>
<td>Hanging and connecting pole-mounted transformers:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Single-phase: 15 kVA through 167 kVA</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• three-phase banks: 45 kVA through 500 kVA</td>
<td>□</td>
</tr>
<tr>
<td>10-B-4</td>
<td>Emergency Repair Work on Overhead Lines</td>
<td>□</td>
</tr>
<tr>
<td>10-B-5</td>
<td>Underground Cable Pulling</td>
<td>□</td>
</tr>
<tr>
<td>10-B-6</td>
<td>Termination of underground cable (Concentric Neutral URD and Tape Shield Power Cables)</td>
<td>□</td>
</tr>
<tr>
<td>10-B-7</td>
<td>Setting and connecting pad-mounted transformers of</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• single phase: 15 kVA through 167 kVA</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• three phase: 45 kVA through 2500 kVA</td>
<td>□</td>
</tr>
<tr>
<td>10-B-8</td>
<td>Emergency Repair Work on Underground Lines</td>
<td>□</td>
</tr>
<tr>
<td>10-C</td>
<td>Electrical Transmission (52,000V – 230,000V)</td>
<td></td>
</tr>
<tr>
<td>10-C-1</td>
<td>Wood Pole Construction: Single Pole and H-Frame</td>
<td>□</td>
</tr>
<tr>
<td>10-C-2</td>
<td>Steel Lattice Tower</td>
<td>□</td>
</tr>
<tr>
<td>10-C-3</td>
<td>Tubular Steel or Pre-Stressed Concrete Poles</td>
<td>□</td>
</tr>
<tr>
<td>10-C-4</td>
<td>Stringing of lines (single and bundled construction of up to 1272 kcmil AAC)</td>
<td>□</td>
</tr>
<tr>
<td>10-C-5</td>
<td>Stringing of lines for spans of 3000 ft. or greater at tensions above 30,000 lbs.</td>
<td>□</td>
</tr>
<tr>
<td>10-C-6</td>
<td>Emergency Repair Work</td>
<td>□</td>
</tr>
</tbody>
</table>
## Tacoma Power Prequalification Application

For Electrical Work 2023

<table>
<thead>
<tr>
<th>Item #</th>
<th>Type of Work</th>
<th>Qualified</th>
<th>Billable Hours (2 yr) from 1/01/21 through 12/31/22 (required information)</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-D</td>
<td>Electrical Substation (2400V – 230,000V)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10-D-1</td>
<td>Installation, Testing, &amp; Repair</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A. Power Transformers (5 MVA and above, 230kV – 115 kV, &amp; 115 kV – 15 kV)</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B. Power Transformer Tap Changer Maintenance</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C. 15 kV Circuit Breakers – Oil and SF6 (Free-standing, &amp; metal clad)</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td></td>
<td>D. 115 &amp; 230 kV Circuit Breakers Oil &amp; SF6</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td></td>
<td>E. 115 &amp; 230 kV Switch (Adjustment)</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>10-D-2</td>
<td>Control Wiring and Metering</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A. Installing control wiring from metering devices to control house (wire and fiber optic cables)</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B. Installation and adjustment of relaying equipment (electromechanical and electronic)</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C. Installation of data wiring to DA and SCADA RTU’s</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>10-D-3</td>
<td>Installation of Substation Grounding System</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>10-D-4</td>
<td>Installation of Conduit Systems for Substations</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>10-E</td>
<td>Secondary Electrical Systems (0 V to 600 V)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10-E-1</td>
<td>Secondary Service - Residential (120/240 V)</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A. Installation</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B. Splice and/or Replace</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>10-E-2</td>
<td>Secondary Service – Commercial (120 V single-phase to 480 V three-phase)</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A. Installation</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B. Splice and/or Replace</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>10-E-3</td>
<td>Emergency Repair Work on Underground Lines</td>
<td>□</td>
<td></td>
</tr>
</tbody>
</table>

What is the maximum amount of work, expressed in dollars, which you are capable of undertaking? $__________

Submitted this ______________ day of ______________ 20___

______________________________  
Signature of Applicant

______________________________  
Title of Applicant
#1 Please use your **(2022)** OSHA 300 Log to complete the following information:

<table>
<thead>
<tr>
<th>Information</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of non-disabling accidents</td>
<td></td>
</tr>
<tr>
<td>Number of lost workday accidents</td>
<td></td>
</tr>
<tr>
<td>Number of fatalities</td>
<td></td>
</tr>
<tr>
<td>Your company’s lost time incident rate</td>
<td></td>
</tr>
</tbody>
</table>

#2 Average number of employees in your company last year

<table>
<thead>
<tr>
<th>Number</th>
</tr>
</thead>
</table>

Highest number of employees at any one time last year

<table>
<thead>
<tr>
<th>Number</th>
</tr>
</thead>
</table>

Employee man hours worked last year

<table>
<thead>
<tr>
<th>Hours</th>
</tr>
</thead>
</table>

#3 Please list your company’s Worker’s Compensation Experience Modification Rate for the most recent three years:

<table>
<thead>
<tr>
<th>Year</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2022</td>
<td></td>
</tr>
<tr>
<td>2021</td>
<td></td>
</tr>
<tr>
<td>2020</td>
<td></td>
</tr>
</tbody>
</table>

#4 Does your company have an accident prevention program/manual that includes an emergency action plan?

- [ ] Yes
- [ ] No

If so, is it project or site specific?

- [ ] Project
- [ ] Site

#5 The following questions address your safety program:

Does your company have a formal policy concerning safety?

- [ ] Yes
- [ ] No

If requested may we obtain a copy of the policy?

- [ ] Yes
- [ ] No

Does your company have safety person / officer?

- [ ] Yes
- [ ] No

If so, where is this person located on site or at corporate office?

- [ ] On site
- [ ] Office

What percentage of the time does this person spend on safety?

- [ ] %

Does your company conduct on-site safety inspections?

- [ ] Yes
- [ ] No

If so, how often?

- [ ] / mo

Does your company hold craft “tool box” safety meetings?

- [ ] Yes
- [ ] No

If so, how often are they held?

- [ ] / mo
The following questions concern your corporate training & programs:

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does your company have an orientation program for new hires?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you have a training program for newly hired or promoted foremen?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are your employees trained in First Aid and CPR?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>How often is updated training offered?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>What percentage of employees are trained?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you have a written program for bloodborne pathogens?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If so, who is responsible for training?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you have a substance abuse program?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does your company conduct drug testing?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do all employees have a valid driver license and a Commercial driver license, when required?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signed: ____________________________  Date: ____________________________

Print Name: ____________________________  Title: ____________________________  Phone #: ____________________________

email: ____________________________  Cell Phone#: ____________________________
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. Accordingly, please provide an audited and certified comparative financial balance sheet (assets, liabilities and equity), or in the alternative, please provide the following information under penalty of perjury which shall serve as your financial statement:

1. Please state the maximum amount of a performance bond you have been able to obtain for a project as a single ongoing concern within the past year, and provide a copy of the bond reflecting that amount.

   $ __________________

2. Provide in the space below the maximum amount of new work, expressed in dollars, that the applicant’s business is financially capable of undertaking in calendar year 2023 based on its current assets, liabilities, and contract obligations.

   $ __________________

3. If the applicant anticipates the need to obtain a loan or loans to meet its expected financial and/or contractual obligations in calendar year 2023, please state the total anticipated amount of such new finance lending.

   $ __________________

4. Number of years applicant has been in business using its current business name:

   __________________

Note: Contracts resulting from bid solicitations which include stipulations of a Pre-qualified Electrical Contractor will require 100% performance bonding for all electrical work elements within the project.