



Prequalification of Electrical Contractors

2023 Application Instructions & Forms

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**).
- Tacoma Power Prequalification Application for Electrical Work 2023.
- Tacoma Power Safety Questionnaire 2023.
- Financial Statement/Questionnaire for Prequalified Electrical Contractor 2023.

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



Affidavit of Prequalified Electrical Contractor 2023

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:

_____	_____
Name	Title
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.

	License Number	Expiration Date
State of Washington General Contractor's License		
Electrical Contractor's License from State of:		
City of Tacoma Business License		

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

Name of Company _____

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

Item #	Type of Work	Qualified	Billable Hours (2 yr) from 1/01/21 through 12/31/22 <i>(required information)</i>
10-A Civil Work for Electrical Facilities			
10-A-1	Underground Structures (Conduit and Vaults)	<input type="checkbox"/>	
10-A-2	Excavation, Compacted Backfill, & Restoration (Including Concrete, Asphalt, & Landscaping)	<input type="checkbox"/>	
10-A-3	Road Crossings – Pushing & Boring	<input type="checkbox"/>	
10-B Electrical Distribution (2400V – 15,000V)			
10-B-1	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)	<input type="checkbox"/>	
10-B-2	New Construction of Overhead Lines (Setting of Poles, Framing, and Stringing of Lines up to 795 kcmil AAC)	<input type="checkbox"/>	
10-B-3	Hanging and connecting pole-mounted transformers: <ul style="list-style-type: none"> • Single-phase: 15 kVA through 167 kVA • three-phase banks: 45 kVA through 500 kVA 	<input type="checkbox"/>	
10-B-4	Emergency Repair Work on Overhead Lines	<input type="checkbox"/>	
10-B-5	Underground Cable Pulling	<input type="checkbox"/>	
10-B-6	Termination of underground cable (Concentric Neutral URD and Tape Shield Power Cables)	<input type="checkbox"/>	
10-B-7	Setting and connecting pad-mounted transformers of <ul style="list-style-type: none"> • single phase: 15 kVA through 167 kVA • three phase : 45 kVA through 2500 kVA 	<input type="checkbox"/>	
10-B-8	Emergency Repair Work on Underground Lines	<input type="checkbox"/>	
10-C Electrical Transmission (52,000V – 230,000V)			
10-C-1	Wood Pole Construction: Single Pole and H-Frame	<input type="checkbox"/>	
10-C-2	Steel Lattice Tower	<input type="checkbox"/>	
10-C-3	Tubular Steel or Pre-Stressed Concrete Poles	<input type="checkbox"/>	
10-C-4	Stringing of lines (single and bundled construction of up to 1272 kcmil AAC)	<input type="checkbox"/>	
10-C-5	Stringing of lines for spans of 3000 ft. or greater at tensions above 30,000 lbs.	<input type="checkbox"/>	
10-C-6	Emergency Repair Work	<input type="checkbox"/>	



Tacoma Power Prequalification Application For Electrical Work 2023

Name of Company _____

Item #	Type of Work	Qualified	Billable Hours (2 yr) from 1/01/21 through 12/31/22 <i>(required information)</i>
10-D Electrical Substation (2400V – 230,000V)			
10-D-1	Installation, Testing, & Repair A. Power Transformers (5 MVA and above, 230kV – 115 kV, & 115 kV – 15 kV) B. Power Transformer Tap Changer Maintenance C. 15 kV Circuit Breakers – Oil and SF6 (Free-standing, & metal clad) D. 115 & 230 kV Circuit Breakers Oil & SF6 E. 115 & 230 kV Switch (Adjustment)	<input type="checkbox"/> <input type="checkbox"/>	
10-D-2	Control Wiring and Metering A. Installing of 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 to DA and SCADA RTU's	<input type="checkbox"/> <input type="checkbox"/>	
10-D-3	Installation of Substation Grounding System	<input type="checkbox"/>	
10-D-4	Installation of Conduit Systems for Substations	<input type="checkbox"/>	
10-E Secondary Electrical Systems (0 V to 600 V)			
10-E-1	Secondary Service - Residential (120/240 V) A. Installation B. Splice and/or Replace	<input type="checkbox"/> <input type="checkbox"/>	
10-E-2	Secondary Service – Commercial (120 V single-phase to 480 V three-phase) A. Installation B. Splice and/or Replace	<input type="checkbox"/> <input type="checkbox"/>	
10-E-3	Emergency Repair Work on Underground Lines	<input type="checkbox"/>	

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



Tacoma Power Safety Questionnaire 2023

Name of Company _____

#1 Please use your (2022) OSHA 300 Log to complete the following information:

Number of non-disabling accidents _____

Number of lost workday accidents _____

Number of fatalities _____

Your company's lost time incident rate _____

#2 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 _____ Hours

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

	2022	
	2021	
	2020	

#4 Does your company have an accident prevention program/manual that includes an emergency action plan?	Yes	
	No	
	Project	
	Site	
If so, is it project or site specific?		

#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



Tacoma Power Safety Questionnaire 2023

Name of Company _____

#6 The following questions concern your corporate training & programs:

Does your company have an orientation program for new hires?

Yes	
No	

Do you have a training program for newly hired or promoted foremen?

Yes	
No	

Are your employees trained in First Aid and CPR?

Yes	
No	

How often is updated training offered?

Year(s) _____

What percentage of employees are trained?

% _____

Do you have a written program for bloodborne pathogens?

Yes	
No	

If so, who is responsible for training?

Name _____

Position _____

Phone # _____

Do you have a substance abuse program?

Yes	
No	

Does your company conduct drug testing?

Yes	
No	

#7 Do all employees have a valid driver license and a Commercial driver license, when required?

Yes	
No	

Signed

Date

Print Name

()

Title

Phone #

()

email

Cell Phone#



Financial Statement/Questionnaire For Prequalified Electrical Contractor 2023

Name of Company

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.