



# Prequalification of Electrical Contractors

## 2024 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, 2024, to be included on the initial posting of the list. The 2023 list will remain active until that date.

Applications may be submitted by email to [sendbid@cityoftacoma.org](mailto:sendbid@cityoftacoma.org). Please include “2024 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 2024 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 2024 (**requires notarization**).
- Tacoma Power Prequalification Application for Electrical Work 2024
- Tacoma Power Safety Questionnaire 2024
- Financial Statement/Questionnaire for Prequalified Electrical Contractor 2024

##### 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 2024

I, the undersigned, am requesting approval for the company I represent as a pre-qualified electrical utility services bidder for the year 2024. 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
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## Tacoma Power Prequalification Application For Electrical Work 2024

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 1/01/22 through 12/31/23 <i>(required information)</i>
<b>10-A Civil Work for Electrical Facilities</b>			
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"/>	
<b>10-B Electrical Distribution (2400V – 15,000V)</b>			
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"> <li>• Single-phase: 15 kVA through 167 kVA</li> <li>• three-phase banks: 45 kVA through 500 kVA</li> </ul>	<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"> <li>• single phase: 15 kVA through 167 kVA</li> <li>• three phase : 45 kVA through 2500 kVA</li> </ul>	<input type="checkbox"/>	
10-B-8	Emergency Repair Work on Underground Lines	<input type="checkbox"/>	
<b>10-C Electrical Transmission (52,000V – 230,000V)</b>			
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 2024

Name of Company \_\_\_\_\_

Item #	Type of Work	Qualified	Billable Hours (2 yr) from 1/01/22 through 12/31/23 <i>(required information)</i>
<b>10-D Electrical Substation (2400V – 230,000V)</b>			
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"/>	
<b>10-E Secondary Electrical Systems (0 V to 600 V)</b>			
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 2024

Name of Company \_\_\_\_\_

#1 Please use your (2023) 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:

	2023	
	2022	
	2021	

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

#5 The following questions address your safety program:

Does your company have a formal policy concerning safety?	<b>Yes</b>	
	<b>No</b>	
If requested may we obtain a copy of the policy?	<b>Yes</b>	
	<b>No</b>	
Does your company have safety person / officer?	<b>Yes</b>	
	<b>No</b>	
If so, where is this person located on site or at corporate office?	<b>On site</b>	
	<b>Office</b>	
What percentage of the time does this person spend on safety?		%
Does your company conduct on-site safety inspections?	<b>Yes</b>	
	<b>No</b>	
If so, how often?		/ mo
Does your company hold craft "tool box" safety meetings?	<b>Yes</b>	
	<b>No</b>	
If so, how often are they held?		/ mo



# Tacoma Power Safety Questionnaire 2024

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 2024

\_\_\_\_\_  
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 2024 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 2024, 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.