



SMALL WORKS ROSTER APPLICATION

Please complete the following application in order to be placed on Public Utility District No. 1 of Lewis County's (District) Small Works Roster. An incomplete application will not be accepted.

You are notified that the District complies with the prevailing wage law of the State of Washington (RCW 39.12) and requires all contractors to comply. Questions concerning this application may be directed to the Executive Assistant at (360) 740-2412 or execadmin@lcpud.org.

Name of Firm: _____

Contact Name: _____

Business Address: _____

Mailing Address: _____

City, State, Zip: _____

Telephone: _____ Fax: _____

Email Address: _____

***All invitations to Quote will be sent via email in PDF format; requests for hard copies in lieu of email will be considered on a case by case basis by the District.**

Check Appropriate: Incorporated Partnership Sole Proprietorship

If incorporated, state resident agent's name and address. If partnership or sole proprietorship, state managing person's name and address.

Name: _____

Mailing Address: _____

City, State, Zip: _____

Year Present Firm Established: _____

Federal Tax ID No.: _____

Provide a copy of the State of Washington Contractor's Registration Number.

Contractor's Registration Number: _____

Contractor's UBI Number: _____

Labor and Industries Insurance Premiums: Has your company been reporting and is it current in paying L&I insurance premiums? (This will be verified prior to awarding any contracts).

YES NO

Financial Responsibility: Provide evidence of ability to secure a \$300,000.00 payment and performance bond. Identify bank and bonding agent used.

Bank Name: _____

Agent Name: _____

Address: _____

List references of required like jobs:

Firm Name/Address: _____

Contact Name: _____

Telephone: _____

Project: _____

Dollar Amount _____

Firm Name/Address: _____

Contact Name: _____

Telephone: _____

Project: _____

Dollar Amount _____

Firm Name/Address: _____

Contact Name: _____

Telephone: _____

Project: _____

Dollar Amount _____

Firm Name/Address: _____

Contact Name: _____

Telephone: _____

Project: _____

Dollar Amount _____

Insurance: Is the firm able to provide the District with an insurance certificate for \$1,000,000.00 per occurrence?

- YES NO

Check appropriate box for work you are interested in and qualified to perform. Attach brochures, equipment lists, etc., where available.

Electrical *

- | | |
|--|--|
| <input type="checkbox"/> High Voltage Overhead-Distribution | <input type="checkbox"/> Street Lights |
| <input type="checkbox"/> High Voltage Overhead-Transmission | <input type="checkbox"/> Substation Construction |
| <input type="checkbox"/> High Voltage Underground-Distribution | <input type="checkbox"/> Substation Footings |
| <input type="checkbox"/> Meter Testing | <input type="checkbox"/> Substation Maintenance |
| <input type="checkbox"/> Pole Testing & Treatment | <input type="checkbox"/> Tree Trimming |

Fiber Optic *

- | | |
|---------------------------------------|-----------------------------------|
| <input type="checkbox"/> Installation | <input type="checkbox"/> Splicing |
| <input type="checkbox"/> Testing | |

*** Applicants who checked at least one box in the Electrical or Fiber Optic group must complete the attached "Questionnaire for Pre-Qualification of Contractors".**

Non-Electrical

- | | |
|---|--|
| <input type="checkbox"/> Auto Detailing | <input type="checkbox"/> Janitorial |
| <input type="checkbox"/> Auto Maintenance/Repair | <input type="checkbox"/> Landscaping |
| <input type="checkbox"/> Building Construction | <input type="checkbox"/> Landscape Maintenance |
| <input type="checkbox"/> Concrete-General | <input type="checkbox"/> Painting |
| <input type="checkbox"/> Cranes | <input type="checkbox"/> Paving |
| <input type="checkbox"/> Electrician | <input type="checkbox"/> Plumbing |
| <input type="checkbox"/> Fencing | <input type="checkbox"/> Roofing |
| <input type="checkbox"/> Flooring | <input type="checkbox"/> Steel Fabrication |
| <input type="checkbox"/> Grading/Excavation | <input type="checkbox"/> Trenching/Backfill |
| <input type="checkbox"/> Hazardous Waste Management | <input type="checkbox"/> Weed Control |
| <input type="checkbox"/> Heating/AC | <input type="checkbox"/> Other |
| <input type="checkbox"/> Hydroseeding | |

Other (explain): _____

--Signature Block on Next Page--

Name of Contractor: _____

Signature: _____

Title: _____

Address: _____

City, State, Zip _____

Telephone: _____ Fax: _____

Washington State Contractor's Registration Number: _____



QUESTIONNAIRE FOR PRE-QUALIFICATION OF CONTRACTORS

** If a Pre-Qualification application for the current year has been completed, you do not need to fill out the remaining portion of this questionnaire.*

Number of years applicant has performed the type of work for which applicant is seeking pre-qualification: _____

Please check the maximum dollar amount of work in one contract that you are capable of undertaking:

\$100,000 \$300,000 \$500,000 \$750,000 Other: _____

Bank information to be contacted for financial reference:

Bank Name: _____ Branch: _____

Contact Name: _____ Telephone: _____

Address: _____ City, State, Zip: _____

Affirm the following:

Affirm that applicant will pay wages and benefits according to the Prevailing Wage laws of Washington State:

Yes No

Affirm that applicant will comply with government regulations regarding non-discrimination employment practices and applicant shall also abide by the Drug Free Workplace Act of 1988:

Yes No

Affirm the applicant is a registered contractor under the provisions of RCW 18.27 and has paid all current fees to the State of Washington:

Yes No

Affirm that applicant has not been disqualified from bidding on any public works contracts under RCW 39.06.010 or 39.12.065(3):

Yes No

Acknowledge the following:

Applicant recognized and agrees that under the provisions of RCW 54.04.080, the District has the right to reconsider or reevaluate the pre-qualification status of applicant at any time or for any reason at the sole judgement of the District's Commissioners:

Yes No



QUESTIONNAIRE FOR PRE-QUALIFICATION OF CONTRACTORS

The following must be included with you application:

- a) Copy of your certification of registration in the State of Washington.
- b) Last fiscal year's balance sheet.
- c) List of clients served in the last three (3) years including their name, address, location of jobs performed and contract amounts of the larger contracts.
- d) General resume including: experience, technical qualifications and ability to perform work for which applicant seeks pre-qualification.
- e) List of supervisory personnel and their qualifications and years of experience.
- f) List of the number and type of craftsman available and routinely employed.
- g) List of equipment including age of equipment available for work.
- h) Three recent electric utility clients for reference, include name of contact person, company, location and current phone number.
- i) Letter from bonding company-an original letter with a current date from your bonding company specifying your maximum per project and aggregate bonding capacity in dollars (required to post a Statutory Payment and Performance Bond).

Note: This questionnaire or a full Pre-Qualification Application must be completed annually by the Contractors.

Name of Contractor: _____

Signature: _____

Title: _____

Address: _____

City, State, Zip _____

Telephone: _____ Fax: _____

Washington State Contractor's Registration Number: _____

For District Use Only:	
Approved?	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____
Signature of District Representative	Date



SMALL WORKS CONTRACT

General Terms and Conditions

Business Name: _____

Address: _____

Mailing Address: _____

Contact Person: _____ Telephone No: _____

Email Address: _____

Website Address: _____

Tax/UBI No.: _____ Contractor No.: _____

I wish to be considered for the following types of work, which I am qualified to perform or will be performing the following work:

In the last five (5) years, have you had any claims filed against you or your company alleging negligence?

Yes No

If Yes, explain:

As a contractor hired by Contractor Order or Purchase Order or a contractor or agency hired by

_____ to do work for Public Utility District No. 1 of Lewis County, I do hereby agree to the following General Terms and Conditions:

- A: To perform the services designated as an independent contractor and not as an employee of the District. To comply with all applicable rules, laws and regulations of the State of Washington and of any and all other lawmaking bodies. To perform the required services using my own equipment and transportation.
- B: To comply with all regulations including but not limited to those related to tax, wage, discrimination, industrial and unemployment insurance applicable to the work involved and to be responsible for like compliance by any and all of my subcontractors.
- C: To pay wages and benefits for craftsmen employed on work which prevail in the locality of the work as determined by the Department of Labor and Industries.



SMALL WORKS CONTRACT

General Terms and Conditions

General Terms and Conditions continued:

- D: To comply with government regulations regarding non-discrimination, its engineer, its agents and employees to communicate with and obtain information from any party identified in such statement, and authorized any party identified in the experience and reference statement to furnish and release information to the District, its agents and employees.
- E: Affirm that contractors, their employees, subcontractors, their employees, vendors, their employees, agents and invitees are expected to be free from the effects of drugs or alcohol use/abuse while conducting business for the District, according to the District's Drug and Alcohol Policy.
- F. To be solely responsible for all alleged or actual injuries to or death of persons and/or damage or destruction of property and to save, defend, indemnify and hold the District harmless from liability for any such claims for injury, death or damage, and to pay all costs suffered by the District as a result of each such claim or suit, including but not limited to reasonable attorneys' fees, it being specifically understood and agree that the contractor shall be solely responsible and liable for and shall fully protect and indemnify the District against all claims and demands whatsoever occasioned by, arising out of, or related to performance of the contractor, contractor's employees, subcontractors, agents, suppliers, licensees, and invitees.
- G: The contractor shall maintain a minimum of \$1,000,000.00 commercial liability, public liability and property damage insurance while providing services or work under a contract or purchase order with the District. The District shall be named as additional insured on liability policies. The contractor shall also maintain \$1,000,000.00 automobile liability, and workers compensation, as required by law, insurance policies while performing work for the District. Upon demand by the District or as stated in the contract or purchase order, the contractor shall obtain additional liability insurance in such form and for such amount as is acceptable to the District, naming the District as an additional insured.

Signature: _____ Date: _____

Print Name and Title: _____