

## **APPENDIX A**

### **APPLICATION FOR CONTRACTORS**

Contractors desiring to make application to Public Utility District No. 1 of Chelan County, Washington ("District") as a responsible Contractor for placement on the Small Works Roster (Contracts not to exceed \$300,000.00), pursuant to the District's Procedures and Guidelines for Procurement: Small Works Roster, shall complete and submit the following application and related documents. Incomplete applications will be returned.

### **INSTRUCTIONS**

1. Print all pages of this application.
2. Review the application carefully to make sure all information is correct and complete.
3. Complete the last section including a signature and date.
4. Mail the signed application along with all attachments to:

PUBLIC UTILITY DISTRICT NO. 1 OF CHELAN COUNTY  
ATTN: PROCUREMENT AND CONTRACT SERVICES  
327B North Wenatchee Avenue 98801  
PO BOX 1231  
WENATCHEE WA 98807-1231



<b>Small Works Roster Application for Contractors</b>	
<b>APPLICANT INFORMATION</b>	
* Contact Name:	
* Company Name:	
* Year Applying for:	2009
<b>FIRM INFORMATION</b>	
* Mailing Address:	
Email Address for Receipt of Solicitation, Notices and Addenda	
* City:	
* State/Province:	
* Zip/Postal Code:	
Country:	
* Telephone Number:	(include area code) (        )        -
Fax Number:	(include area code) (        )        -
Toll-free Number:	(include area code) (        )        -



<b>Small Works Application for Contractors</b>	
* Contractor License Registration No.:	
* WA State L & I Employer Account ID:	
* Current license fees paid to State of WA?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>* TYPE OF BUSINESS</b>	
Please select one and supply <b>ALL</b> applicable information.	
<b>INDIVIDUAL/SOLE PROPRIETOR</b>	
<input type="checkbox"/> <b>Doing Business As</b> _____	
<b>PARTNERSHIP</b> <input type="checkbox"/> <b>Partnership NOT in Washington State</b> (Provide Certification No.) <b>Statement of Foreign Qualification</b> _____	
<input type="checkbox"/> <b>General Partnership</b> (Enter Names and addresses of all partners in table on following page.) WA State Master Business License No. _____ Federal Tax No. _____	
<input type="checkbox"/> <b>Limited Partnership</b> (Enter Names and addresses of all partners in following table) WA State Master Business License No. _____ Federal Tax No. _____ Certificate of Limited Partnership No. _____	
<input type="checkbox"/> <b>Limited Liability Partnership</b> (Enter Names and addresses of all partners in following table) WA State Master Business License No. _____ Federal Tax No. _____ Certificate of Limited Partnership No. _____	
<input type="checkbox"/> <b>Limited Liability Limited Partnership</b> (Enter Names and addresses of all partners in following table) WA State Master Business License No. _____ Federal Tax No. _____ Certificate of Limited Partnership No. _____	
<b>CORPORATION</b> <input type="checkbox"/> <b>Corporation NOT in Washington State</b> (Provide Certification No.) <b>Certificate of Authority</b> _____	
<b>For information, see <a href="http://www.secstate.wa.gov/corps/forms/coaprof.pdf">www.secstate.wa.gov/corps/forms/coaprof.pdf</a></b>	
<input type="checkbox"/> <b>Corporation</b> (Enter corporation information in following table) Federal Tax Number _____	
<input type="checkbox"/> <b>Limited Liability Company</b> (Enter information in following table) Federal Tax Number _____	
<b>JOINT VENTURE</b>	
<input type="checkbox"/> <b>Joint Venture</b>	
* Indicates Required Field	



<b>Small Works Roster Application For Contractors</b>	
<b>CORPORATION and LIMITED LIABILITY COMPANY DETAILS</b>	
State of Incorporation	
Name and address of registered agent:	
Names and addresses of officers of the corporation and their length of time with the corporation. Please indicate with an asterisk (*) those authorized to sign contracts.	
Is your company a subsidiary? If yes, please complete enter information regarding the parent company in the area below.	
Parent Company Name and Address	
State of Incorporation	
Name and address of registered agent:	
Names and addresses of officers of the corporation and their length of time with the corporation. Please indicate with an asterisk (*) those authorized to sign contracts.	



**Small Works Roster Application For Contractors**

**PARTNERSHIP/ DETAILS** (Includes Limited Partnership, Limited Liability Partnership and Limited Liability Limited Partnership)

Name and address of partners:

--	--

CLASSIFICATIONS - In the following list, check each classification of work in which applicant is interested <b>and</b> qualified to perform. Classifications shall be limited to those listed. <b>PREQUAL AND WATER/WASTEWATER CLASSIFICATIONS ARE IN SECTIONS FOLLOWING.</b>			
Asbestos, PCB, Lead Removal and Hazardous Waste Disposal	Hazardous waste abatement and removal by licensed abatement contractors only.	1	
Asphalt Paving and Gravel Surfacing	Work to include all aspects of asphalt paving, preparation, and maintenance, including striping and sweeping.	2	
Building Construction and Remodeling	Work to include all aspects of new building construction, plus all types of remodel work. For example, inside electrical wiring, plumbing, cabinetry, insulation, door/overhead door and window installation, carpet and flooring installation, gutter installation.	3	
Building and Grounds Maintenance	Includes window cleaning, waxing, shampooing, janitor, sweeping, pest control and/or feces removal, drain inspection, paved surface maintenance, sport court maintenance, plumbing services, septic pumping, and grease trap cleaning.	64	
Commercial Carpet Cleaning	All labor, equipment, and products necessary to clean carpets at various District locations, according to District specifications.	56	
Commercial Laundry Service Provider	Coveralls, shop towels, floor mats, floor mops & dust towels.	45	
Concrete & Masonry	Work to include new construction, maintenance, repair work and concrete cutting.	6	
Crane and Operator	Services to include both operational usage, plus repairs and maintenance of cranes, boom trucks and lifting devices.	7	
Diving and Marine Work Services	Work could include hardhat and scuba diving at District locations. Other work to include all aspects of marine work. For example, pile installation, dock repair, and marine river data collection.	9	
Earthwork and Grading	This work to include all types of earthwork and the use of various construction equipment, such as backhoes, excavators, rollers, dump trucks, etc.	11	
Electrical - Commercial/Industrial	Contractors desiring to bid on work within this classification DO NOT need to be prequalified to perform work as required by RCW 54.04.085. Licensed contractors as required by RCW 19.28 capable of installing low voltage and high voltage up to 480/3/60.	51	
Elevator Maintenance	Elevator maintenance at all or some of the District's elevators.	28	
Fencing	Chain link and wood fencing; new construction, repairs and maintenance.	27	
Fishing Services	Provide manpower resources and equipment needed to capture predator fish at District locations.	31	
General Construction by General Contractors	Broad category, all types of general construction considered.	13	
HVAC Systems	Heating, ventilating and air conditioning systems. Work to	14	



Appendix A  
Application for Contractors

Installation/Repair	include new construction, repair work, plus maintenance work.		
Hydraulics and Pumping Units	Work to include new construction, repair work and maintenance of hydraulic systems and associated components as well as inspection and/or repair of well(s)/pump(s)	39	
Interpretive Facilities and Exhibits	Creation of exhibits for museums, visitor centers, interpretive centers, interpretive graphics and interpretive signage.	54	
Janitorial Services	Labor, equipment, and all custodial cleaning products necessary to perform janitorial services according to District specifications.	55	
Landscape and Irrigation Installation and Repair	Work to include new installations, repairs, maintenance work, restoration and seeding. To include weed control for both landscaping and irrigation systems.	16	
LIMITED Small Works Projects	Contractors desiring to bid on work within this classification must have <b>gross revenues under one million dollars</b> annually as reported on their federal tax return as required by RCW 39.04.155(5)(a) in order to obtain copies of the Small Works Invitation for Bid. Work in this category consist of projects estimated to cost less than thirty-five thousand dollars using the limited public works process.	62	
Logging, and Wood Chipping	Work to include logging of land, chipping of woody debris and stump removal.	42	
Noxious Weed Control	Noxious weed control by certified licensed contractors only. Work to include, but is not limited to, abatement of purple loosestrife, dalmatian toadflax, knapweed, thistle and/or other terrestrial noxious weeds.	48	
Painting, Industrial Coating and Power Washing	Work to include all aspects of painting and industrial coatings. Could include sandblasting, priming and preparation work.	18	
Pond Maintenance	Involves sediment and hazardous waste removal from ponds.	66	
Radio Systems Installation & Testing Services	Installation and testing of antennas and radio frequency transmission lines. Installation, configuration, and testing of fixed radio transceivers and other radio frequency equipment and devices.	50	
Railroad Repair and Maintenance	Maintenance and repair work to the District's spur line railway.	38	
Roofing Installation and Repair	Work to include all aspects of the roofing industry. Could include new installation, repairs and maintenance.	22	
Security	Installation of security systems including detection devices, electronic access controls, gate controls, CCTV cameras, monitoring equipment and control panels. Limited energy electrical contractor's license required pursuant to RCW 19.28.041.	52	
Sign Making and Installation	Includes fabrication, installation, repair, alteration, maintenance and dismantling of commercial signs, bulletins and poster panels in accordance with WAC 296-127-01374.	65	



Appendix A  
Application for Contractors

Snow Removal	Involves snow removal at various District locations.	68	
Station Battery Installation and Removal	Removal and Installation of telecom and other station batteries.	67	
Smoke/Fire Detection and Suppression	Installation and maintenance of fire and smoke detection systems. Control wiring and software programming for the District's current alarm system.	41	
Solar Power Generation Installation	Work to include construction of new solar power generation applications.	40	
Steel Fabrication and Welding, Machine Work	Work to include the basics of steel fabrication, welding, and machine work, to the more specialized work of rebar bearings, metal stitching, heat treatment and retubing heat exchangers.	23	
Telecommunications Wiring	Installation and testing of various telecommunications cables and termination devices used for data, voice, video and systems.	53	
Traffic Control	Flaggers shall have a current flagging card approved by WA State, transportation to job site, portable and stationary signs, cones, flagging vest, stop and slow paddles. Knowledge of WA State Traffic Control/Flagging safety laws.	46	
Trailer Moving	Mobile trailer and modular building transport, disassembly/assembly of mobile/modular units, skirting, anchoring, leveling, carpet, siding, roof seaming and set-up of units.	47	
Transformer Transport, Load, Unload and Set	The transportation, loading and unloading, or the placement of large power transformers onto concrete pads at various District locations.	43	
Tree Pruning/Tree Removal	Work includes tree pruning and/or removing of trees and chipping branches. The tree pruning work will require proper arboriculture methods found in the American National Standard (ANSI) A300 for Tree Care Operations – Tree, Shrub, and Other Woody Plant Maintenance – Standard Practices.	63	
Vehicle and Equipment Inspection and Repair	Includes vehicle safety inspections, vehicle and equipment repair of all aspects of chassis related items, such as engine, transmission and drive train components.	59	
Vehicle and Equipment Up fitting	Includes all aspects of up fitting new and used vehicles and specialized equipment with accessories and mounted equipment. Includes welding and fabrication, wiring and electrical and body and paint.	58	
Vehicle and Equipment Washing	General labor to perform on site equipment washing.	49	
Vehicle Mounted Aerial Device Inspection, Repair and Refurbishment	Includes all aspects of inspecting, dielectric testing, repairing and complete refurbishment of vehicle mounted aerial devices, such as those found on bucket trucks, digger derricks and cranes.	57	
Vehicle Tire and Wheel Mounting, Repair and Alignment	All aspects of mounting and repair of tires and wheels, including alignment, balancing and service calls.	60	
Well and Piezometer Drilling	All types of machine drilling are included in this classification.	24	



**PREQUALIFICATION CLASSIFICATIONS  
FOR CONSTRUCTION OR IMPROVEMENT OF ANY ELECTRICAL FACILITY**

**\*\*NOTE:** Electrical (34) classifications must be prequalified by District's General Manager or his designee.



Any person, firm or corporation desiring to bid upon any prequalified classifications must be prequalified to perform the work as required by statute. **In addition to this completed Small Works Roster Application, you must also submit an Application for Prequalification.** Please finish this application and then, from the Vendors and Contractors home page, select the Prequalification of Contractors link, then choose Online Application.

The definition of work requiring prequalification by District staff as stated in Chapters 54.04.080 and 54.04.085 RCW is limited as follows:

*"The construction, moving, maintenance, modification or enlargement of facilities primarily used or to be used for the transmission or distribution of electricity at voltages above 750 volts, including structures directly supporting transmission or distribution conductors, but not including site preparation, housing, or protective fencing associated with but not included in the contract for such construction, modification, maintenance or enlargement of such facilities.*

Electrical**	This work to include "construction or improvement of any electrical facility." Contractors desiring to bid on work within this classification must be prequalified to perform the work as required by RCW 54.04.085 in order to obtain copies of the Small Works invitation for Bid	34**	
Distribution Underground Conduit Plowing	Plowing of District conduit for fiber optic, telephone, or electrical. Installed to District specifications.	32a	
Distribution Underground Conduit Conductor	Installation of underground conduit for electrical conductor.	32b	
Distribution Underground Conduit Communication	Installation of underground conduit for communication, fiber optic, or telephone. Installed to District specifications.	32c	
Distribution Overhead Construction		32d	
Fiber Optics - Splicing & Terminating	Work on new and existing installations of fiber optic systems which include underground and overhead outside plant systems.	37	
Fiber Optics – Splicing	work performed includes the splicing of underground and overhead cables.	37a	
Fiber Optics - Overhead Construction	Work includes the installation of fiber optic hardware, stringing, sagging, clipping, guying, and setting anchors for fiber optic cable.	37b	
Fiber Optics - Underground	Work includes the installation of fiber optic hardware and pulling cables through conduit and vaults or laying cable in an open trench.	37c	
Fiber Optics - Fiber Conduit and Vault Install	Work includes the installation of conduits, vaults, and other appurtenances necessary to pull in new fiber optic cables.	37d	
Fiber Optics - Trenchless Cable/Conduit Install	Install conduit/cable for fiber optics with directional boring, gopher, or plowing.	37e	



<b>Small Works Roster Application for Contractors</b>	
CLIENT REFERENCES	
<p>* List the names, addresses, phone, fax and email addresses of at least three (3) clients for whom you have performed similar work in the last two (2) years:</p>	
* Indicates a required field	

<b>Small Works Roster Application for Contractors</b>	
<b>SAFETY EQUIPMENT</b>	
Confirm that the following safety equipment is available by putting a check (✓) mark in each applicable checkbox:	
Flagging, Signs	
Trenching & Shoring (Boxes/Equipment)	
Hardhats/Gloves	
Orange Safety Vests	
Eye/Ear Protection	
Lifting Rigging	
Respiratory Equipment	
Man Lifts	
Safety Harness/Fall Protection	
Caution Beacons on Vehicles	
Back-up Alarms	
Anti-Slip Shoes	
Battery Spill Mitigation Equipment	

<b>Small Works Roster Application for Contractors</b>	
<b>WORK EQUIPMENT</b>	
Insert number of equipment currently available:	
Rubber Tire Backhoe	
Track Hoe - Excavator	
Dump Truck - 10 yd.	
Bulldozer - Cat	
Service Vehicles	
Compaction Equipment	
Motor Patrol	
Laser Equipment	
Transit	
Front-End Loader	
Pressurized Water Truck - 2,000 gpm	
Manhole Picking Rigging	
Gas Monitor	
De-icing Equipment	
Road Sanding Equipment	
Snow Blower	
Snow Plow	
Vacuum Truck	



**Submit the following items along with the signed copy of this Application:**

- \_\_\_ A general resume setting forth applicant's experience, technical qualifications and organizational ability to perform the proposed construction.
- \_\_\_ A list of supervisory personnel, their qualifications and years of experience.
- \_\_\_ A list of the number and type of craftsmen available.
- \_\_\_ A list of equipment available for work, showing the age and location of the equipment.
- \_\_\_ An executed Small Works Master Contract.
- \_\_\_ If any water/wastewater classification has been marked on the Application, submit a list of jobs performed over the last three (3) years, including the names, addresses, location of the jobs performed and contract amounts for each category marked. Minimum qualifications require satisfactory similar work of three (3) construction projects greater than \$30,000. Projects must be completed on schedule to be determined satisfactory.
- \_\_\_ OPTIONAL: Applicant may identify any special qualifications or limitations that may be of assistance to the District in evaluating applicant's qualifications for particular types of work or projects. If necessary, attach any separate documents that applicant deems useful in this regard.

I certify that the information supplied herein is correct and current as of the date given and that the applicant has the necessary skills, equipment, personnel and financial ability to perform all categories of work designated herein and desires to be included on the District's Small Works Roster and be given an opportunity to submit quotations for Small Works projects within the designated categories.

SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_



### SMALL WORKS MASTER CONTRACT

THIS CONTRACT, made this \_\_\_\_\_ day of \_\_\_\_\_, 200\_, by and between PUBLIC UTILITY DISTRICT NO. 1 OF CHELAN COUNTY, WASHINGTON, herein called "District" and \_\_\_\_\_ doing business as \*(an individual) (a partnership) (a joint venture) (a limited liability company) (a corporation) or \_\_\_\_\_, County of \_\_\_\_\_, State of \_\_\_\_\_, hereinafter called "Contractor."

WITNESSETH: That for and in consideration of inclusion of Contractor on the District's Small Works Roster and payments and agreements hereinafter mentioned to be made and performed by the District in the event of a Small Works Project award, the Contractor hereby agrees as follows:

The District may, in its discretion, deem it appropriate to send solicitations, notices and addenda by Electronic Transmission. Contractor agrees that the District may send solicitations, notices and addenda to Contractor by Electronic Transmission. Contractor may change the email address or other contact information at any time by providing advance written notice to the District. At the District's option, receipt by Electronic Transmission shall be in lieu of receipt by United States mail or any other means.

Incorporated into this Contract as parts hereof are the Small Works Roster Contract Documents, Bidding Instructions, General Conditions and any Addenda issued during the term of the Master Contract. The sample forms provided with the Small Works Roster Contract Documents are subject to change and Contractor, by signing the Small Works Master Contract, agrees that the District may modify the forms without notice to the Contractor by the District. Contractor may, at any time, review the current forms upon request to the District's Procurement & Contract Services Department.

For each Small Works Project awarded to the Contractor, the Supplemental Conditions, Bidder's Data, Specifications, Contract Drawings and Addenda prepared by the District for such project shall be incorporated into and be a part of this Contract. Also hereby made part of this Contract for the purposes of each specific Small Works project are the Small Works Notice of Award, Notice to Proceed and Performance and Payment Bond, along with the Contractor's Proposal for such Project submitted in response to the District's solicitation.

Each Small Works Project shall be deemed as a separate and divisible public contract based on this document and the specific documents incorporated herein as identified above. By execution and acknowledgment of the Notice of Award for each Small Works project, the Contractor hereby ratifies and reaffirms the terms and conditions of this Contract and the documents incorporated by reference.



Unless the Contract is exempted by rules and regulations of the U.S. Secretary of Labor pursuant to Section 201 of Executive Order No. 11246, as amended, incorporated herein by reference are the provisions of paragraph's 1 through 7 set forth in Section 202 of Executive Order No. 11246 as amended.

In the event Contractor is not awarded any Small Works Project during the term of this Contract, this Contract shall be null and void and of no effect whatsoever. Contractor acknowledges and agrees that they are not assured or guaranteed that they will receive an award of any Small Works Project during the term hereof.

IN WITNESS WHEREOF, the parties hereto have executed this Contract this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

**PUBLIC UTILITY DISTRICT NO. 1 OF CHELAN COUNTY, WASHINGTON**

By: \_\_\_\_\_

Title: \_\_\_\_\_

**CONTRACTOR**

\_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

END OF APPENDIX A