



SMALL WORKS ROSTER  
APPLICATION  
2010



**SMALL WORKS ROSTER  
APPLICATION INFORMATION SHEET**

Purpose: Use of a Small Works Roster for projects under \$300,000.00 in lieu of formal sealed bidding is authorized in RCW 54.04.070. This application is established to document technical and financial responsibility. Based on applications, the Public Utility District No. 1 of Franklin County will establish a roster of qualified, licensed contractors by type of work, who may be solicited for proposals for small works. The roster will be updated annually and will be revised as required. Contractors may be removed from the roster at any time at the discretion of the District or at the written request of the contractor. Contractors must be registered in Washington to receive a contract award.

Filing: The Small Works Roster application must be signed by an officer of the firm and sworn to before a Notary Public and shall be submitted on initial application for the roster and at such other times as the District shall require.

The completed application must be returned to Rebecca Diaz, Contract Specialist at:

<u>Mail to:</u>	P.O. Box 2407	<u>Deliver to:</u>	1411 W. Clark Street
	Pasco WA 99302		Pasco WA 99301

Along with the application we have included the following information:

1. Contractor Information Sheet
2. Waiver in Lieu of Performance Bond

If you have any questions regarding this procedure, please call.

Sincerely,

Rebecca Diaz  
Contract Specialist

## **CONTRACTOR INFORMATION**

Annually, the District will advertise its intentions to update the Small Works Roster.

To be placed on the District's Small Works Roster, each contractor must provide a completed application.

Prior to performing any work on a Small Works project awarded to it, a contractor must provide the following:

1. Payment Bond,
2. Performance bond or signed waiver (contract under \$35,000.00),
3. Certificate of insurance, and
4. Statement of Intent to Pay Prevailing Wages.

Additionally, both the District and the Contractor must execute a Small Works Contract before a Contractor commences work on a Small Works project awarded to it.

Upon completion of each project, the Contractor must submit an invoice to the District.

After a Contractor has not been responsive to four or more Invitations to Quote, the District may send a letter of intent to the Contractor requiring them to re-submit their request to remain on the Small Works Roster.

## SMALL WORKS ROSTER APPLICATION

Please complete the following application in order to be placed on the District's 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 Rebecca Diaz, Contract Specialist, at (509) 542-5918 or rdiaz@franklinpud.com.

1. Name of Firm: \_\_\_\_\_
2. Contact Name: \_\_\_\_\_
3. Business Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
(All Invitations to Quote will be sent via e-mail in PDF format;  
requests of hard copies in lieu of e-mail will be considered on a  
case by case basis by the District)  
FAX: \_\_\_\_\_
4. Check appropriate:  Incorporated  Partnership  
 Sole Proprietorship
5. 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: \_\_\_\_\_
6. Year present firm established: \_\_\_\_\_
7. Federal Tax ID No.: \_\_\_\_\_
8. Provide a copy of the State of Washington Contractor's Registration Number.  
  
Contractor's Registration Number: \_\_\_\_\_  
  
Contractor's UBI Number: \_\_\_\_\_
9. Labor and Industries Insurance Premiums: Has your company been reporting and is it current in paying L&I insurance premiums? (This will be verified before awarding any contracts)  
  
YES \_\_\_ NO \_\_\_

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

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

<input type="checkbox"/> Auto Detailing	<input type="checkbox"/> Landscaping/Landscape Maintenance
<input type="checkbox"/> Auto Maintenance/Repair	<input type="checkbox"/> Machine Work
<input type="checkbox"/> Blasting	<input type="checkbox"/> Materials Testing
<input type="checkbox"/> Building Construction	<input type="checkbox"/> Meter Testing
<input type="checkbox"/> Concrete	<input type="checkbox"/> Painting
<input type="checkbox"/> Electrician	<input type="checkbox"/> Paving
<input type="checkbox"/> Fencing	<input type="checkbox"/> Plumbing
<input type="checkbox"/> Fiber Optic Cabling*	<input type="checkbox"/> Pole Treatment/Replacement*
<input type="checkbox"/> Flooring	<input type="checkbox"/> Roofing
<input type="checkbox"/> Footing/Foundation	<input type="checkbox"/> Steel Fabrication
<input type="checkbox"/> Grading/Excavation	<input type="checkbox"/> Street Light Repair**
<input type="checkbox"/> Hazardous Waste Management	<input type="checkbox"/> Substation Maintenance/Construction**
<input type="checkbox"/> Heating/Air Conditioning	<input type="checkbox"/> Tree Trimming**
<input type="checkbox"/> High Voltage Elect. Line Work, OH**	<input type="checkbox"/> Trenching/Backfill
<input type="checkbox"/> High Voltage Elect. Line Work, UH**	<input type="checkbox"/> Vendor Certified Telecom Projects*
<input type="checkbox"/> Hydro-seeding	<input type="checkbox"/> Weed Control
<input type="checkbox"/> Janitorial Services	<input type="checkbox"/> Other: see below

\* Applicants for this type of work must complete the attached "Questionnaire for Telecommunications Work"

\*\* Applicants for this type of work must complete the attached "Questionnaire for Qualified Contractors"

Other (explain): \_\_\_\_\_

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12. List references of required like jobs:

Firm Name/Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Project: \_\_\_\_\_

Dollar Amount: \_\_\_\_\_

Firm Name/Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Project: \_\_\_\_\_  
Dollar Amount: \_\_\_\_\_

Firm Name/Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Project: \_\_\_\_\_  
Dollar Amount: \_\_\_\_\_

Firm Name/Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Project: \_\_\_\_\_  
Dollar Amount: \_\_\_\_\_

13. Insurance: Is the firm able to provide the District with an insurance certificate for \$3,000,000.00 per occurrence?

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

Subscribed and sworn before me on the \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
Notary Public in and for the  
State of \_\_\_\_\_  
Residing in \_\_\_\_\_  
My Commission expires \_\_\_\_\_

**WAIVER IN LIEU OF PERFORMANCE BOND**

RCW 39.08.010 provide that on contracts of thirty-five thousand dollars or less, the District may, in lieu of the performance bond and, as an option to the contractor, retain fifty percent of the contract amount for a period of thirty (30) days or until receipt of all necessary releases from the Department of Revenue and Department of Labor and Industries and settlement of any liens filed under Chapter 60.28 RCW, whichever is later:

**If you wish to choose this option please sign below.**

In lieu of the performance bond, I choose to have 50% retained as explained above. The District reserves the right to require a performance bond for any particular Small Works project.

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Contractor/Company (Print)

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Name (Print)

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Title (Print)

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Date

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Signature

**QUESTIONNAIRE  
FOR  
TELECOMMUNICATIONS WORK**  
Page 1 of 2

Applicants wanting to be considered for Franklin PUD fiber telecommunications projects must fill out the following questionnaire to be considered for any Small Works project.

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does your firm have experience with the following? Please circle Yes or No.

- |  |     |    |
|--|-----|----|
| 1. Aerial placing of ADSS and lashed overhead fiber                    | YES | NO |
| 2. Placing and construction of underground fiber                       | YES | NO |
| 3. Placing and construction of underground vaults and conduit          | YES | NO |
| 4. Optical Time Domain Reflectometer (OTDR) testing                    | YES | NO |
| 5. Optical loss / power testing  | YES | NO |
| 6. Mechanical and fusion splicing of fiber                             | YES | NO |
| 7. Pulling of fiber optic cabling                                      | YES | NO |
| 8. Use of fiber specific pulling machinery (pullers, tensioners, etc.) | YES | NO |
| 9. Structured Cabling  | YES | NO |

How long have you been a Contractor in the State of Washington? \_\_\_\_\_YEARS

How long have you been working on fiber optic installations? \_\_\_\_\_YEARS

**References:**

Applicant must have experience installing single-mode Fiber Optic cable. Please list previous jobs you have done that involve single-mode fiber optic installations.

Company: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

**QUESTIONNAIRE  
FOR  
TELECOMMUNICATIONS WORK**  
Page 2 of 2

**References cont'd:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you have trained splicing crews for fiber?	YES	NO
Do you use sub-contractors for fiber splicing?	YES	NO
Do you have electrical linemen for hanging fiber in the power space?	YES	NO
Do you use sub-contractors for electrical work	YES	NO

How many work crews do you have available for work? \_\_\_\_\_ Crews

**Equipment:**

For the list below, please answer if you own, can rent, and have or have not used the equipment

Equipment:	Qty Owned:	Can Rent:		Have used before:	
Trucks	_____	Yes	No	Yes	No
Bucket Truck	_____	Yes	No	Yes	No
Backhoe	_____	Yes	No	Yes	No
Trencher	_____	Yes	No	Yes	No
Fiber puller	_____	Yes	No	Yes	No
Tensioner	_____	Yes	No	Yes	No
Tension meter	_____	Yes	No	Yes	No
Boring machine	_____	Yes	No	Yes	No
Directional boring	_____	Yes	No	Yes	No
Fusion splicer	_____	Yes	No	Yes	No
OTDR	_____	Yes	No	Yes	No
Optical power meter	_____	Yes	No	Yes	No
Splicing tent	_____	Yes	No	Yes	No
Figure 8 trailer	_____	Yes	No	Yes	No
Cable dollies	_____	Yes	No	Yes	No
Bu1lwheel	_____	Yes	No	Yes	No
Pulling equipment for innerduct	_____	Yes	No	Yes	No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Company Representative

**QUESTIONNAIRE  
FOR  
QUALIFIED CONTRACTORS**

Page 1 of 2

1. If a Pre-Qualification application for 2010 has been completed, you do not need to fill out the remaining portion of this questionnaire.
2. Number of years applicant has performed the type of work for which applicant is seeking pre-qualification \_\_\_\_\_
3. What is the maximum dollar amount of work in one contract that you are capable of undertaking, up to \$300,000? \_\_\_\_\_  
\_\_\_\_\_
4. Name and address of applicant's bank including the branch, telephone number and name of the individual in said bank to be contacted for financial reference:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Affirm that applicant will pay wages and benefits according to the Prevailing Wage laws of Washington State: YES \_\_\_\_ NO \_\_\_\_
6. Affirm that applicant will comply with government regulations regarding non-discrimination employment practices on the basis of sex, race, color or national origin and applicant shall also abide by the Drug Free Workplace Act of 1988: YES \_\_\_\_ NO \_\_\_\_
7. Applicant recognizes and agrees that under the provisions of Section 2 of Chapter 220, Laws of 1971, First Extraordinary Session, that 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 judgment of the District Commission: YES \_\_\_\_\_ NO \_\_\_\_\_
8. Affirm that 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 \_\_\_\_
9. The following must be included with your application:
  - Attach a copy of your certificate of registration in the State of Washington.
  - Attach your last fiscal year's balance sheet.
  - Attach a list of clients served in the last three (3) years including their name, addresses, location of the jobs performed, and contract amounts of the larger contracts.
  - Attach a general resume including the following information:
    - (a) Experience.
    - (b) Technical Qualifications.
    - (c) Ability to perform work for which applicant seeks pre-qualification.

