



City of Seattle City Light Department

DEPARTMENT POLICY & PROCEDURE

Subject PREQUALIFICATION OF CONTRACTORS	Number Effective 5-28-74 SUPERSEDES GEN. POL. 800
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NO. **500 P III-801** **Approved** **Page 1 of 4**

1.0 PURPOSE:

To comply with the provisions of Chapter 35.92.350 RCW titled ELECTRICAL CONSTRUCTION OR IMPROVEMENT – BID PROPOSALS – CONTRACT PROPOSALS FORMS – CONDITIONS FOR ISSUANCE – REFUSAL – APPEAL.

2.0 ORGANIZATIONS AFFECTED:

2.1 The Department of Lighting

3.0 REFERENCES:

3.1 Chapter 35.92.350 RCW titled ELECTRICAL CONSTRUCTION OR IMPROVEMENT – BID PROPOSALS – CONTRACT PROPOSALS FORMS – CONDITIONS OF ISSUANCE – REFUSAL – APPEAL.

3.2 City of Seattle Ordinance 102228 –“Administrative Code”.

4.0 POLICY:

4.1 The Department shall ascertain the qualifications of any person, firm or corporation wishing to perform work upon its electrical system or supporting facilities and shall comply with Chapter 35.92.350 RCW.

- 4.2 A person, firm or corporation shall be classified as “prequalified” upon review and approval by Department Personnel of a notarized “Application for Prequalification” form supplied by the Department which requires reporting of the following information as required by law:
 - 4.2.1 Adequate financial resources, or the ability to secure such resources;
 - 4.2.2 The necessary experience, organization and technical qualifications to perform the proposed contracts;
 - 4.2.3 The ability to comply with the required performance schedule taking into consideration all of its existing business commitments;
 - 4.2.4 A satisfactory record of performance, integrity, judgement and skills;
 - 4.2.5 Be otherwise qualified and eligible to receive an award under applicable laws and regulations.
- 4.3 The records maintained by the Department on prequalified contractors shall not be available to the general public scrutiny due to the confidential nature of the data contained therein.
- 4.4 A prequalification may be revised at any time after initial approval by submittal and approval of a new “Application for Prequalification”.
- 4.5 A prequalification shall be specific for the classes of work and dollar magnitude involved.
- 4.6 A prequalification shall expire one year from the date stated on the official notice and may be renewed by submitting a new “Application for Prequalification” for review and approval.

5.0 DEFINITIONS:

- 5.1 Prequalification - The Department has established criteria which must be met by all potential bidders wishing to perform work on the Department’s electrical system or supporting facilities. The Department shall determine annually if a potential bidder has adequate financial resources, the necessary expertise, and is otherwise qualified and eligible to make bids for City Light work in the specific classes of work and

dollar magnitude for which they are contending. Having met the necessary requirements and approved by the Department, a bidder is then considered prequalified upon written notification by the Department.

6.0 RESPONSIBILITIES.

- 6.1 The heads of the appropriate Engineering and/or operations organizational units when deemed necessary, shall review original “Applications for Prequalification” prior to approval.
- 6.2 The head of the Construction Engineering organizational unit shall be responsible for the following:
 - 6.2.1 Approval of original and renewed “Application for Prequalification”.
 - 6.2.2 Issuance of the official approval notice to the contractor in the specific classes of work and dollar magnitude involved.
 - 6.2.3 Administration of the contractor prequalification program And the maintenance of the official Lighting Department file of prequalified contractors.
- 6.3 Denial of, or limiting, categories of work previously approved shall not be implemented without concurrence and approval by the Board of Public Works.

7.0 PROCEDURE:

N/A

8.0 APPENDIX:

- 8.1 Distribution: All Lighting Department Manuals and OMB.
- 8.2 The following form samples are attached:
 - 8.2.1 Application for Prequalification
 - 8.2.2 Notarization of the Application for Prequalification
 - 8.2.3 Notice to Prospective Bidders for Electrical Work

8.2.4 Prequalification Classification

paid at the rate