



PREQUALIFIED BIDDER PROGRAM:

Electric Transmission and Distribution Construction Projects

City Utilities of Springfield, Missouri

April 2023

INDEX

I. OWNER AND PREQUALIFICATION PROCESS GENERAL INFORMATION Page 3

II. APPLICATION INSTRUCTIONS AND REQUIREMENTS Page 5

III. PREQUALIFIED BIDDER APPLICATION:
ELECTRIC TRANSMISSION AND DISTRIBUTION CONSTRUCTION PROJECTS Page 7

- CONTRACTOR GENERAL INFORMATION FORM
- SAFETY AND LOSS CONTROL FORM
- ELECTRIC TRANSMISSION AND DISTRIBUTION CONSTRUCTION
MINIMUM REQUIREMENTS FORM

IV. PREQUALIFIED BIDDING EVENT INSTRUCTIONS TO BIDDERS Page 17

V. ONLINE REFERENCED ATTACHMENTS Page 25

VI. GENERAL REQUIREMENTS FOR ELECTRIC CONSTRUCTION PROJECTS Page 26

VII. SPECIAL CONDITIONS Page 44

***** ATTACHMENTS *****

ATTACHMENT A: CERTIFICATE OF COMPLETION AND ACCEPTANCE

I. OWNER AND PREQUALIFICATION PROCESS GENERAL INFORMATION

A. About City Utilities of Springfield, Missouri

City Utilities of Springfield (CU) is a municipal utility located in Springfield, Missouri. CU offers the following services:

- The generation, transmission and distribution of electric power
- The acquisition, transportation and distribution of natural gas
- The acquisition, treatment and distribution of water
- The operation of the bus transportation system
- The operation of SpringNet broadband services

CU has approximately 110,000 electric customers, 82,000 natural gas customers and 80,000 water customers. CU's service territory is approximately 350 square miles, mostly within Greene County, and contains approximately 2,009 miles of electric transmission and distribution infrastructure, 1,259 miles of natural gas distribution infrastructure, and 1,254 miles of water distribution infrastructure. More information can be found at www.cityutilities.net.

B. What Does "Prequalified Bidder" Mean?

The Prequalification of Bidders for electric transmission and distribution construction services is a screening process utilized to identify firms that exhibit the appropriate safety protocol, experience and training required to submit a bid for work on or in conjunction with the construction and maintenance of City Utilities electric transmission and distribution systems. Common Prequalification Projects include, but are not limited to:

- Electric transmission system general construction and maintenance projects
- Electric distribution system line extension projects
- Electric distribution system upgrade and maintenance projects
- Electric transmission and distribution system facility relocation projects

The term Prequalified Bidder should not be confused with "job-ready". Firms that have successfully completed the application process and have been formally identified by CU as a Prequalified Bidder will receive solicitations to submit bids on Prequalified Bidding Events. However, before a Purchase Order/Notice to Proceed is issued for any project, a Prequalified Bidder must satisfy all requirements of the Prequalified Bidding Event as identified in the Notice of Award including, but not limited to, provision of current/project-applicable:

- Training Status
- Employee and subcontractor information
- Listing of equipment that will be utilized

If a firm's qualifications do not meet the requirements of the Notice of Award, Prequalified Bidder Program and/or the Prequalified Bidding Event in any manner, then that firm will be considered non-compliant and the project may be awarded to another bidder.

C. Advertising and Bidder Eligibility

Prequalified Bidding Events may be advertised online, in print or by any method deemed appropriate by CU. While any firm may submit a bid in response to a Prequalified Bidding Event, a Notice of Award will only be issued to those firm's recognized by CU as a Prequalified Bidder. CU will make every effort possible to expedite the review of prospective Prequalified Bidders; however, TIME IS OF THE ESSENCE and due to scheduling and/or budget constraints, decisions on applications submitted after a Prequalified Bidding Event has been solicited may not be final before an award decision is made on that project.

D. Definitions

- 1) When used in this document, the terms “Project” and “Contract” are synonymous.

- 2) Wherever these documents refer to CU’s “discretion” or “reserves a right” the meaning of these terms shall be interpreted to allow CU to a make a decision based upon their sole judgement which may be based upon any reason whatsoever, or for no reason and the decision shall not appealable by any other party.

*** END OF SECTION ***

II. APPLICATION INSTRUCTIONS AND REQUIREMENTS

- A. The completed Prequalified Bidder Application shall be submitted to:

City Utilities of Springfield
Purchasing Department
301 East Central (65802)
P.O. Box 551
Springfield, MO 65801-0551
417-831-8377

- B. The Prequalified Bidder Application shall be completed in full by typing or legibly hand lettering in ink. If more space is needed on any part of the application, additional sheets should be attached that clearly reference the appropriate section and item number to which the additional information pertains.
- C. All information submitted on or referenced/attached to a Prequalified Bidder Application shall become the sole property of City Utilities.
- D. Submittal of the Prequalified Bidder Application shall indicate a Contractor's acceptance of the entire document.
- E. City Utilities is not liable for any cost incurred by Contractors for preparation of the Prequalified Bidder Application.
- F. Material misstatements on the Prequalified Bidder Application or any additional information submitted therewith may be grounds for rejection of that application. Any such misstatement, if discovered after a Purchase Order Notice of Award or Project Notice to Proceed is issued, may be grounds for immediate termination of the contract at no cost or liability to City Utilities. Additionally, a Contractor will be liable to City Utilities for any additional costs or damages to City Utilities resulting from such misstatements, including costs and attorneys' fees for collecting such costs and damages.
- G. Noncompliance at any time with any of the requirements specified in the Prequalified Bidder Application, or omissions of information in response to any question asked by City Utilities, will be reason for disqualification. Any incorrect contact information supplied for a contact person or reference may disqualify that reference. Additionally, City Utilities reserves the right to:
- waive irregularities in determining a Contractor's qualifications
 - waive any informalities stated in this document
 - reject any and all information submitted in response to this document
 - require the submission of additional information
- H. A Contractor will be approved as a Prequalified Bidder on the basis of an evaluation of all factors judged to be in the best interest of City Utilities. These factors include, but are not limited to, responses and supplemental information provided in response to the Prequalified Bidder Application, a Contractor's previous performance of work for City Utilities, as well as for other utilities and/or other entities, and any other factor as determined by City Utilities regardless of whether that factor has been listed in this document.

At the sole discretion of City Utilities, a firm whose application generally indicates the ability to perform the work described in this Prequalified Bidder Program, but lacks satisfactory detail or specific information that would support an unqualified approval, may be approved on a

probationary basis. Any firm that fits into this category will be designated as a “Restricted Prequalified Bidder” and will only be considered for smaller projects specifically identified as “Open to Restricted Prequalified Bidders” by City Utilities. A Contractor will be removed from “Restricted” status when it has satisfactorily completed, and submitted for review and approval to City Utilities, evidence of four (4) recent applicable jobs in any combination from the categories below:

- City Utilities of Springfield Electric Transmission and Distribution Construction Projects
 - Electric Transmission and Distribution Construction Projects on a system not owned by CU
- I. Contractors will be required to submit a listing of subcontractors for each individual Prequalified Bidding Event. All subcontractors will be subject to the approval of City Utilities.
- J. The recognition of a Contractor as a Prequalified Bidder shall not deprive City Utilities of the right to accept a bid, which in its judgment is the lowest and best bid, reject any and all bids, to waive irregularities in the bids, or to reject nonconforming, nonresponsive or conditional bids. In addition, City Utilities reserves the right to reject any bid where circumstances and developments have, in the opinion of City Utilities, changed the qualifications or responsibility of a Contractor.
- K. City Utilities reserves the right to solicit Prequalified Bidding Events for projects as described herein to those Contractors who have been identified as Prequalified Bidders. However, at its discretion City Utilities also reserves the right to solicit bids for any Electric Transmission and Distribution Construction Project by a method other than the Prequalified Bidding Process. Being recognized as a Prequalified Bidder does not provide a Contractor any additional privileges for a Bidding Event that is not solicited under this prequalification process. City Utilities may modify prequalification requirements as necessary at any time.
- L. When there is a material change in any information that a Contractor submitted for prequalification, the Contractor shall promptly notify City Utilities of such change in writing. Additionally, if at any time after being approved by City Utilities as a Prequalified Bidder, a Contractor experiences the loss or replacement of key personnel then the Contractor shall immediately report said loss or replacement to City Utilities’ Purchasing Department. City Utilities may, without liability, in their sole discretion, terminate a Contractor’s prequalification status and any or all contracts with the Contractor for any of the following reasons:
- Breach of contract
 - The Contractor fails to notify City Utilities’ Manager of Purchasing immediately of the loss or replacement of key personnel; or
 - The Contractor fails to replace key personnel immediately with personnel satisfactory to City Utilities, in its sole discretion.
- M. Periodically as determined by City Utilities, Contractors will be contacted in order to update their Prequalification Application and/or acknowledge changes in the program. City Utilities may terminate a Contractor's status as a Prequalified Bidder and any or all Contracts/Purchase Orders then in force for failure to respond to requests for updates by the appointed due date.

*** END OF SECTION ***

III. PREQUALIFIED BIDDER APPLICATION:

ELECRIC TRANSMISSION AND
DISTRIBUTION CONSTRUCTION PROJECTS

**PREQUALIFIED BIDDER APPLICATION:
ELECTRIC TRANSMISSION AND DISTRIBUTION CONSTRUCTION PROJECTS**

Request is hereby made to be registered as a Prequalified Bidder for Electric Transmission and Distribution Construction Projects for City Utilities of Springfield, Missouri as indicated below:

Check Box

- **345 kV Overhead Energized Electric Transmission Construction Projects**
- **345 kV Overhead De-Energized Electric Transmission Construction Projects**
- **161 kV Overhead Energized Electric Transmission Construction Projects**
- **161 kV Overhead De-Energized Electric Transmission Construction Projects**
- **69 kV Overhead Energized Electric Transmission Construction Projects**
- **69 kV Overhead De-Energized Electric Transmission Construction Projects**
- **7.62/13.2 kV 600-amp Underground Electric Distribution Construction Projects**
- **7.62/13.2 kV 200-amp Underground Electric Distribution Construction Projects**
- **7.62/13.2 kV Overhead Electric Distribution Construction Projects**
- **600-volt and below Electric Distribution Construction Projects**
- **Trenching Only: Conduit, Trench and Underground Structures**
- **Directional Drill/Bore Only: Conduit, Bore, and Underground Structures**
- **Fiber Optic Installation**

By signing below, the Applicant agrees to be bound by all terms and conditions of the City Utilities of Springfield, Missouri document titled “*Prequalified Bidder Program: Electric Transmission and Distribution Construction Projects*”, dated April 2023.

Company Name: _____

Company Address: _____

Telephone: _____ Fax: _____

Company Email: _____

Company Type (circle one): Corporation Partnership Sole Proprietor

Authorized Representative Name: _____

Authorized Representative Signature: _____

*If the Applicant is a partnership, the partnership name must be printed, followed by the signature of at least one of the partners.
If the Applicant is a corporation, the corporate name must be printed, followed by the signature of a duly authorized officer and the corporate seal affixed.*

***** INCLUDED WITH APPLICATION *****

Applicant shall include with submission of this Prequalified Bidder Application sufficient and detailed responses to questions on the Forms identified below which are included in the pages following this

Application. If unable to fit responses in the allotted spaces on the identified Forms, additional page(s) should be attached. Responses provided via attachment should be submitted in a clear form that corresponds to the numbering format provided. Failure to provide this information as instructed may result in rejection of an Application.

Check Box

- **Contractor General Information Form**
- **Safety and Loss Control Form**
- **Electric Transmission and Distribution Construction
Minimum Requirements Form**

*** END OF SECTION ***

CONTRACTOR GENERAL INFORMATION

(page 1 of 2)

1. What is your firm's Dun & Bradstreet Number:

2. How long has your firm been in business as a General Contractor in similar construction?

3. How long has your firm been in business under its present name?

4. Have you ever failed to complete a project? Yes _____ No _____ If yes, provide details:

5. Provide details of all projects undertaken in the last 5 years which have resulted in partial or final settlement of the Contract by arbitration or litigation. Provide for each project:

- a. Name of client and project.
- b. Original Contract amount.
- c. Total claims arbitrated or litigated.
- d. Amount of settlement of claims.

6. List other types of work or activities that your firm engages in:

CONTRACTOR GENERAL INFORMATION

(page 2 of 2)

7. In the event your firm is awarded a contract, provide details regarding the anticipated surety company and insurance provider (name, address, contact information, name of the agent) that will furnish the performance and payment bond and insurance.

8. Provide a current list of the projects, including pricing, that your firm currently has under contract?

9. Firms recognized as Prequalified Bidders must have adequate financial strength in order to complete project(s) without endangering the company's existence and/or risking declaration of bankruptcy. List the name and address of bank(s) which can attest to the financial responsibility of the firm. **A copy of the firm's previous year end balance sheet and cash flow statement must be submitted or be made available for CU to review.**

*** END OF SECTION ***

SAFETY AND LOSS CONTROL

(page 1 of 3)

1. List your firm's Interstate Experience Modification Rate (EMR) for the past three years. Use your intrastate EMR if not interstate rated. **Attach a signed and dated letter from your workers' compensation insurance carrier verifying your EMR.**

2. Provide your firm's Standard Occupational Classification (SOC) number: _____

3. Provide your firm's injury experience for the past three (3) years using OSHA No. 300 logs (as an alternative, you may submit copies of your logs):

	20____	20____	20____
a. Number of OSHA recordable cases:	_____	_____	_____
b. Number of lost workday cases:	_____	_____	_____
c. Number of lost workdays:	_____	_____	_____
d. Number of restricted workday cases:	_____	_____	_____
e. Number of fatalities:	_____	_____	_____
f. Number of man-hours worked:	_____	_____	_____

4. Has your firm been cited by OSHA in the last 5 years?

Yes _____ No _____ How many times? _____ If yes, provide details:

5. Will a full-time or part-time safety professional be utilized on awarded projects?

Yes _____ No _____

If yes, provide details including the name and contact information for the safety professional.

SAFETY AND LOSS CONTROL

(page 2 of 3)

6. Does your firm conduct documented safety inspections of each project?

Yes _____ No _____

If yes, provide details including the frequency of the safety inspections and who conducts the inspections.

7. Does the safety representative have the authority to make corrections? Yes ___ No ___

8. To whom does the safety representative report?

9. Does your firm require that documented safety meetings be held for:

a. Resident Superintendent?	Yes _____	No _____	Frequency _____
b. Employees?	Yes _____	No _____	Frequency _____
c. New Hires?	Yes _____	No _____	Frequency _____
d. Subcontractors?	Yes _____	No _____	Frequency _____

10. Does your firm currently maintain a program in compliance with applicable state "Right to Know" laws and OSHA Hazard Communication Standard for construction?

Yes _____ No _____ Provide details:

11. **Submit with this form copies of all reports of OSHA inspections of your firm for the last three years.**

SAFETY AND LOSS CONTROL

(page 3 of 3)

12. If your firm’s workers hold a Commercial Driver’s License (CDL) or fall under other D.O.T. regulations requiring drug and alcohol testing programs, **please attach a copy of your drug and alcohol misuse testing policy and a summary of the past three year's results.**

Policy Attached: _____

Not Applicable: _____

13. A CU approved Written Safety Program is required for a firm to be registered as a Prequalified Bidder. Please provide with your application.

14. Do your firm’s excavation practices incorporate Common Ground Alliance Best Practices (<http://commongroundalliance.com/best-practices-guide>)?

Yes _____ No _____ Provide details:

15. Do your firm’s equipment operators perform a pre-excavation review of locate marks and utilities in conflict?

Yes _____ No _____ Provide details:

16. Has your firm had any claims for damages to underground facilities in the past year?

Yes _____ No _____ No records kept _____

Provide details:

*** END OF SECTION ***

ELECRIC TRANSMISSION AND DISTRIBUTION CONSTRUCTION
MINIMUM REQUIREMENTS

- a. Firm must have been in business as an electric construction company a minimum of the following years:

<u>Category of Work</u>	<u>Min. Years Experience</u>	<u>Firm to state Experience</u>
345 kV Transmission Construction (Energized):	Five	_____ years
345 kV Transmission Construction (De-Energized):	Five	_____ years
161 kV Transmission Construction (Energized):	Five	_____ years
161 kV Transmission Construction (De-Energized):	Five	_____ years
69 kV Transmission Construction (Energized):	Five	_____ years
69 kV Transmission Construction (De-Energized):	Five	_____ years
13.2 kV 600 Amp Underground Construction:	Five	_____ years
13.2 kV 200 Amp Underground Construction:	Five	_____ years
13.2 kV Overhead Distribution Construction:	Five	_____ years
600 Volt and below Construction:	Five	_____ years
Conduit, Trench and Underground Structures	Five	_____ years
Conduit, Directional Drill/Bore & Ungrd. Structures	Five	_____ years
Fiber Optic Installation	Five	_____ years

A firm must supply the following information for each category of work for which prequalification is being requested:

- b. The firm must have completed a minimum of three (3) construction projects of similar scope and size pertaining to what you are applying for in this application within the last five (5) years. List all projects of similar scope completed within the last five (5) years. Include date of completion, contractor project superintendent and key personnel, utility contact person who can verify the included information (include phone number) and any other applicable information.
- c. The field superintendent or lead foreman must have a minimum field experience of ten (10) years of construction of similar scope. Other key personnel (journeyman and above) must have a minimum field experience of five (5) years in construction of similar scope. List the qualifications of the field superintendent and other key personnel who will be performing the work. List projects of similar scope, previous employers, description of

the work, date of the work and the names and phone numbers of project managers or supervisors who can verify the experience.

- d. The firm must have appropriate construction equipment. List all equipment which will be used to perform this construction.
- e. The firm must have adequate financial strength to complete the project(s) without endangering the company's existence or without a danger of declaring bankruptcy. List the name and address of bank(s) that can attest to the financial responsibility of the firm. A copy of the firm's previous year end balance sheet must also be submitted.

*** END OF SECTION ***

IV. PREQUALIFIED BIDDING EVENT INSTRUCTIONS TO BIDDERS

A. INTERPRETATION TO BIDDER

A prospective bidder who is in doubt as to the meaning of any part of the Contract Documents associated with a Prequalified Bidding Event or any addenda thereto, may submit a written request for interpretation to the purchasing representative (buyer) listed on the bidding event in question.

Any such interpretation will be made by written addendum. City Utilities will not be responsible for any explanation or interpretation of proposed documents other than by such an addendum. An oral permission or interpretation has no legal force, authority, or effect. Any addenda must be acknowledged in the bid and will become a part of the Contract Documents. Failure to acknowledge in the bid all addenda issued may constitute grounds for rejection of that bid.

All requests for interpretations must be received in the Purchasing Department no later than **five calendar days prior to a Prequalified Bidding Event's opening date**. Requests received after that date will not be answered. Persons submitting a request will be responsible for its prompt delivery.

B. BIDS

All bids shall be irrevocable for sixty (60) days after the time for opening of bids. Entries on the bid form shall be typed or written in ink.

C. GUARANTY (Bid Bond)

Bid bonds will not be required; however, the failure of a firm to honor a bid submitted in response to a Prequalified Bidding Event may, at City Utilities' discretion, disqualify that firm from participating in future Bidding Events.

D. SIGNATURE ON BIDS

Each bid must be signed in ink and include the full business address of the bidder. Bids by partnerships must be signed in the partnership name by one or more of the general partners. Bids by a corporation must be signed by an officer of the corporation or other person authorized to bind the corporation to the bid. The names and titles of all persons signing shall be typed or printed below their signatures.

E. BIDDER'S RESPONSIBILITY

By submitting a bid, each bidder represents that he is familiar with, assumes full responsibility for having familiarized himself with and will comply with the content of the Contract Documents associated with a Prequalified Bidding Event, the nature of the work, the locality, permits, licenses and all local conditions, together with all applicable Federal, State and local laws and ordinances.

F. PRE-BID CONFERENCES

When applicable, Pre-Bid Conference details will be clearly specified on each Prequalified Bidding Event. Depending on the project, attendance of the Pre-Bid Conference may be either mandatory or highly recommended. Drawings and/or Specifications may be made available at the Pre-Bid Conference.

G. RECEIVING BID DOCUMENTS

Bid Documents may be provided via email, fax or mail. Bid Documents may also be posted online and made available for firms to view, download and/or print. Firms are responsible for ensuring that current and correct contact information is on file with City Utilities.

H. MARKING AND MAILING BIDS

FAX AND EMAIL RESPONSES ARE NOT ACCEPTABLE. All proposals must be received by CU Purchasing by the opening date and time stated in this document. The method of submittal is at the sole discretion and risk of the Contractor. Preparation for any submittal method should be taken well enough in advance of the posted opening date and time to allow for unexpected issues. City Utilities is not responsible for submittal failures of any kind- electronic or otherwise. Contractors utilizing CU's Electronic Bid Attachment Tool (EBAT) should verify that any attachment meets the posted electronic file type and size requirements. Contractors mailing proposals or having proposals delivered should allow sufficient time to ensure receipt by the due date and time specified. Mail, express mail and delivered responses must be sealed in an opaque envelope or package and should include one set of original documents plus two (2) copies (marked appropriately as "Original" and "Copy").

****** Proposals in response to this RFP may be submitted by any of the methods listed below ******

1. Electronic Bid Attachment Tool (EBAT)

Open to all bidders – NO REGISTRATION OR LOGIN REQUIRED. Proposals submitted via EBAT must be an approved electronic file type (PDF, DOC, XLS, TIF or ZIP) and have a total attachment size that does not exceed 50-MB. www.cityutilities.net/EBAT OR GO TO www.cityutilities.net and click on the following links:

- For Business (at top of page)
- Purchasing
- Bidding Opportunities
- Electronic Bid Attachment Tool (EBAT)

2. Mail / Express Mail / Hand Deliver

Proposals submitted via mail/express mail or hand delivered shall be sealed in an opaque envelope or package that is clearly marked on the outside with the RFP number and opening date/time. Proposals are to be addressed to:

City Utilities of Springfield, Missouri
Purchasing Manager
301 East Central (65802)- physical location for hand delivery
P.O. Box 551
Springfield, MO 65801-0551

***** SPECIAL NOTICE REGARDING HAND DELIVERY ***** Bidders are strongly encouraged to utilize the Electronic Bid Attachment Tool (EBAT) or Mail/Express Mail options for submittal of a bidding event response. If the hand deliver option is utilized, the person delivering the bidding event response will be required upon arrival to call CU Purchasing at (417) 831-8363 or the security number posted at the entry doors. Once notified, a CU Purchasing representative will meet the delivery person at the door to take possession of the bidding event response. This process may take several minutes to complete and if the bid response is not physically in the hands of a Purchasing representative by the published opening date and time, it will be rejected.

I. PROPRIETARY INFORMATION

Proprietary Information: Pursuant to Section 610.010.15 R.S.Mo, City Utilities may close records that relate to scientific and technological innovations in which the owner has a proprietary interest. If you plan to submit such information with your bid and wish to keep it confidential, please submit it in a separate envelope with your bid and clearly mark it "CONFIDENTIAL AND PROPRIETARY SCIENTIFIC AND/OR TECHNOLOGICAL INFORMATION." This information must not include prices, terms and conditions, Bidder's qualifications, or any other information submitted in response to this Request for Proposal. Any information that does not fall within Section 610.010.15 or other exception to Missouri's Sunshine Law (Section 610.010 R.S.Mo., et seq.) is a public record and will be disclosed upon request.

J. ERRORS IN BIDS

Each bidder must carefully examine their bid prior to submission. Failure to do so is at the bidder's risk. Bidder is responsible for any errors therein. Claim of oversight is not a basis for permitting withdrawal of a bid after opening. There shall be no erasures in any bid. Any changes must be made by striking the portion to be changed with the change noted above the deleted portion, followed by the bidder's initials and date.

K. BID WITHDRAWAL

Bids may be withdrawn at any time prior to the time for the opening of bids.

L. EVALUATION OF BIDS

The Board of Public Utilities will evaluate each bid and determine in its sole discretion which is the lowest and best bid. The Board of Public Utilities reserves the right to waive informalities and to accept or reject any bid submitted. For clarity sake, being the "lowest" bid does not in and of itself make a bid the "lowest *and best*" bid.

Each bidder must comply with the requirements contained in the bidding documents. Deviation from the requirements will be evaluated, but may, at the discretion of the Board of Public Utilities, result in rejection of a bid.

Each bidder must submit, with its bid, the names of all subcontractors and major suppliers of material and equipment which it intends to use on the job. The Board reserves the right to object to any subcontractor or supplier.

M. NOTICE OF AWARD & PURCHASE ORDER/NOTICE TO PROCEED

After responses to a Prequalified Bidding Event have been evaluated, CU's Purchasing Department will issue a Notice of Award. The Notice of Award does not constitute approval to start services at, or procure materials for CU. This document acts as notification that a firm's bid

has been identified as lowest and best and that a Purchase Order/Notice to Proceed will be issued upon submission and approval of identified requirements including, but not limited to provisions of Operator Qualification (OQ) status, training status, drug-testing compliance, bond, insurance, CU Vendor Application and proof of compliance with applicable regulations.

Upon submission and approval of the requirements identified in the Notice of Award, CU's Purchasing Department will issue a Purchase Order. The Purchase Order acts as the Notice to Proceed and officially identifies the terms and conditions of the project, as provided in the Prequalified Bidding Event, and closes the bidding process.

N. NON-EXCLUSIVE AGREEMENT

Any Prequalified Bidding Event will result in a nonexclusive contract, and City Utilities reserves the right to purchase same or like materials and/or services from other sources as City Utilities deems necessary and appropriate.

O. CONDITIONS AFFECTING THE WORK

Each bidder should take such steps as they determine necessary to ascertain the nature and location of the work pertaining to a Prequalified Bidding Event and any peculiar local conditions which can affect the work or its cost. Failure to do so will not relieve the bidder of their responsibility for proper estimation of the difficulty or cost of the work. City Utilities assumes no responsibility for any understanding or representation made by any person at any time, unless it is addressed in writing in the Bid Documents, including addenda.

P. LIQUIDATED DAMAGES

As applicable, liquidated damages will be clearly identified within individual Prequalified Bidding Events.

Q. CITY UTILITIES' CONSTRUCTION STANDARDS

City Utilities' Construction Standards will be posted online and referenced on each Prequalified Bidding Event.

R. REQUIRED AFFIDAVIT FOR CONTRACTS OVER \$5,000.00 DOLLARS (US)

Company shall comply with the provisions of Section 285.525 through 285.550 R.S.Mo. Contract award is contingent on Company providing an acceptable notarized affidavit stating:

1. that Company is enrolled in and participates in a federal work authorization program with respect to the employees working in connection with the contracted services; and
2. that Company does not knowingly employ any person who is an unauthorized alien in connection the contracted services.

A copy of the affidavit can be found and downloaded online at:
<http://www.cityutilities.net/purchasing/purchasing.htm>

Additionally, Company must provide documentation evidencing current enrollment in a federal work authorization program (e.g. electronic signature page from E-Verify program's Memo of Understanding (MOU)).

S. ANTI-DISCRIMINATION AGAINST ISRAEL ACT REQUIREMENT

Anti-Discrimination Against Israel Act Requirement: Pursuant to RSMo. §34.600, the Board of Public Utilities of the City of Springfield, Missouri (City Utilities) is prohibited from entering into a contract with a company to acquire or dispose of services, supplies, information

technology, or construction unless the contract includes a written certification that the company is not currently engaged in and shall not, for the duration of the contract, engage in a boycott of goods or services from the State of Israel. This section shall not apply to contracts with a total potential value of less than one hundred thousand dollars (\$100,000.00); or, for companies with fewer than ten (10) employees. Completion of an affidavit form provided by City Utilities which certifies that a company does not currently, and will not for the duration of this contract, engage in any of the types of boycotts listed in RSMo. §34.600, is a condition precedent required as a condition of award (attached to notification e-mail). This affidavit is available at the following website or upon request: <https://www.cityutilities.net/purchasing/general/>

T. PREFERENCE

If a Missouri Contractor wishes to claim preference over an out-of-state Contractor, the Missouri Contractor must do so in writing within two (2) days of the bid opening. The Missouri Contractor must state the name of the out-of-state Contractor, that Contractor's home state, and all applicable statutes and regulations creating the preference in accordance with R.S.Mo 34.073 and 34.076 or most current statute or regulation.

U. CONFLICT OF INTEREST

The submission of a bid pursuant to this request shall be deemed a certification that to the best of the bidder's knowledge, no employee of City Utilities or board member has any direct or indirect financial interest in any agreement, contract or bid for work or supplies to be furnished to City Utilities. Contractor further certifies that such bidder has not and will not, either directly or indirectly, entered into any agreement, or understanding; participated in any collusion; or otherwise taken any action in restraint of free competitive pricing in connection with such agreement, contract or bid nor will knowingly provide gratuities to City Utilities' employees or board members, or to their family members. Contractor shall require all subcontractors (at all tiers) to be bound by this conflict of interest provision.

V. VENDOR APPLICATION

City Utilities reserves the right to issue an executed contract to only those firms who have a completed and approved Vendor Application on file at City Utilities.

W. NEW GOODS

All materials bid must be new and unused, unless otherwise stated.

X. MSDS

Any materials supplied to City Utilities that are covered by the OSHA Hazard Communication Standard must be accompanied by the applicable Material Safety Data Sheet (MSDS) at the time of delivery.

Y. SALES TAX EXEMPTION

This is to notify Bidders that certain materials incorporated within a Prequalified Bidding Event are exempt from Missouri sales tax pursuant to the provisions of Section 144.062 R.S.Mo. The selected Contractor will receive a Project Exemption Certificate and a Missouri Tax Exemption letter from City Utilities to use in purchasing materials on a tax-free basis. It will be the contractor's responsibility to provide the documentation to any Subcontractor or Supplier. These documents will be used solely for purchase of materials being directly incorporated into or consumed in the construction of the work under a Contract issued from a Prequalified Bidding Event.

Z. STORES/MATERIALS (If Applicable)

1. Materials supplied by CU may be picked up by the Contractor after 9:00 AM and before 3:00 PM.
2. Contractor must be accompanied by a CU employee while picking up materials in the material yard or the storeroom.
3. No Contractors shall be in the material yard past the office area without a CU employee present.
4. Contractor must have a requisition signed by the Resident Engineer before any materials may be removed.
5. Contractor should have equipment as required to do their own material loading.

AA. PERFORMANCE EVALUATION

City Utilities may complete an evaluation of the work provided by the firm (Contractor) for each project. If so, a copy of that evaluation will be filed upon completion of the project. Any unsatisfactory work in any category may result in a firm not being included in future Bidding Events.

BB. PERFORMANCE AND PAYMENT BOND

As instructed on the Prequalified Bidding Event, if a Contractor's bid exceeds \$50,000.00 then the Successful Bidder shall furnish a Performance and Payment Bond as security for the faithful performance and payment of all their obligations under the Purchase Order (Contract) and Section 107.170 R.S.Mo. The Bond shall be in the amount of the bid and in the form provided with the Notice of Award with such sureties as are licensed to conduct business in the State of Missouri and are named in the current list of "Surety Companies acceptable on Federal Bonds" as published in the Federal Register by the Audit Staff Bureau of Accounts, U.S. Treasury Department, and as acceptable reinsuring companies as published in the Federal Register by the department of the Treasury.

If the surety on any Bond furnished by Contractor is declared bankrupt or becomes insolvent or its rights to do business is terminated or revoked in any state where any of the project is located, Contractor shall within five days thereafter substitute another bond and surety, both of which shall be acceptable to City Utilities.

The bond shall be filed with City Utilities within ten days unless superseded in the Request to Bid documents. The Bond shall be approved prior to the start of work.

CC. INSURANCE IN GENERAL

City Utilities will require the successful Contractor to have the proper insurance on file within the given timeframe and in the forms and limits as specified in each Prequalified Bidding Event.

DD. HAZARDOUS MATERIAL & MSDS

Any materials supplied to City Utilities or used on City Utilities property that are covered by the OSHA Hazard Communication Standard must be accompanied by the applicable Material Safety Data Sheet (MSDS) at the time of delivery.

EE. OSHA REQUIREMENTS

Contractor shall comply with all applicable OSHA rules and requirements.

FF. HARD HAT COMPLIANCE

Contractor shall be responsible for strictly adhering to City Utilities hard hat policy. Additionally, no on-site work may be performed unless a hard hat is worn.

GG. PREVAILING WAGE REQUIREMENT

Contracts issued from Prequalified Bidding Events may be subject to prevailing wage requirements. Each Prequalified Bidding Event will state if wage rates are required. When required, the following paragraphs will apply:

No less than the prevailing hourly rate of wages specified shall be paid to all workers employed by Contractor and any subcontractor under him as determined by the appropriate governmental authority and Annual Wage Order incorporated herein and made a part of hereof. Contractor shall forfeit as a penalty to the Board of Public Utilities of Springfield, Missouri, \$100.00 dollars for each worker employed, for each calendar day, or portion thereof, such worker is paid less than the said rate for work done pursuant to the Purchase Order (Contract). The Prequalified Bidding Event will specify the relevant Annual Wage Order.

It is agreed that the Purchase Order (Contract) or that sums payable to Contractor for the performance of an identified Purchase Order (Contract) are not subject to increase by reason of any change in the amount of such wage determined pursuant to Section 290.210 et seq. R.S. MO.

Per HB 1729 which went into effect August 28, 2018, projects valued under \$75,000 are not subject to prevailing wage, and no project may be split up to avoid paying prevailing wage rates.

Final payment is contingent upon receipt by City Utilities of an executed affidavit stating that the Contractor has fully complied with the prevailing wage law. No final payment can be made unless and until this affidavit is filed in proper form and order. This form is available at <http://labor.mo.gov/DLS/Forms/PW-4-AI.pdf>.

HH. ERRORS

Firms are to verify the bids they submit. No bids can be withdrawn or corrected after being opened.

II. CHANGES IN FIRM

The firm must report to City Utilities in writing any significant changes in the firm's organization, personnel or other information that could or would affect the qualifications of that firm. Failure to report such information may result in a firm not being included in future Prequalified Bidding Events.

JJ. APPROVAL OF SUBCONTRACTORS

All subcontractors will be subject to approval of City Utilities as part of each Prequalified Bidding Event.

KK. RIGHT TO REVIEW

During the term of the Agreement, and for three years thereafter, City Utilities shall have the right to review Contractor's records, only for the purposes of verifying claims for Payment and verifying compliance with the terms and conditions of this Agreement. Contractor agrees to maintain records which substantiate all charges and costs and to retain records related to this

Agreement for at least three years after final payment. Contractor shall require all subcontractors (at all tiers) to be bound by this right to review provision.

LL. ASSIGNMENT

Neither party shall assign or transfer a Purchase Order awarded from a Prequalified Bidding Event without written consent of the other.

MM. TRANSIENT EMPLOYER LAW

Any nonresident or foreign companies who employ people in Missouri must provide:

1. A certificate from the Missouri Director of Revenue showing compliance with the Transient Employer Law (285.230 R.S.Mo. et seq.); or
2. Proof of exemption from Section 285.230 R.S.Mo.

A Certificate of Compliance or proof of exemption must be submitted to City Utilities in regards to the transient employer law. Questions? See www.dor.mo.gov/tax/business/register/ or call (573) 751-0459.

NN. PROMPT PAYMENT

Contractor agrees to pay each Subcontractor under each Purchase Order/Agreement for satisfactory performance of its contract in accordance with Section 8.960 R.S.Mo.

OO. OSHA CONSTRUCTION SAFETY AND HEALTH TRAINING

CONTRACTOR shall provide a ten-hour Occupational Safety and Health Administration (OSHA) construction safety program for its onsite employees, which includes a course in construction safety and health approved by OSHA or a similar program approved by the department which is at least as stringent as an approved OSHA program, unless such employees have previously completed the required program. All employees are required to complete the program within sixty days of beginning work on such construction project. An employee found on a work site without documentation of the successful completion of the required training shall be afforded twenty days to produce such documentation before being subject to removal from the project. This provision is subject to and Contractor shall comply with all requirements of Section 292.675 R.S.Mo.

PP. AUTHORIZED PERSONNEL

The contractor shall only utilize personnel authorized to work in the United States in accordance with applicable federal and state laws. This includes but is not limited to the Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA) and INA Section 274A.

QQ. NOTIFICATION OF EMPLOYEE RIGHTS UNDER FEDERAL LABOR LAWS

To the extent that is applicable, Contractor is subject to all requirements of 29 CFR – Part 471.

RR. SMOKE FREE POLICY

Smoking is prohibited at all times within all City Utilities' facilities, company vehicles and equipment, as well as all property owned or operated by City Utilities, including parking lots. This applies to all employees, contractors, clients, and visitors. Additionally, smoking will be prohibited in proximity of all entrances to City Utilities' buildings and property.

*** END OF SECTION ***

V. ONLINE REFERENCED ATTACHMENTS

Any order arising from a Prequalified Bidding Event will be subject to current versions of the following documents which are hereby referenced and made a part of this *Prequalified Bidder Program: Electric Transmission and Distribution Construction Projects*:

- City Utilities' Standard Bidding Instruction (Rev 4-20-23)
- City Utilities' Standard Purchase Order Terms and Conditions (Rev 4-20-23)
- City Utilities' General Conditions (Rev 8-2016)
- City Utilities' Electric Distribution Construction Standards
- City Utilities' Electric Service Standards
- Developer Installed Specifications

Note: The Electric Service Construction Standards and Developer Installed Specifications referenced above are provided primarily for information only for Prequalified Bidding Events requiring coordination with developers or other contractors installing customer-owned electrical service equipment. The Electric Distribution Construction Standards serve as the primary specifications for electric construction projects covered by this Prequalified Bidder Program.

The revision dates shown for each Online Referenced Attachment are current as of the publication date of this document; however, in a case where an Online Referenced Attachment with a later revision date is available, the most current revision that coincides with a Prequalified Bidding Event will be in force.

Current versions of the purchasing documents (Bidding Instruction Form, Standard Purchase Order Terms and Conditions, General Conditions) can be viewed and downloaded by navigating to the following Website and searching under the *Prequalified Bidder Programs* section:

<http://www.cityutilities.net/purchasing/purchasing.htm>

or go to

www.cityutilities.net and follow these links:

- Prequalified Bidder Programs
- Vendors
- Bidding Opportunities
- Prequalified Bidder Programs
- Electric Transmission and Distribution Construction Projects

Current versions of the electric specifications and documents (Electric Distribution Construction Standards, Electric Service Construction Standards, Developer Installed Specifications) can be viewed and downloaded by navigating to the following Website and searching under the *For Business* section:

www.cityutilities.net and follow these links:

- For Business
 - Developer Services
 - CU Construction Standards
 - Electric Distribution Construction Standards
 - Electric Service Standards
 - Developer Installed Specifications

*** END OF SECTION ***

Section VI: General Requirements for Electric Construction Projects

These terms and conditions apply to electric construction only, unless otherwise specified, and are in addition to the terms and conditions in Sections I through V.

A. MATERIALS

1. City Utilities shall provide all material required for this work unless otherwise specified on construction drawings, except as provided in 2 below. City Utilities' storeroom and store yard for electric facilities are located at 828 N. Prince Lane and 808 N. Belcrest respectively. Ownership of City Utilities' supplied materials shall remain with City Utilities. However, the Contractor shall assume full responsibility for these materials when the materials are issued to the Contractor. Any damage or loss, including theft, of these materials, shall be at the sole cost and expense of the Contractor.
2. Contractor shall supply the following materials: sand, chat, or other granular fill material, asphalt, concrete and forms required for concrete work, black dirt, fertilizer, grass seed, straw mulch and sod for area restoration work (unless otherwise specified in drawing or by City Utilities).
3. Material pick-up, transportation, handling and return:
 - a. City Utilities will prepare requisitions for materials to be used. Requisitions will normally be prepared at least 24 hours in advance of required pick-up date.
 - b. Contractor will pick up requisitioned materials at the City Utilities stores facility designated by the City Utilities Contract Inspector. The Contract Inspector will designate several pick-ups as the job progresses, if necessary. Contractor shall provide adequate transportation and labor to receive and load all his own materials, including poles. Contractor can pick up materials only between the hours of 9:00 a.m. to 3:00 p.m., Monday through Friday. One contractor employee shall be designated by Contractor to receive and return materials to City Utilities. This employee's name must be given to the Contract Inspector before work can commence.
 - c. Contractor shall acknowledge, in writing, receipt of materials. He shall be responsible for the material.
 - d. Contractor shall provide equipment and personnel to handle materials by methods to prevent soiling or damage to products or packaging.
 - e. Contractor shall store fabricated materials above ground, on blocking or skids to prevent soiling or staining. Store loose granular materials in a well-drained area on solid surfaces. Arrange storage in a manner to provide easy access for inspection by the Resident Engineer or the Contract Inspector.
 - f. Contractor shall not damage public or private property in handling or storage of materials. Do not hinder access to fire hydrants, fire and police alarms, mailboxes, water valves and manholes.

- g. Contractor shall make periodic inspection of stored materials to ensure that products are maintained under specified conditions, and free from damage or deterioration.
- h. At the end of each project, Contractor shall deliver any unused materials to the City Utilities stores facility designated by the Resident Engineer.

B. GENERAL REQUIREMENTS

1. Construction drawings will be prepared by City Utilities and provided to the Contractor for work under this contract. Work shall be as per construction drawings, supplemented as necessary by typical standard drawings. One set of drawings shall be returned to City Utilities to note any field discrepancies and to list actual units of material used. No work will be considered complete without an "As-Built" construction drawing being supplied to, and approved by, the City Utilities Contract Inspector or Resident Engineer.
2. City Utilities will stake locations of electric facilities to be installed. However, it shall be the contractor's responsibility to contact the Missouri One-Call System and all other required parties to ensure that all underground facilities in the area are located. Any apparent conflicts occurring between staked locations and flagged or marked underground utilities shall be brought to the attention of the Resident Engineer before digging. The Contractor shall cross or parallel all structures at Contractor's sole risk. Should any damage occur to such lines, Contractor is liable for full repair costs and any associated lost commodity or revenue.
3. The exact location and scope of specific work shall be made available by City Utilities to the contractor at the time City Utilities notifies the contractor that construction work is necessary. Work will be on facilities owned by City Utilities or in public rights-of-way or easements.
4. Upon the contractor's completion of work, the contractor shall submit a Certificate of Completion and Acceptance form (provided by City Utilities) to the Contract Inspector.

The Contractor shall submit acceptable "As-Built" construction drawings and other documentation, including permit releases, as necessary to fully describe the work actually completed including any field changes, material or unit discrepancies, and any other pertinent information needed to accurately determine the cost of the work. This information shall be submitted to the Contract Inspector at the time the Certificate of Completion form is presented.

All field changes shall be approved by the Contract Inspector and either the Resident Engineer or the Engineer whose seal appears on the construction drawing. All field changes must be noted on the construction drawing with the initials of the above approving parties and the date of the approval.

Field changes which are made without proper City Utilities approval will not be paid and the Resident Engineer may require the work to be redone as designed. Any work required to be redone shall be at the expense of the Contractor.

C. **PAYMENTS**

Monthly progress payments will be allowed for the contract(s). The payments will be made to the contractor provided the following:

1. At the determination of the Contract Inspector, the billing percentage accurately reflects the completed construction percentage.
2. At the determination of the Contract Inspector and Resident Engineer, the construction is proceeding on a schedule which will allow the project to be completed at the time specified in the contract.

The total of all progress payments shall not exceed 90% of the contract.

At least ten (10) days before payment falls due (but not more often than once a month), the contractor shall submit to City Utilities for review an Application for Payment filled out and signed by the contractor covering the work completed and accepted by City Utilities as of the date of the application and accompanied by such data and schedules as City Utilities may reasonably require. Each subsequent application for payment shall include an affidavit from the contractor stating that all previous payments received on account of the work have been applied to discharge in full all of the contractor's obligations reflected in prior Applications for Payments.

The Contractor warrants and guarantees that title to all work, materials, and equipment covered by an Application for Payment, whether incorporated in the project or not, will pass to City Utilities, at the time of payment, free and clear of all liens, claims, security interests, and encumbrances (hereinafter referred to as "liens").

City Utilities will, within fifteen (15) days after receipt of each Application for Payment, either process the Application for Payment or return the application to Contractor indicating in writing his reasons for disapproval. City Utilities may refuse to approve any payment or nullify payments previously approved to adequately protect itself from loss because:

- a. The work is defective.
- b. Claims or liens have been filed or there is reasonable cause to believe such may be filed.
- c. The contract price has been changed because of modifications by the contractor.
- d. City Utilities has been required to correct defective work.
- e. The contractor is in violation of any provision of this contract.
- f. Material discrepancies.

Anything found in this document to the contrary notwithstanding, City Utilities may withhold payment for damages, including all costs of repair, A&G (administration and General) charges, and lost revenue, for:

- a. Any damages to City Utilities infrastructure caused by prequalified firm or any subcontractor of the prequalified firm; or
- b. claims brought against City Utilities by a third party for damages caused by the prequalified firm or any subcontractor of the prequalified firm in the course of scope of contracted work.

E. CITY UTILITIES RESIDENT ENGINEER AND CONTRACT INSPECTOR

City Utilities will provide a Contract Inspector to meet in the field with the Contractor on a daily basis. This will provide City Utilities an opportunity to inspect the quality and quantity of the Contractor's pending work on a timely basis. The City Utilities Resident Engineer will also work with the Contract Inspector and Contractor on this project as needed.

F. FIELD ENGINEERING

1. City Utilities will stake the locations of all poles, anchors, or other equipment as necessary for the execution of this work.
2. Contractor shall give City Utilities at least three (3) days advance notice for staking. After the work is staked, the contractor shall protect all stakes until work has been completed. If restaking is required, it will be done at the expense of the contractor.
3. Contractor shall avoid disturbing existing markers showing property corners. If these markers are disturbed by him, they must be re-established by a City Utilities approved Registered Land Surveyor at the expense of the Contractor.

G. REGULATORY REQUIREMENTS

1. Contractor must obtain all necessary permits, submit required traffic control plans and comply with all codes of construction as required by the following agencies:
 - A. Federal Department of Transportation.
 - B. City of Springfield, Missouri.
 - C. Missouri Highway and Transportation Commission.
 - D. Greene County Highway Department.
 - E. Other Jurisdictions as Applicable

Any "after hours" work related to applicable permits and traffic control requirements shall be at the expense of the Contractor.
2. All Contractor work shall conform to the requirements of the latest edition of the National Electrical Code and National Electrical Safety Code.
3. All Contractor excavation shall conform to and comply with the requirements of Missouri Statute 319-Underground Facility Safety and Damage Prevention and Contractor shall at a minimum perform a "pothole" dig at any location where utility infrastructure is not clearly marked. Contractor assumes all risk of damages if they fail to "pothole" at any such location.
4. Nothing herein shall be construed as limiting the Contractor's responsibilities under Section 6.13 and 6.14 of the General Conditions.

H. QUALITY CONTROL

Contractor shall establish a quality control system to insure conformance of all items of work, including that of subcontractors, to applicable specifications and drawings with respect to workmanship, construction, function, performance and identification. The controls shall be adequate to cover all construction operations.

I. CONTRACTOR AND SUBCONTRACTOR PERSONNEL

The Contractor's and/or Subcontractor's employees shall conduct themselves in a professional manner at all times. Should City Utilities deem an employee of the Contractor and/or Subcontractor to be unacceptable, the Contractor and/or Subcontractor shall take appropriate action including replacement with a suitable and qualified employee.

J. PROJECT MEETING

1. A preconstruction meeting shall be scheduled to cover any questions concerning project drawings or Contract Documents.
2. City Utilities or the Contractor may at any time request a project meeting between the parties of this Contract to discuss any aspect of its implementation.

K. STORAGE SITES

Contractor shall not store any material, equipment, buildings, tools, vehicles or any other items owned by the Contractor on property owned by City Utilities except at the specific sites designated on the drawings for storage and use by the Contractor. If no sites are designated, then the Contractor shall be totally responsible for locating and procuring any required site or sites.

L. WARRANTY

In conformance with Article 13 of the General Conditions, warranty period for this work will start after completion of the work and approval by the Resident Engineer.

M. FIELD OFFICES

The Contractor shall maintain a local office with telephone. No field offices will be required.

N. **OSHA**

Contractor shall comply with all applicable OSHA regulations including, but not limited to, 29 CFR 1910.137 and 29 CFR 1910.269.

O. **OVERHEAD ELECTRIC LINES**

1. MATERIAL HANDLING

- A. Use all means necessary to protect the material before, during and after installation.
- B. In the event of damage, immediately make all repairs and replacement to the approval of the Contract Inspector or Resident Engineer.

2. INSTALLATION OF WOOD POLES

- A. In distributing the poles, large, choice, close-grained poles shall be used for transformers, deadend, angle, highway crossing and corner poles. Poles shall be installed in locations determined, specified and staked by City Utilities.

The minimum depth for setting poles shall be as follows:

Length of Pole <u>(Feet)</u>	Setting in Soil <u>(Feet)</u>
30	5.0
35	5.5
40	6.0
45	6.5
50	7.0
55	7.5
60	8.0
65	8.5
70	9.0

All poles taller than seventy (70) feet shall be buried at a depth equal to 10 percent of the pole length plus two (2) feet. On sloping ground, the depth of the hole shall always be measured from the lower side of the hole.

- B. Poles shall be set so that alternate crossarm gains face in opposite directions, except at deadends where the gains of the last two poles shall be on the side facing the deadend unless instructed otherwise. On unusually long spans, the poles shall be set so that the crossarm is placed on the side of the pole away from the long span. Where pole top pins are used, they shall be on the opposite side of the pole from the gain, with the flat side against the pole.

Poles shall be set in alignment and plumb except at corners, terminals, angles, junctions, or other points of strain, where they shall be set and raked against the strain so that the conductors shall be in line. Poles shall be set such that after conductors are installed at the required tension, the pole rake shall be not less than one (1) inch for each ten (10) feet of pole length nor more than two (2) inches for each ten (10) feet of pole length.

When using long poles to clear obstacles such as foreign wire crossings, railroads, etc., there shall be no upstrain on pin-type insulators in grading the line each way to shorter poles.

The tops of full-length treated poles shall not be cut except under very exceptional conditions and upon approval of the Resident Engineer. If cutting is deemed necessary, the pole shall be covered with an approved cap. Under no circumstances shall the butt on any pole be cut.

Poles to be installed under this contract will be furnished by City Utilities. While loading, transporting, unloading or installing said poles, they shall not be dragged along the ground. Pole tongs, cant hooks, and other pointed tools capable of producing indentations more than one (1) inch in depth shall not be used in handling the poles. No tools shall be applied to the groundline. Poles must be handled with care and shall not be dropped from the truck or trailer.

Proposed new pole locations will be staked by City Utilities. Pole holes shall be dug of ample size with straight sides to allow easy entrance of the pole. The size of the hole shall be large enough to permit the proper use of tampers. Power tampers are required. In backfilling the earth, it shall not be thrown in to a greater depth than six (6) inches without being tamped hard before the next layer of earth is thrown in. Surplus earth shall be placed around the pole in a conical shape and packed tightly in order that water shall drain away from the pole. Any excess dirt is to be removed by Contractor. After completion of the job, holes shall be inspected and any major settlement refilled.

Poles that are required to replace existing poles must be set immediately adjacent to the existing poles, unless the Contractor is instructed otherwise by the Contract Inspector or Resident Engineer. Pole removals shall include filling the resulting hole with clean tamped fill, and patching concrete if required. When the Contractor must work an existing pole belonging to another entity with which City Utilities has a joint use agreement, the Contractor shall make the necessary

arrangements with the entity involved to allow the Contractor's personnel to work the pole.

The Contractor shall notify joint utility users prior to pole removal when the joint user has attachments to poles to be removed. The Contractor shall not remove poles as long as the joint utility users have their equipment and cables attached to the poles.

3. BLASTING

All blasting is performed at the Contractor's sole risk. The Contractor is solely responsible for any and all damages caused by blasting. If damage does occur, the Contractor is fully liable.

Perform all blasting in accordance with the City of Springfield's General Ordinance #4714. Only persons holding blasting licenses as issued by the Springfield Fire Department may perform blasting. The Contractor must obtain the necessary blasting permits. Provision of these items will be on a project-by-project basis. Proof of License or Blasting Insurance are not required during the application process.

4. INSTALLATION OF DOWN GUYS AND ANCHORS

Down guys and anchors shall be installed in locations staked by City Utilities. Down guys shall be installed before the conductors are strung and shall be attached to the pole as shown in the Electric Construction Standards. After the wire has been installed, the down guys shall be rechecked to insure proper guy tension, anchor setting and pole rake.

Anchors shall be set in line with the strain. Excavation for anchors shall be made such that the strain caused by the down guy is in line with the anchor rod. Sidewalk type down guy anchors shall make a 90 degrees angle with level ground. All anchors shall be installed without voids below the anchor and shall be thoroughly tamped the full depth of the hole. Backfill earth shall be thrown in the hole in six (6) inch layers and tamped before each successive layer is thrown in. Any excess dirt shall be removed by the Contractor after the full depth of the hole has been backfilled and tamped.

The Contractor shall advise the Contract Inspector or Resident Engineer upon discovery of any subsurface condition requiring the use of special anchors.

The setting of anchors with regard to depth and position shall be inspected and approved by the Contract Inspector for compliance with Electric Construction Standards.

Anchor retirement shall mean the anchor rod is cut off below ground level and the remaining portion of the anchor rod abandoned. The area where the anchor was removed shall be filled with dirt and landscaped if required.

5. OVERHEAD CONDUCTOR INSTALLATION

Conductors must be handled with care. Conductors shall not be trampled on nor run over by vehicles. Each reel shall be examined, and the wire shall be inspected for cuts, kinks, or other injuries. Injured portions shall be cut out and the conductor spliced. The

conductors shall be pulled over suitable rollers or stringing blocks properly mounted on the pole or crossarm as necessary to prevent binding while stringing.

The common neutral conductor should be maintained on one side of the pole (preferably the road side) for tangent construction and for angles not exceeding 30 degrees.

With pin-type insulators the conductors shall be tied in the top groove of the insulator on tangent poles, and on the side of the insulator away from the strain at angles. Pin-type insulators shall be tight on the pins and on tangent construction the top groove must be in line with the conductor after it is tied in.

Conductor shall be spliced and dead-ended using appropriate and applicable materials and installation methods.

All conductors shall be cleaned thoroughly by wire brushing before splicing or the installation of a connector or clamp. A suitable inhibitor shall be used before splicing or applying connectors over aluminum conductor.

There shall be not more than one splice per conductor in any span and splicing sleeves shall be located at least ten feet from the conductor support. No splices shall be located in Grade B crossing spans and preferably not in adjacent spans. No splices shall be located in a railroad, major street, or highway crossing span.

Jumpers and other leads connected to line conductors shall have sufficient slack to allow free movement of the conductors. In areas where aeolian vibration occurs, special measures to minimize the effects of jumper breaks shall be used as specified.

All leads on equipment such as transformers, reclosers, etc., shall be a minimum of #4 copper conductivity and have a bird and squirrel resistant covering.

Conductor ties shall be suitable and applicable for their intended use. Hot line ties shall not be used at Grade B crossings.

Connectors and hot-line clamps suitable for the purpose shall be installed as necessary. On all hot-line clamp installations, the clamp and jumper shall be so installed so that they are permanently bonded to the load side of the line, allowing the jumper to be de-energized when the clamp is disconnected. This applies in all cases, even when the line layout is such that the tap line is actually the main back to the power source.

Utmost care shall be exercised in installing parallel groove clamps. The contact surface of the clamp and the wire shall be clean and bright. A steel brush shall be the principal cleaning medium. Oxide inhibitor shall be applied. Bolts shall be brought down hard, but the threads must not be overstressed. These same precautions for cleaning shall apply to the conductor before splicing.

No wide range compression connectors shall be used on the electric lines.

Any new temporary facilities necessary to perform the work shall be provided by the Contractor.

Tension stringing: Conductors shall be strung by controlled-tension method using neoprene-lined (or approved equal) double bull-wheel type tension stringing equipment. The equipment shall have groove sizes that will in no way damage the conductor. It shall

be of a type capable of maintaining preset tensions and pulling speed. Sufficient continuous tension shall be maintained to keep conductors clear of ground or obstructions that could damage the conductor or that could be damaged by the conductor. Sheaves shall be designed and used so that the pulling line does not damage the sheaves or deposit foreign matter in the liner which may damage the conductor or cause foreign matter to be deposited on the conductor.

Maximum sag of the conductor during the stringing operation shall be such that the conductors will not come in contact with the ground or obstacles which may damage the conductor.

The sag of all conductors after stringing shall be in accordance with the conductor manufacturers' recommendations, except that a maximum increase of three inches of the specified sag in any span will be acceptable. However, under no circumstances will a decrease in the specified sag be allowed. All conductors shall be sagged evenly. The air temperature at the time and place of sagging shall be determined. Sagging by sighting between targets is recommended. No wire is to be stressed above the stress required by the stringing sag for the temperature existing at the time of the sagging.

The cable pullers, tensioners, and pulling machines shall be located preferably as near the midspan as possible, but in no case shall the slope of the conductor between the machine and the stringing block at the first structure be steeper than three horizontal to one vertical. Complete manufacturer's data on tension equipment should be furnished to City Utilities for approval upon the Resident Engineer's request for such data which shall include the following at a minimum:

- DIAMETER BULL WHEEL _____ IN.
- DIAMETER GROOVE _____ IN.
- CONDUCTOR BENDING RADIUS _____ IN.
- THICKNESS OF NEOPRENE AT BOTTOM OF GROOVE _____ IN.
- STRINGING SHEAVE DIAMETER; TANGENT _____ IN.
- LARGE ANGLE _____ IN.

The length of conductor sagged in one operation shall be limited to the length that can be sagged satisfactorily as approved by the Contract Inspector or Resident Engineer. The Contractor shall exercise care to see that the wire is not injured or damaged during the pulling operation, and shall station personnel as required along the line to inspect for damage, and to take action as needed to prevent damage to the wires. Wires shall be continuously inspected during installation and any cuts, kinks, dirty, muddy or other injured portions of wire shall be called to the attention of the Resident Engineer. Repairs as recommended by the Resident Engineer shall be performed by the Contractor. In the event that conductor damage is too severe for repair, the conductor shall be replaced. The conductors shall be kept from touching ground, water, or above ground objects including guard structures.

Each pulling length of shield wire shall be pulled up to the sufficient tension so that it clears the ground and all obstructions by a safe margin.

It is the Contractor's responsibility to ground any wire stringing machines or tools and to place necessary shorts and grounds on conductors to insure the safety of the workmen or other personnel. The Contractor shall remove such safety shorts and ground when the work has been completed.

The grounding equipment used by the Contractor must be a suitable design so that it will not damage the conductors, conductor accessories or hardware. When removing the shorts and grounds, the Contractor shall inspect the conductor and conductor accessories and remove any nicks, roughness, or abrasions.

Copper conductor shall be used for both pole butt-type grounding plates and for connections to ground rods.

Installation of conductors and accessories shall be done in accordance with manufacturer's recommendations and recommendations provided by City Utilities.

6. MISCELLANEOUS LINE HARDWARE

All miscellaneous items and hardware shall be properly and completely installed. Unless otherwise mutually agreed upon the following conditions shall be met: Pole through bolts must be of proper length and shall extend at least $\frac{1}{2}$ inch through a structure and not more than $2\frac{1}{2}$ inches beyond the nuts.

A locknut shall be installed with each nut, eyenut, or other fastener, or all bolts or threaded hardware such as pin insulators, upset bolts, double arming bolts, etc. Ground rods shall be driven full length approximately nine (9) feet deep, in undisturbed earth with the top of the rod at least 12 inches below the surface of the earth. The ground wire shall be attached to the rod with a bolted clamp and the wire shall be secured to the pole with staples spaced not more than two (2) feet apart. A protective wire covering shall be installed as instructed, over the ground wire from the ground level to approximately eight (8) feet above the ground level. The equipment ground, neutral wire, messengers, and lightning-protective equipment shall be interconnected and attached to a common ground wire.

Contractor shall place on equipment and structures identification labels, tags, names, numbers, letters, etc., as required.

7. STANDARD VOLTAGES UTILIZED ON OVERHEAD LINES

The Contractor shall perform work on lines of the following voltages:

- A. Transmission Voltages
 - 1. 69 kV phase to phase
 - 2. 161 kV phase to phase
 - 3. 345 kV phase to phase
- B. Distribution Primary Voltages
 - 1. 13.2 Grounded Wye/7.62 kV - this is the most common
 - 2. 13.2 kV Delta
- C. Distribution Secondary Voltages
 - 1. 240 volts three phase
 - 2. 208/120 volts single and three phase
 - 3. 120/240 volts single and three phase
 - 4. 120 or 240 volts single phase street lighting
 - 5. 277/480 volts single and three phase

8. COMMUNICATION CLEARANCES

While transferring conductor and equipment from a retired pole to a new pole or on the same pole and when installing new conductor or equipment on a pole, the contractor shall comply with City Utilities Electric Construction Standard FO-CLEAR to ensure required clearances are achieved/maintained between power and communication facilities.

9. COMMUNICATION COMPANY'S SPLICE BOXES

During the replacement of a pole, the contractor shall ensure that the new pole does not conflict with communication splice boxes and all communication risers can be effectively/efficiently transferred to the new pole. If the contractor creates one of the aforementioned conflicts, they shall be required to reset the pole and transfer all required facilities at the contractor's expense.

10. POLES CLOSE TO CURBS

The contractor shall not set any new pole closer than 2'-0" from the curb unless permission is obtained from the Resident Engineer. The 2'-0" requirement shall be measured from the face of the pole to the street face of the curb.

11. LABELING AND TAGGING

City Utilities reserves the right to require the contractor to place a pole number tag at a specified location on any placed pole. City Utilities will furnish all material for the tags. City Utilities does not currently require the placement of this tag, but reserves the right to require the tag during any part of this contract.

P. UNDERGROUND ELECTRIC LINES

1. MATERIAL HANDLING

- A. Use all means necessary to protect the material before, during, and after installation.
- B. In the event of damage, immediately make all repairs and replacement to the approval of the Contract Inspector or Resident Engineer.

2. TRENCHING AND DIRECTIONAL DRILLING/BORINGWORK

Includes trenching, augering, boring, driving, drilling, pipe bursting, moleing or other methods approved by Resident Engineer.

City Utilities shall stake the trench location in the field. It will be Contractor's responsibility to have all underground utilities located before excavation. Utilities that may be in conflict shall be exposed by hand digging.

Extreme care shall be exercised in crossing or paralleling water, sewer, gas, or communication lines. Crossing or paralleling on all underground structures shall be at the Contractor's sole risk and responsibility. Should any damage occur to such lines, Contractor is liable for full repair costs and any lost commodity or revenue.

The Contractor shall maintain the centerline of the trench in a straight line with minimum bends or changes in direction.

The width of the trench shall be ample to permit conduit or conduits to be laid and jointed properly, and backfill to be placed and compacted as specified. Ledge rock, boulders, and large stones shall be removed to provide a clearance of at least six (6) inches below and on each side of all conduits. The depth of the trench shall be as shown on the Construction Drawings, or the Electric Construction Standards.

The Contractor shall grade the trench bottom as required to provide uniform flat support surface for the conduits, free from rock points throughout the length of the trench. Where the bottom of the trench at subgrade is found to be unstable or includes ashes, cinders,

refuse, or other organic material, or large pieces of inorganic material, the Contractor shall excavate and remove such material to a depth of two (2) feet below subgrade and fill according to instructions outlined below.

3. BACKFILL AND COMPACTION

The Contractor shall organize his work in a continuous operation so that the length of open trench is kept to a minimum. Excess excavated materials shall be removed immediately following backfilling. The disposal of this excess excavated material shall be the Contractor's responsibility.

The Contractor shall complete backfilling of the trench promptly after approval to proceed has been given by the Contract Inspector. "Drop Hammer" or "Hydrohammer" type compactors which could result in damage to the buried conduit or conduits shall not be utilized. In areas of standard backfill, fill the trench above and around conduit or conduits with approved excavated materials and compact to 90% density throughout the backfill depth. Under no circumstances will the Contractor backfill with foreign debris such as rocks, bricks, concrete, roots, bottles, cans, and other trash.

4. BLASTING

All blasting is performed at the Contractor's sole risk. The Contractor is solely responsible for any and all damages caused by blasting. If damage does occur, the Contractor is fully liable.

Perform all blasting in accordance with the City of Springfield's General Ordinance #4714. Only persons holding blasting licenses as issued by the Springfield Fire Department may perform blasting. The Contractor must obtain the necessary blasting permits. Provision of these items will be on a project-by-project basis. Proof of License or Blasting Insurance are not required during the application process.

5. INSTALLATION OF CONDUIT

The Contractor shall handle all conduit (including ells, couplings, etc.) with care to prevent damage. Conduits and ells shall be placed in the trench in locations as shown in the Electric Construction Standards Drawings. The joining of conduit pieces shall be in accordance with Manufacturer's Recommendations with materials furnished by City Utilities. Any conduit that is split, broken, crushed, or flattened shall not be installed but returned to the proper storeroom.

6. CABLE INSTALLATIONS

All cable, both primary "URD" and secondary triplex, must be handled with care, and in such a manner as to prevent damage. In unreeling cable, extreme care is to be taken so that cable is not pulled over the sides of the reel nor dragged across the ground.

Each reel of cable shall be examined and its insulation inspected for damage. The Contract Inspector or Resident Engineer should be notified of any cable damage and the Contractor will be advised of the proper action to be taken.

The Contractor shall handle all cable in such a manner as to prevent bending of the cable in a radius less than twelve (12) times the outside diameter of the cable. All cables, both "URD" primary and secondary triplex, are to be placed in conduit. Before pulling cable, the Contractor shall check that the inside of the conduit is clean and free of debris. While pulling in cable, the Contractor shall at no time allow the pulling tension to exceed the manufacturer's recommendations. The contract shall use the proper amount of pulling lubricant for each pull. A rule of thumb for the contractor shall be 1 gallon of pulling lubricant per conductor per 300' - 500' of pull. Conductor pulls with several ells will require a greater amount of lubricant. City Utilities reserves the right to request field measurements of actual pulling tensions for any or all conductor installations.

The Contractor shall leave excess cable at points designated by the Contract Inspector or Resident Engineer or by the construction drawings for future use such as padmounted transformer make-up, dip pole make-up, and secondary service pedestal make-up. Until future use, the cable shall be sealed from moisture, rolled, secured, marked and placed in such a manner as to prevent damage.

7. CABLE TERMINATIONS, SPLICES, AND ASSOCIATED EQUIPMENT

The Contractor will be required to install outdoor terminators, splices, loadbreak elbow connectors, elbow arresters, primary fault indicators, and secondary connectors as called for on the Construction Drawings and the Electric Construction Standards.

All such equipment shall be installed as per manufacturer's recommendations and City Utilities' practices, which includes the use of the exact tools and dyes. These terminations and splices must be installed by personnel experienced in this type of work.

As the terminations of the primary cables are made, the ends of each run must be identified to show phasing and the direction of feed. The means of identification will be the decision of the Contract Inspector or Resident Engineer.

8. INSTALLATION OF EQUIPMENT PADS

Unless otherwise specified in construction drawings, the Contractor shall place plastic pads as shown on Electric Construction Standards for the majority of the single phase padmounted transformers. The Contractor shall be responsible for setting them to the proper finish grade. If breakage occurs, the Contractor shall be charged if he is at fault.

On the pads for large padmounted transformers, the Contractor may be required to construct the pad per City Utilities' specifications.

Many of the metal equipment cabinets mount on metal ground sleeves. It will be the Contractor's responsibility to install the ground sleeve as shown on the Electric Construction Standards. It will also be the Contractor's responsibility that these are set to the proper finished grade.

9. PADMOUNTED EQUIPMENT INSTALLATIONS

The Contractor will set padmounted transformers, equipment cabinets, or enclosures as called for on the Construction Drawings and Electric Construction Standards. Such Equipment shall be moved by lifting and not by sliding or dropping. Equipment shall be lifted by approved lifting devices. Single phase padmounted transformers shall be secured to their plastic pads using the mounting provisions furnished with the transformer pads. The equipment cabinets shall be bolted to their metal ground sleeves as per the manufacturer's instructions.

10. SECONDARY SERVICE PEDESTAL INSTALLATION

All secondary service pedestals shall be installed as shown in the Electric Construction Standards USP-BG or USP. Care should be taken not to damage the equipment during installation. It shall be the Contractor's responsibility to see that these units are set to the proper finished grade.

11. INSTALLATION OF SECONDARY SERVICE ELLS

Ells are used on single phase padmounted transformers and secondary service pedestals to provide for entrance of the customer's underground service wires. These are shown on the Construction Drawings as an arrow with a number at its tip. The arrow points in the direction in which the service ell is to be installed, while the number shows how many ells are to be installed. No number after the arrow means one (1) ell. Consult the Electric Construction Standards for single phase padmounted transformers and secondary service pedestals.

12. RISER POLE INSTALLATION

Riser poles shall be installed as indicated on Electric Construction Standards UR-1 for single phase and UR-3 for three phase. Particular attention shall be paid to clearances and spacing for equipment and jumpers as well as future access to equipment for ease of maintenance.

13. STANDARD VOLTAGES UTILIZED ON UNDERGROUND LINES

The Contractor shall perform work on lines of the following voltages:

A. Transmission Voltages

1. 69 kV

B. Distribution Primary Voltages

1. 13.2 Grounded Y/7.62 kV

C. Distribution Secondary Voltages

1. 208 Y/120 volts three phase
2. 240/120 volts three phase
3. 120/240 volts single phase
4. 120 or 240 volts single phase street lighting
5. 277/480 volts three phase

*** END OF SECTION ***

VII. SPECIAL CONDITIONS

These Special Conditions amend or supplement the City Utilities General Conditions as referenced in Section V (*ONLINE REFERENCED ATTACHMENTS*) of this Prequalified Bidder Program document and other provisions of the Contract Documents as indicated below. All provisions that are not so amended or supplemented remain in full force and effect.

A. Amendments to General Conditions

1. Make the following changes, or additions, to Article 1, DEFINITIONS:

AGREEMENT: Synonymous with Purchase Order. This shall replace the definition of “Agreement” in the definition section of the General Conditions.

CONTRACT DOCUMENTS - Modifications, Purchase Order, Response to RFQ, Addenda, Special Conditions, Technical Specifications, Drawings, Document Submittals, Bid Form, General Conditions, Performance Labor and Materials Bond, Instructions to Bidders, and Invitation to Bid, Prequalified Bidder Program Document.

NOTICE TO PROCEED – PURCHASE ORDER: The Purchase Order shall serve as the Notice to Proceed.

PURCHASE ORDER: The document signed by City Utilities and delivered to Contractor that authorizes the work and completes the formation of the Contract. It shall incorporate the other Contract Documents.

2. Substitute the following for Section 2.1, in its entirety:

City Utilities shall sign a Purchase Order and deliver it to Contractor following the Notice of Award and the fulfillment of all conditions precedent. The Purchase Order shall serve as the Notice to Proceed.

2. Delete Section 2.2 in its entirety from the General Conditions.

3. Substitute the following for Section 3.2 of the General Conditions in its entirety:

The Contract Documents are complementary; what is called for by one is as binding as if called for by all. If CONTRACTOR finds a conflict, error or discrepancy in the Contract Documents, he shall call it to RESIDENT ENGINEER's attention in writing at once and before proceeding with the Work affected thereby; however, he shall not be liable to CITY UTILITIES for his failure to discover any conflict, error or discrepancy in the Specifications or Drawings. In resolving such conflicts, error or discrepancies, the documents shall be given precedence in the following order (listed in order from highest to lowest precedence): Modifications, Purchase Order, Response to RFQ, Addenda, Special Conditions, Technical Specifications, Drawings, Document Submittals, Bid Form, General Conditions, Performance Labor and Materials Bond, Instructions to Bidders, Invitation to Bid, and Prequalified Bidder Program document. Figure dimensions on Drawings shall govern over scale dimensions, and detailed Drawings shall govern over general Drawings. Any Work that may reasonably be inferred from the Specifications or Drawings as being required to produce the intended result shall be supplied whether or not it is specifically called for. Work, materials or equipment described in words which so applied have a well-known technical or trade meaning shall be deemed to refer to such recognized standards.

4. In Article 14.4, substitute the following for the first sentence:

"CITY UTILITIES will, within thirty (30) days after receipt of each Application for Payment, either make such progress payment to CONTRACTOR or return the application to CONTRACTOR indicating in writing its reasons for disapproval."

5. Substitute the following for Article 14.10, in its entirety:

Approval of Final Payment will be processed as described in paragraph 14.4. If, on the basis of its observation and review of the Work during construction and its final inspection and review of the final Application for Payment - all as required by the Contract Documents, CITY UTILITIES is satisfied that the Work has been completed and CONTRACTOR has fulfilled all of its obligations under the Contract Documents, it will within thirty (30) days after receipt of the final Application for Payment make final payment to CONTRACTOR. Thereupon CITY UTILITIES will give written notice to CONTRACTOR that the Work is acceptable subject to the provisions of paragraph 14.13. Otherwise, CITY UTILITIES will return the Application to CONTRACTOR, indicating in writing its reasons for refusing to approve final payment, in which case CONTRACTOR shall make the necessary corrections and resubmit the Application. Anything found in this document to the contrary notwithstanding, City Utilities may withhold any payment to CONTRACTOR for damages, including all costs of repair, A&G (administration and General) charges, and lost revenue, for:

- c. Any damages to City Utilities infrastructure caused by the CONTRACTOR or any subcontractor of the prequalified firm; or
- d. claims brought against City Utilities by a third party for damages caused by the CONTRACTOR or any subcontractor of CONTRACTOR in the course of scope of contracted work.

*** END OF SECTION ***

ATTACHMENT A

CERTIFICATE of COMPLETION and ACCEPTANCE

I. COMPLETION:

Purchase Order Number: _____ Annual Wage Order? _____

Location: _____

Job Number: _____

Description of Work: _____

Date Work Completed: _____

Permits: List and attach copies of release permits

Permit Number: _____, From: _____

Permit Number: _____, From: _____

Permit Number: _____, From: _____

Contractor Signature: _____ Date: _____

Contract Inspector: _____ Date: _____

II. RECOMMENDATION FOR ACCEPTANCE

Contract Inspector: _____ Date: _____

III. ACCEPTANCE

Resident Engineer: _____ Date: _____

COMMENTS:

*** END OF DOCUMENT ***