

## **NOTICE AND INSTRUCTIONS TO CONTRACTORS**

### **TO PARTIES INTERESTED IN BECOMING A PRE-QUALIFIED VEGETATION MANAGEMENT SERVICES and NEW CONSTRUCTION CLEARING CONTRACTOR**

Matanuska Electric Association, Inc. (Owner) is seeking contractors who wish to become pre-qualified and eligible to perform work on the Owner's distribution and transmission facilities during 2020 and 2021. To become pre-qualified contractors must submit, and Owner must approve, the documentation outlined in this notice and execution of the Vegetation Management Services and New Construction Clearing 2020-2021 (Contract). The pre-qualification submittal period is open from February 25, 2020 through December 31, 2021. To bid on a project under the Contract, contractors shall be prequalified prior to the Owner releasing the project for bidding. It should be noted that any contract that was executed prior to February 25, 2020 shall not fall under the Contract's terms and conditions, and contractors shall not be required to be a party to the Contract in order to fulfill their obligations under those contracts.

Copies of the Contract may be obtained electronically through the Owner's ShareFile site. Access to the ShareFile site can be obtained by contacting Marcy Sutton, Procurement & Warehouse Manager at (907)761-9292. Upon request of the Contract a folder shall be set up in ShareFile for the contractor. The contractor must upload qualifications and a signed copy of the Contract to this folder.

When submitting qualifications for the Contract, the following information is mandatory.

1. One (1) electronic copy of insurance certificate meeting requirements in the Contract.
2. Resumes of all proposed Employees that will be working under the Contract. Resumes should include a copy Line Clearance Tree Certification in accordance with 29 CFR OSHA 1910.269 and 29 CFR OSHA 1926 Subpart V, and previous project experience that is related to distribution and transmission clearing. If contractor's personnel change during the term of the contract, contractor shall be responsible for providing Owner with updated resumes and Line Clearance Certificates. Contractor shall be responsible for providing updates to the resumes if personnel changes occur during the term of this Contract.
3. One (1) copy of the bond document to indicate which surety company contractor shall use. Surety must be accepted by the US Department of the Treasury.
4. OSHA Form 300, Log of Work-Related Injuries and Illnesses, for the last five (5) years.
5. Safety Records: TRIR (Total Recordable Incident Rate), DART (Days Away/Restricted or Transferred), Fatalities, and EMR (Experience Modification Rate), Other Certifications (CPR, First Aid)
6. A copy of contractor's current financial statement including balance sheet and income statement.
7. An inventory list of clearing equipment (vehicles, tools, etc.) available for the work under this Contract. Please note if equipment is to be rented.

8. Contractor's written plan including personnel and telephone numbers for responding to and cleaning up of hazardous material discharges as required in Article II, section 4.a of this Contract. If this work is being subcontracted, please identify the contractor, personnel, and provide telephone numbers.
9. Copies of contractor's (and any subcontractors) Alaska Business License, Alaska Contractor's License, Matanuska Borough Business License, and Municipality of Anchorage Business License.
10. Contractor's list of key personnel designated for after-hour projects follow-up and emergency response including business, home, and cellular numbers.
11. A copy of Contractor's OSHA 300 (summary page only) plus Recordable Incident Rates for the previous two calendar years.

All contractors submitting documents should allow at least seven (7) calendar days for Owner to review submittals. Additional review time will be required for incomplete submittals. The Owner will provide a written explanation for any submittal deficiency.

Contractor's ability to be awarded a distribution and/or transmission clearing contract, is dependent upon OWNER's acceptance of the qualifications and execution of the Contract. Additionally, outstanding issues from previous year's Clearing may delay or cause a contractor to be found unqualified under this Contract.

A 5% Bid Bond will be required at time of bid submittal for all task order projects associated with this Contract in a form acceptable to the Owner. Owner will hold the 5% Bid Bond until the bid is awarded and notice to proceed is issued. (no longer than thirty (30) days from bid opening.)