

NOTICE AND INSTRUCTIONS TO CONTRACTORS

TO PARTIES INTERESTED IN BECOMING A PRE-QUALIFIED ELECTRICAL CONSTRUCTION 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, transmission and substation 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 Electrical Construction Contract 2020-2021 (Contract). The pre-qualification submittal period is open from December 9, 2019 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. The Owner shall not award a project, nor will the Owner accept work on subdivisions or owner builds after January 20, 2020, unless a contractor becomes qualified and is a party to the Contract. It should be noted that any contract that was executed prior to January 20, 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.

Owner reserves the right to require separate pre-qualifications and terms and conditions for transmission and substation projects or projects that are unique, involve non-standard equipment, new technology, or involve new methods of construction.

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 may 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 superintendents and foremen that will be working under the Contract. Resumes should include a copy of their certificate of fitness and previous project experience that is related to distribution, transmission and substation work. If contractor's personnel change during the term of the contract, contractor shall be responsible for providing Owner with updated resumes and certificates of fitness. A minimum of two journeyman lineman, each with a certificate of fitness, shall be included as part of this submittal. 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 surety company contractor shall use. Surety must be accepted by the US Department of the Treasury.
4. A list of electric utility distribution, transmission, and substation construction projects completed by the contractor in Alaska in the last three (3) years.
5. A copy of contractor's current financial statement including balance sheet and income statement.

6. An inventory of outside electrical line construction equipment (vehicles, tools, etc.) available for the work under this Contract. Please note if equipment is to be rented.

7. 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.

8. Copies of contractor's Alaska Business License, Alaska Contractor's License and company-employed resident Alaska Electrical Administrator's License (Unlimited Linework Category) with proof that administrator is employed by the contractor.

9. Contractor's list of key personnel designated for after-hours Project follow-up and emergency response including business, home, and cellular numbers.

10. 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, transmission, or substation project after January 20, 2020, is dependent upon MEA's acceptance of the qualifications and execution of the Contract. Additionally, outstanding issues from previous year's construction may delay or cause a contractor to be found unqualified under this Contract.