

City of Oak Ridge Electric Department
Contractor Pre-Qualification Questionnaire (3-15-19)
Contractor Name: _____

Please provide a brief overview of your company.

Question #1:

Please provide your experience modifier rate for the past five years (2013- 2018).

Question #2:

Please provide your OSHA Reportable and Lost Work Day logs for the past five years (2013-2018).

Question #3:

Please indicate if you maintain the following and if these documents are available for review upon request: safety procedures; safety manual, including EHAP

Question #4:

Provide a copy of the contractor's Substance Abuse Policy and random drug testing procedure.

Question #5:

Describe your employee-training program and indicate if a copy would be available for review upon request. Include utility line clearance tree trimmer training programs.

Question #6:

Describe your employee-training program for herbicide applicators/operators to meet applicable regulations in Tennessee for ROW category.

Question #7:

Provide list of Tennessee Licensed pesticide applicators (ROW category) that potentially would be working on this project.

Question #8:

Please describe your process for recording and maintaining the quality of work in accordance with specification on this project.

Question #9:

Are you able to provide documented proof of business licensed to provide Utility Line Clearance Services in the State of Tennessee? Please provide your State of Tennessee contractor license number, expiration date, and license classification, per the Tennessee Contractors Licensing Act of 1994 (Tennessee Code Annotated §62-6-101 et seq.).

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Question #10:

Is your company able to meet the insurance requirements as established by City of Oak Ridge and furnish Certificate of Insurance upon award of contract?

1. Comprehensive General Liability

Bodily Injury	\$1,000,000 aggregate
Property Damage	\$500,000 each occurrence

2. Workers Compensation and Employer's Liability as provided for in statutes.

3. Comprehensive Automobile Liability (including all owned, non-owned and hired vehicles)

Bodily Injury	\$1,000,000 aggregate
Property Damage	\$500,000 each occurrence

Question #11:

Acknowledge that the company will name the City of Oak Ridge as an additional insured on its general liability and automobile liability for this project.

Question #12:

Verify ability to comply with all applicable security requirements and regulations of the U.S. Department of Energy while performing work within secured or near US DOE areas of the Oak Ridge National Laboratory, Y-12 Plant, K-25 Plant, and the City's Water treatment Plant (Ex. Subject to criminal record check, possible screening by US DOE). Current rules require ROW workers accessing facilities or working near DOE facilities to have a valid DOE Badge, which requires proof of US Citizenship and a certified birth certificate.

Question #13:

Document your company's line clearance experience over the last five years. Please include Utility name and Utility Address and provide full contact information including name, address, phone and email address was. Provide the number of miles of line cleared for each utility contract. If your company provided crews for other purposes, list those crews and function.

Question #14:

Documented ability to provide assistance with storm related restoration with references of utilities where these services were provided. References shall include full contact information including name address, phone and email addresses. List the number of crews who served in emergency response situations and the length pf time it normally takes to assemble them.

Question #15:

Inventory of equipment, including age, which will likely be assigned for this project. Provide the total number of aerial lift trimming trucks, and total number of employees in company.

Question #16:

Do you have a dielectric testing procedure for aerial bucket units and if so, how frequently do you test your equipment? Would these records be available upon request for equipment assigned to this project?

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Question #17:

Do you have an ISA Certified Arborist on staff, which would likely be assigned to supervise/oversee the work on this project? If so, please indicate those most likely to be utilized for this project (name, title, length of employment with company). If you are the successful contractor, you will be required to provide copies of certifications/licenses.

Question #18:

Acknowledge that the company will obtain a completion and performance bond, as well as a labor and material bond, in the amount of one hundred percent (100%) of the contract price with good and sufficient surety acceptable to the City in connection with this project.

Question #19:

Acknowledgement that the company will comply with all federal, state, county and local laws, ordinances, statutes, and regulations applicable to this project. Pursuant to Oak Ridge City Code § 5-413, the City may not accept bids from bidders in default of any payment of any nature due to the City, including but not limited to taxes, licenses and fees.

Question #20:

Acknowledgement that no officer or employee of the City of Oak Ridge has a financial interest in your company.

Question #21:

The City of Oak Ridge, Tennessee, requires all contracts to contain anti-discrimination language stating the contractor, in performing the work under the contract, will not discriminate against any person because of race, color, creed, national origin, age, sex, sexual orientation, disability, religion, or other legally protected status. Acknowledge that your company would comply with this provision if awarded a contract.

Questionnaire Submittal Instructions

Pre-Qualification Questionnaires must be received by 2:00 P.M. March 29, 2019.

Late Questionnaires will not be accepted

All respondents shall submit one (1) copy and an electronic file copy saved on a flash drive.

All RFQ's shall be in a sealed envelope indicating in the lower left corner, "ORED Questionnaire" and sent to the following address:

In Person or By Overnight Delivery

Attn: Lyn Majeski
Finance Department
City of Oak Ridge
100 Woodbury Lane
Oak Ridge, TN 37830

Regular Mail

Attn: Lyn Majeski
Finance Department
City of Oak Ridge
P.O. Box 1
Oak Ridge, TN 37831-0001

No Electronic (emailed), telephoned or faxed Questionnaires will be accepted.
The City of Oak Ridge reserves the right to reject all or any part of any RFQ submitted.