

**COMMISSIONERS PREAGENDA
FOR THE REGULAR MEETING OF
CLALLAM COUNTY PUBLIC UTILITY DISTRICT #1
BOARD OF COMMISSIONERS
MARCH 14, 2022 at 1:30 PM**

Join Zoom Meeting:

<https://us06web.zoom.us/j/89672715348?pwd=ck1vMjFaVFUwckw2N3ZkYUF2aFNiZz09>

Meeting ID: 896 7271 5348 | **Passcode:** 106836

One tap mobile: +12532158782,,89672715348#,,,,*106836# US (Tacoma)

Find your local number: <https://us06web.zoom.us/j/89672715348?pwd=ck1vMjFaVFUwckw2N3ZkYUF2aFNiZz09>

- **Consent Agenda Items**

The Commissioners will consider approving Consent Agenda items.

- **Bid Award Recommendation Memo Bid No. 210804: Transmission Rebuild**

Commissioners will consider authorizing staff to award Bid No. 210804 for the transmission line rebuild from Cherry Street to Race Street in Port Angeles to Olympic Electric Co., Inc., for a total base bid (not including WSST) of \$283,990.

Staff requests a motion, second and vote to authorize District staff to award Bid No. 210804 for the transmission line rebuild from Cherry Street to Race Street in Port Angeles to Olympic Electric Co., Inc., for a total base bid (not including WSST) of \$283,990.

- **Invitation to Bid No. 220802: Water Main Replacement**

Commissioners will consider authorizing the staff to solicit formal bids from qualified contractors to construct a water main replacement on Funk and Ballard Alley Road, including outlet pipe replacement of Chantrelle Reservoir, for an estimated project cost of \$705,749.00.

Staff requests a motion, second and vote to authorize District staff to publish a notice in the Seattle Daily Journal of Commerce (and by other such means as determined by staff to be prudent) to invite qualified contractors to submit formal sealed proposals for construction of a water main replacement on Funk and Ballard Alley Road, including outlet pipe replacement of Chantrelle Reservoir, for an estimated project cost of \$705,749.00.

- **Invitation to Bid No. 220803: Pole Inspection, Treating, and Reporting**

Commissioners will consider authorizing the staff to solicit formal bids from prequalified contractors to inspect, treat, and report on an unspecified number of electrical transmission and distribution wood poles for a not-to-exceed amount of \$137,132.00.

Staff requests a motion, second and vote to authorize District staff to invite prequalified contractors to submit a sealed single bid to inspect, treat, and report on an unspecified number of electrical transmission and distribution wood poles for a not-to-exceed amount of \$137,132.00.

Invitation to Bid No. 220804: Helicopter Tree Trimming

Commissioners will consider authorizing staff to solicit formal bids from experienced qualified contractors to perform aerial tree side trimming on west and west ends of District service areas utilizing a helicopter-borne aerial saw for a not to exceed cost of \$85,000.

Staff requests a motion, second and vote to authorize District staff to publish a notice in the Seattle Daily Journal of Commerce (and by other such means as determined by staff to be prudent) to invite experienced qualified contractors to submit formal sealed proposals to perform aerial tree side trimming utilizing a helicopter-borne aerial saw for a not to exceed cost of \$85,000.

- **Recruitment and Retention Presentation**

Staff will present on recent and upcoming recruitment and retention issues and measures.

- **RESOLUTION 2233-22 Establishing an Alternate Work Schedule Policy**

The Commissioners will consider adopting RESOLUTION 2233-22 Establishing an Alternate Work Schedule Policy.

Staff requests a motion, second, and vote: Adopt RESOLUTION 2233-22 Establishing an Alternate Work Schedule Policy.

- **RESOLUTION 2234-22 Establishing a Teleworking Policy**

The Commissioners will consider adopting RESOLUTION 2234-22 Establishing a Teleworking Policy.

Staff requests a motion, second, and vote: Adopt RESOLUTION 2234-22 Establishing a Teleworking Policy.

- **RESOLUTION 2235-22 Establishing Titles and Monthly Salary Ranges for Staff Employees**

The Commissioners will consider approving RESOLUTION 2235-22 Establishing Titles and Monthly Salary Ranges for Staff Employees and Rescinding Resolution 2221-21.

Staff requests a motion, second, and vote: Approve RESOLUTION 2235-22 Establishing Titles and Monthly Salary Ranges for Staff Employees and Rescinding Resolution 2221-21.

- **CCPUD1 Letter to Northwest Power and Conservation Council**

Commissioner Paschall will present on a proposed letter to Northwest Power and Conservation Council encouraging that Council to reject drafting their proposed power analysis.

- **BPA Post-2028 Contract Discussion**

Commissioners and staff will discuss recent updates and presentations.

The Commissioners will also consider the customary business matters associated with approval of payments, minutes of the previous meeting, reports from Commissioners and staff, comments from the public, and other items of information or general business. Items may be added to, or removed from, the agenda at the meeting.

AGENDA
FOR THE REGULAR MEETING OF
CLALLAM COUNTY PUBLIC UTILITY DISTRICT #1
BOARD OF COMMISSIONERS
MARCH 14, 2022 at 1:30 PM

Join Zoom Meeting:

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1. CALL TO ORDER

2. APPROVAL OF CONSENT AGENDA

- a. Minutes of the February 28, 2022 regular meeting; and
- b. Claim vouchers for February 28 through March 7, 2022 for a total of \$2,711,288.77;
- c. Payroll vouchers for the period of February 16 through February 28, 2022; and
- d. Removal of delinquent accounts from the March 2022 active accounts receivable totaling \$12,160.05 including a 30% collection fee.

3. AGENDA REVISIONS

4. COMMENTS FROM THE PUBLIC

5. BUSINESS ITEMS

- a. Invitation to Submit Bid No. 220803 Bill Decker
- b. Invitation to Submit Bid 220804 Bill Decker
- c. Bid Award Recommendation Memo Bin No. 210804 Ben Phillips
- d. Recruitment and retention discussion Sean Worthington
 - i. RESOLUTION 2233-21 Alternate Work Hours Policy Jamie Spence
 - ii. RESOLUTION 2234-22 Telework Policy Jamie Spence
- e. RESOLUTION 2235-22 Establishing Titles and Monthly Salary Ranges for Staff Employees and Rescinding Resolution 2221-21 Jamie Spence
- f. Letter to Northwest Power and Conservation Council Rick Pachall
- g. BPA Post-2028 contract discussion Commissioners, Staff

6. CORRESPONDENCE/COMMUNICATIONS

7. COMMISSIONER REPORTS

8. STAFF REPORTS

9. BOARD ACTIONS FOR STAFF

10. COMMENTS FROM THE PUBLIC

11. EXECUTIVE SESSION

12. ADJOURN

CLALLAM COUNTY PUBLIC UTILITY DISTRICT #1
Minutes of the Regular Meeting of the Board of Commissioners
Main Office | 104 Hooker Road | Sequim, WA 98382
February 28, 2022 – This meeting was held remotely via ZOOM

Commissioners Present

Will Purser, President
Rick Paschall, Vice President
Jim Waddell, Secretary

Staff Present

Sean Worthington, General Manager
John Purvis, Assistant General Manager
Jamie Spence, HR Manager
Larry Morris, Safety Manager
Lori Carter, Controller, Auditing Officer
Nicole Hartman, Communications Manager
Mattias Järvegren, Utility Services
Supervisor
Sarah Canepa, Financial Analyst
Chelsey Jung, Payroll Coordinator
Tyler King, Power Analyst

Tom Martin, WWW Manager
Ruth Kuch, Finance Manager/Treasurer
Steve Schopfer, IT Services Manager
Teresa Lyn, Executive Assistant
Kaylie Hunter, Procurement and Facilities
Supervisor
Rebecca Turner, Sr. Accountant
Mike Hill, Engineering Manager
Annette Long, Finance Coordinator
Mary Doran, Accountant

Others Present as Identified

Patty Morris
Paul Pickett
Bill, no last name provided

The meeting commenced at 1:30 PM.

CONSENT AGENDA :21

Upon recommendation of staff, and upon motion of Commissioner Paschall seconded by Commissioner Waddell and carried, the Commissioners approved the following consent agenda items:

- a. Minutes of the February 14, 2022 regular meeting;
- b. Claim vouchers for February 14 through February 22, 2022 for a total of \$4,076,315.68;
and
- c. Payroll vouchers for the period of February 1 through February 14, 2022.

AGENDA REVISIONS :42

Addition of item b under Correspondence and Communications; General Manager Sean Worthington will discuss our tentative reopening plan.

COMMENTS FROM THE PUBLIC 2:21

There was no public comment.

BUSINESS ITEMS STARTING AT 2:46

- a. **2:50:** Prior to the presentation General Manager Sean Worthington advised the Commissioners that staff will conduct a “deep dive” into the strategic plan in June. Thereafter staff will present our proposed changes to the board via a work session. The General Manager’s Direct Reports provided an in-depth update of each of the strategic plan’s objectives using Key Performance Indicator (KPI) reporting. These objectives are: Provide Stable Rates While Always Seeking Reduced Costs; Ensure Reliable Supply; Practice Environmental Responsibility; Continuous Performance Improvement; Enhance Customer Partnership; Manage Our Resource Portfolios; Influence Regulatory Issues; Build on Our Safety Culture; Attract and Retain Great People; Manage Risk; and Be Financially Responsible.

- b. **1:01:16:** Bonneville Power Administration’s (BPA)’s post-2028 contract: Assistant General Manager John Purvis attended PPC and WPAG meetings. Topics were spot market and forward pricing for mid-C; provider of choice preferences; new and modified BPA options to set Contract High Water Marks (CHWM’s) that we need to pay attention to—specifically Options 2 and 4 which were presented on at our February 14, 2022 board meeting. General Manager Sean Worthington added that recently sent out provider of choice education letters and his recent communication with Colleen McAleer of Economic Development Council (EDC) enable us to address questions about the new large single load issue and clarify that our that our utility does not negotiate back and forth exclusively with BPA on our contract, as it is a boilerplate contract for all of public power. He is meeting with the EDC Friday to address any additional power questions they may have. Commissioner Paschall commented on WPAGs desire to come up with a position on the topic of a Regional Transmission Organization (RTO) – which the Pacific Northwest does not currently have –branching into wholesale energy markets. Commissioner Purser advised that transmission issues are a bottleneck and that the California Independent System Operator (CAISO) is presenting itself as an RTO for the western U.S. Commissioner Waddell suggested that at some point PUDs may want to send individual letters directly to BPA on what their positions are on items that WPAG’s PUD-consensus concept paper cannot address.

CORRESPONDENCE/COMMUNICATIONS 1:15:01

Water and Wastewater Manager Tom Martin discussed recent letters (from the WSDOT Aviation Director and from a developer letter to the County) requesting or in support of the District providing the Sequim airport and the proposed development with access to the District’s Carlsborg water system. We have recently addressed the water rights issue raised in both letters in our February 16, 2022 response in the Sequim Gazette. The proposed development is located in the Carlsborg Urban Growth Area (UGA), which the airport is outside of. In order for the District to provide water to the UGA development, the following needs to occur: a) Ecology must authorize a new point of withdrawal from the new well for the planned blending treatment system, and b) the County must secure Ecology-approved mitigation credits made available by the blending treatment system to enable the District to make a limited expansion of the Carlsborg retail service area.

The expansion would be limited to the amount of mitigation credits secured by the County. The District intends to request that the County allow use of new water rights for the airport.

General Manager Sean Worthington advised that staff is monitoring the current COVID situation and is working on a re-opening plan. Upon reaching the benchmark of 75/100,000 cases, he anticipates we could reopen April 11th and start holding in-person board meetings at that time. He will share more details as that date approaches.

COMMISSIONER REPORTS 1:33:17

Commissioner Waddell attended WPAG, PPC, WPUDA, BPA and NODC meetings. Topics were commissioner per diem training; electrical vehicles and their impact on loads; batteries and how they will fit into smart grids using AMI; a Genesis resource impact model for the lower Snake River dams; and grid resilience.

Commissioner Paschall attended WPAG, PPC and WPUDA meetings. Topics were the WPAG concept paper: system size, allocation, and capacities; cost controls; and wildfire mitigation legislative bills. He also advised that a local solar contractor he is working with went out of his way to compliment PUD employees Chanda Halverson and Mattias Järvegren, saying: *“they are great to work with and made the process enjoyable.”*

Commissioner Purser attended WPAG, WPUDA and EN meetings. Topics were broadband funding and the need for a broadband action plan and team (Assistant Manager John Purvis confirmed that we do these in place); lease of the Columbia System Powerplant; a lower Snake River dams scoping study which is expected to last 12 to 27 months; a cap and trade bill entitled the Climate Commitment Act; fuel switching from natural gas to electric; Senate Bill 5842 to establish a Climate Change Agency; wildfire mitigation plans; and a bill that would require that any new projects must demonstrate ecological benefits.

STAFF REPORTS 1:46:46

There were no staff reports.

BOARD ACTION ITEMS FOR STAFF 1:46:51

- a. Staff is to continue to update the board on and proceed with coordinating with the County in regards to drafting an MOU that will a) authorize a new point of withdrawal from the new well for the blending treatment system, and b) enable expansion of the Carlsborg retail service area to the extent of Ecology-approved mitigation credits made available by the blending treatment system.
- b. Complete: In future KPI reporting, staff is to incorporate BPA outages in SAIDI reporting.

COMMENTS FROM THE PUBLIC 1:47:49

Comment was heard from a single customer regarding automatic payments on SmartHub and reporting for undercapitalization of water system assets.

ADJOURN

The meeting adjourned at 3:21 PM.

ATTEST:

President

Vice President

Secretary

A detailed transcript of this meeting via audio recording is available to the public on the Commission Meetings page of the PUD website here: <https://clallampud.net/commission-meetings/>.

February 28, 2022

SUMMARY VOUCHER APPROVAL
PUBLIC UTILITY DISTRICT #1 OF CLALLAM COUNTY
OPERATING FUND

We certify, under penalty of perjury, that the materials have been furnished, the services rendered, or the labor performed as described herein, and that the attached list of claims are a just, due and unpaid obligation against Public Utility District No. 1 of Clallam County, and that we are authorized to authenticate and certify said claims.

SIGNED Yon Carter DATE 3/8/22

AUDITING OFFICER

[Signature] DATE 3.9.22

GENERAL MANAGER

Vouchers audited and certified by the Auditing Officer and the General Manager have been recorded on the attached list(s) which has been made available to the Board of Commissioners of Public Utility District No. 1 of Clallam County. We, the undersigned Board of Commissioners of Public Utility District No. 1 of Clallam County, approve for payment those vouchers included on the attached list(s):

Summary for Voucher Lists Dated 2/28/2022-3/7/2022

Checks	\$	752,861.10
Wire Transfers		1,813,027.12
E-Payment		69,928.55
Prepays		75,472.00
Total	\$	2,711,288.77

COMMISSIONER

COMMISSIONER

COMMISSIONER

PUD#1 OF CLALLAM COUNTY, WASHINGTON

**MARCH 2022
DELINQUENT ACCOUNTS TO BE REMOVED
FROM ACTIVE ACCOUNTS RECEIVABLE**

Delinquent accounts listed for electricity and water on the attached pages are approved to be removed from the active accounts receivable. All accounts to be removed are grouped and total as follows:

03/01/22	Clallam Bay – Evergreen	\$	-
03/01/22	Forks – Evergreen	\$	1,461.63
03/01/22	Port Angeles – Evergreen	\$	1,961.94
03/01/22	Sequim – Evergreen	\$	5,930.31
03/01/22	All Area-Direct W/O Bankruptcy	\$	-
03/01/22	All Area-Direct W/O Deceased	\$	-
03/01/22	All Area-Direct W/O Small Balance	\$	-
	SUBTOTAL	\$	9,353.88
03/01/22	30% Collection Fee	\$	2,806.17
	TOTAL	\$	12,160.05
	Previous Debt Collected in February 2022	\$	1,471.43
	Previous Debt Collected Year To Date 2022	\$	2,136.26

Dated this _____ day of _____, 20____.

President

Secretary

Vice-President

SW:kw

Attachments


These lists comply with our CIS software which removes accounts from the active accounts receivable when placed with a collection agency (classifies them as bad debt). The exceptions are bankruptcies, deceased customers and customer accounts with small balances under \$20. These are removed under the categories of All-Area Direct W/O, but not placed with a collection agency.



MEMORANDUM

Date: March 14, 2022

To: Sean Worthington, General Manager

From: John Purvis, Assistant General Manager 
Tom Martin, Water Wastewater Systems Manager TM

Re: FUNK AND BALLARD ALLEY ROAD WATER MAIN REPLACEMENT
INVITATION TO BID 220802

Staff recommends the District solicit formal bids for the construction of water main replacement on Funk and Ballard Alley Road, and includes outlet pipe replacement of Chantrelle Reservoir. The work replaces approximately 1,500 linear feet of water main, fire hydrant, valves, and water service lines from the new water main to the meter, asphalt concrete patching, and surface restoration, as more fully set forth in the Invitation to Bid attached hereto. This project is fully/partially funded through the Washington State Public Works Board program with State funds. The engineer's estimate for the project is \$705,749.

Staff requests a motion, second and vote to authorize District staff to publish a notice in the Seattle Daily Journal of Commerce and by such other means as determined by staff to be prudent, inviting sealed proposals for the work.

Accepted by Board of Commissioners at meeting of _____, 20__.



Sean Worthington, General Manager

**INVITATION TO BID
BID NUMBER 220802**

For Publication on March 21, 2022 & March 28, 2022

BIDS FOR:

CLALLAM COUNTY PUD NO. 1

General Contractors are invited to submit a single bid for Funk and Ballard Alley Road Water Main Replacement project for Clallam County PUD No. 1:

FUNK AND BALLARD ALLEY ROAD WATER MAIN REPLACEMENT

Principal items of Work included in the FUNK AND BALLARD ALLEY ROAD WATER MAIN REPLACEMENT are the replacement of approximately 1,500 feet of existing 4-inch PVC water main with new 8-inch PVC C-900 pipe; fire hydrant replacement; replacement of valves and water service lines from the new water main to the meter; asphalt concrete patch; and surface restoration. The existing PVC water mains will be abandoned in place after the new water main has been activated.

Also, this project includes the replacement of the Chantrelle Reservoir 6-Inch outlet pipe with 6-inch HDPE pipe. The new HDPE pipe will extend approximately 300 LF from the reservoir to Airport Road. Approximately 60 LF of the HDPE pipe will be placed on a sloped surface (approximately 1:1), between the reservoir and Airport Road.

The Architect's/Engineer's estimate for the work under this contract is \$705,749. The contractor must be licensed, bonded, and insured in the State of Washington. All work performed on this project will be subject to state prevailing wage rates. This project is funded through the Washington State Public Works Board (PWB) Loan program; PWB requirements and provisions must be met by general contractors and all subcontractors. PUD No. of Clallam County is an Equal Opportunity and Affirmative Action Employer. Disadvantaged, Minority, and Women's Business Enterprises are encouraged to respond. The PUD No. 1 of Clallam County does not discriminate on the grounds of race, color, religion, national origin, sex, sexual orientation, age, or handicap in consideration for a project award.

Sealed bids will be received by Clallam County PUD No. 1 at its Main office at 104 Hooker Road, Sequim, WA 98382 until 2:30 p.m. Pacific time on Wednesday, April 13, 2022. Bids may be submitted via USPS and sent to Clallam County PUD No. 1, Attn: Contracts Coordinator, P.O. Box 1000, Carlsborg, Washington 98324. If submitting a sealed bid via express delivery (i.e. FedEx, UPS), please deliver the sealed bid to the Clallam County PUD No. 1, Attn: Contracts Coordinator, 100 Hooker Road Sequim, WA 98382. If mailed, the bid must be in a sealed bid envelope with the name and address of the Bidder and bid number on the sealed envelope and then placed inside the delivery envelope to be mailed. Proposals must be filled out in ink or typewritten. No alterations or interlineations will be permitted, unless made before submission, initialed, and dated. At 3:00 p.m. Pacific time, a public bid opening will take place in the Boardroom at the District's Main office.

There will be a voluntary Pre-Bid Conference for this project. The Pre-bid Conference will be held on Thursday, March 31, 2022, at 10:00 a.m. Pacific time, at the Clallam County PUD No. 1 Clallam Bay/Sekiu Office, located at 15 Sekiu Airport Road, Sekiu, WA 98381. For more information please contact Tom Martin, Water and Wastewater Systems Manager, by phone at 360-565-3449, or by email at tomm@clallampud.net. No questions or requests for clarifications will be addressed after April 7, 2022, 12:00 p.m. Pacific Time.

Free-of-charge access to project bid documents (plans, specifications, addenda, and Bidders List) is provided to Prime Bidders, Subcontractors, and Vendors by going to Builders Exchange of Washington at www.bxwa.com and clicking on "Posted Projects", "Public Works", and "Clallam County PUD". This online plan room provides Bidders with fully usable online documents with the ability to: download, view, print, order full/partial plan sets from numerous reprographic sources, and a free online digitizer/take-off tool. All interested Bidders shall "Register" in order to receive automatic e-mail notification of future addenda and to place themselves on the "Self-Registered Bidders List". Bidders that do not register will not be automatically notified of addenda and will need to periodically check the on-line plan room for addenda issued on this project. Contact Builders Exchange of Washington at 425-258-1303 should you require assistance with access or registration.

Proposals shall be submitted on the forms provided and as described in the Instructions to Bidders. No bidder may withdraw a bid submitted for a period of 60 days after the day of bid opening. Each bid shall be accompanied by bid security in the form of deposit or bid bond in the amount of not less than five percent (5%) of the total bid amount. Performance and Payment Bonds in the amount of one hundred percent (100%) of the contract amount must be provided by the successful bidder prior to notice to proceed.

If you have any questions regarding this bid, please contact John Gillespie at BHC Consultants, 206-357- 9914 or email at john.gillespie@bhccconsultants.com. BHC Consultants is the is the Owner's Representative during the bid period.

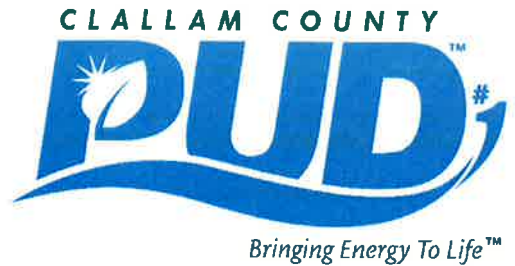
Intended dates of publication:

Seattle Daily Journal of Commerce March 21, 2022 and March 28, 2022

PUBLIC UTILITY DISTRICT NO. 1
OF CLALLAM COUNTY

Date: _____




Jim Waddell, Secretary



MEMORANDUM

Date: March 14, 2022

To: Sean Worthington, General Manager

From: John Purvis, Assistant General Manager 
Doug Adams, Transmission & Substation Systems Supervisor 
Ben Phillips, Project Manager 

Re: **BID AWARD RECOMMENDATION MEMO**
BID OPENING MARCH 1, 202
TRANSMISSION REBUILD CHERRY STREET TO RACE STREET
BID NUMBER 210804

This contract is for the transmission line rebuild from Cherry Street to Race Street, Port Angeles, WA. The work includes all work, labor, and services to replace 22 transmission poles with 3-phase distribution underbuild, fiber optic cable, and foreign communications attachments. The Engineer's Estimate for the project was \$318,780.

Olympic Electric Co., Inc., from Port Angeles, WA, is the lowest responsible bidder, with a total base bid of \$283,990 (not including WSST). A tabulation of all bids received is attached.

We recommend that the District let the contract to **Olympic Electric Co., Inc.**

Accepted by Board of Commissioners at meeting of _____, 20____.

Sean Worthington, General Manager

TRANSMISSION POLE REPLACEMENT WITH DISTRIBUTION & FIBER FROM S CHERRY ST TO RACE ST (BPA)

BID DUE DATE MARCH 1, 2022, 2:00 PM

BID NUMBER 210804

Engineer's Estimate \$318,780

BIDDER	IN SEALED ENVELOPE	BID PROPOSAL AMOUNT without WSST	STARTING DATE / COMPLETION DATE	ALTERNATE BID	PROJECT PLAN & SCHEDULE ATTACHED	LIST OF REGULAR & OVERTIME RATES OF ALL WORKERS ATTACHED	BID BOND INCLUDED	ADDENDUM 1 ACKNOWLEDGED
late bid POTELCO INC	LATE BID	\$ 898,895.00	May 2, 2022 July 1, 2022	N	N	N	Y	Y
MAGNUM POWER LLC	Y	\$ 366,287.00	May 2, 2022 July 1, 2022	N	Y	Y	Y	Y
CANNON CONSTRUCTORS LLC	Y	\$ 307,496.18	May 2, 2022 July 1, 2022	N	Y	Y	Y	Y
WILSON CONSTRUCTION CO	Y	\$ 365,737.56	May 2, 2022 July 1, 2022	N	Y	Y	Y	Y
TITAN ELECTRIC INC dba FB TITAN	Y	\$ 295,251.52	May 2, 2022 July 1, 2022	N	Y	Y	Y	Y
DJS ELECTRICAL INC	Y	\$ 298,435.00	May 2, 2022 July 1, 2022	N	Y	Y	Y	Y
RIVERLINE POWER LLC	Y	\$ 293,000.00	May 2, 2022 July 1, 2022	N	Y	Y	Y	Y
OLYMPIC ELECTRIC CO INC	Y	\$ 283,990.00	May 2, 2022 July 1, 2022	N	Y	Y	Y	Y



MEMORANDUM

Date: March 14, 2022

To: Sean Worthington, General Manager

From: John Purvis, Assistant General Manager
Bill Decker, Project Manager 

Re: POLE INSPECTING, TREATING, AND REPORTING
ELECTRICAL TRANSMISSION AND DISTRIBUTION
WOOD POLES IN CLALLAM COUNTY
BID NUMBER 220803

It is recommended that the District solicit quotations for a prequalified contractor to inspect, treat, and report on an unspecified number of electrical transmission and distribution wood poles. The number of wood poles is undetermined at this time. The location of the work is Clallam County.

This project will have an estimated not-to-exceed amount of \$137,132.00 (not including WSST).

Staff requests a motion, second, and vote to authorize District staff to publish a notice in the Peninsula Daily News and by such other means as determined by staff to be prudent, inviting sealed proposals from prequalified high voltage electric contractors for the work.

JP:BD:jk

Accepted by Board of Commissioners at meeting of _____, 20__.

Sean Worthington, General Manager



**INVITATION TO SUBMIT BID
Bid Number 220803**

Prequalified contractors are invited to submit a sealed single bid for Clallam County PUD No. 1, to inspect, treat, and report on an unspecified number of electrical transmission and distribution wood poles. The number of wood poles is undetermined at this time. The location of the work is in Clallam County. The work under this contract is not-to-exceed \$137,132.00.

All bidders must be prequalified in accordance with Washington State Regulations (RCW 54.04.085) prior to receiving bid proposals. The bid packets and contract documents including plans and specifications may be viewed and downloaded from our website at no cost:

<https://www.clallampud.net/contractorsprojects>.

Sealed bids will be received by Clallam County PUD No. 1 until 2:30 p.m. Pacific Time on Wednesday, April 20, 2022. Bids may be submitted via USPS and sent to Clallam County PUD No. 1, Attn: Contracts Coordinator, P.O. Box 1000, Carlsborg, Washington 98324. If submitting a sealed bid via express delivery (i.e. FedEx, UPS), please deliver the sealed bid to the Clallam County PUD No. 1, Attn: Contracts Coordinator, 100 Hooker Road Sequim, WA 98382. If mailed, the bid must be in a sealed bid envelope with the name and address of the Bidder and bid number on the sealed envelope and then placed inside the delivery envelope to be mailed. Proposals must be filled out in ink or typewritten. No alterations or interlineations will be permitted, unless made before submission, initialed, and dated. At 3:00 p.m. Pacific Time, a public bid opening will take place in the Boardroom at the District's Main office at 104 Hooker Road, Sequim WA.

Please contact Bill Decker, Project Manager, Clallam County PUD No. 1, at 360-565-3461, or by email at billd@clallampud.net if you have questions.

Each bid must be accompanied by a Bid Bond, Certified Check, or Cashier's Check in an amount equal to five percent (5%) of the Bid.

PUBLIC UTILITY DISTRICT NO. 1
OF CLALLAM COUNTY

Jim Waddell, Secretary

**SECTION I
NOTICE AND INSTRUCTIONS TO BIDDERS
BID NUMBER 220803**

1. CALL FOR BIDS

Sealed bids for distribution and transmission wood pole inspection, treating, and reporting will be received by PUBLIC UTILITY DISTRICT NO. 1 OF CLALLAM COUNTY, on or before Wednesday, April 20, 2022, by 2:30 p.m., Pacific Time, either by standard mail Attn: Contracts Coordinator, P.O. Box 1000, Carlsborg, WA 98324, or by overnight mail or expedited mail, Attn: Contracts Coordinator, 100 Hooker Rd., Sequim WA 98382. Please note, due to COVID our offices are closed to the public at this time and might still be closed at the time of bid due date. A public bid opening will take place in the Boardroom at the Districts Main Office located at 104 Hooker Road, Sequim, WA 98382.

2. SCOPE OF WORK

The project will consist of wood pole inspection, treating, and reporting of an unspecified number of electrical transmission and distribution wood poles in Clallam County. The number of wood poles to be inspected, treated, and reported will be determined by the Contractor's unit cost proposal.

The District is also interested in receiving cost proposals for the installation of District plant unit numbers on the wood poles and guy guards that are included within the above-defined scope.

This project will have an estimated not-to-exceed amount of \$137,132.00 (not including WSST).

3. STARTING / COMPLETION DATES

The work shall commence upon issuance of the Notice-to-Proceed or as soon thereafter as weather permits. The Project must be completed on or before November 4, 2022.

4. AVAILABILITY OF CONTRACT DOCUMENTS

Specifications are on file and copies are available at no cost on our website <https://clallampud.net/contractorsprojects/> or please telephone Bill Decker at 360.565.3461 or Contracts 360.565.3243 to assist you with providing documents.

5. EXAMINATION OF SITE AND CONDITIONS

Prior to the submission of the bidder's proposal, the bidder shall make and shall be deemed to have made a careful examination of all contract documents on file with the District, and shall become informed as to the location and nature of the proposed inspection, treating, and reporting, the transportation facilities, the kind of facilities required before and during the course of the project, general local conditions, and all other matters that may affect the cost and the time of completion of the project. An inspection tour of the areas to be inspected, treated, and/or reported is not scheduled; however, if the Contractor wishes to view a representative area or needs further information, the Contractor should contact Bill Decker, Operations Superintendent, at 360.565.3461.

6. BIDDER PREQUALIFICATION

Per RCW 54.04.080; RCW 54.04.085;

- Contractors must be prequalified to work on the District's electrical facilities prior to being considered a responsible bidder to our call for bids.

7. SUPPLEMENTAL BIDDER RESPONSIBILITY CRITERIA

In addition to the requirements above in item 6, the Bidder must also meet the following relevant supplemental bidder responsibility criteria applicable to the project:

- 1.) Must provide a "Treating Foreman" that has received a minimum of 12 weeks training as a wood pole inspector

- 2.) The "Treating Foreman" must have a minimum of 2 years of experience supervising a test and treat crew and 5 test and treat projects of experience in application of fumigants and paste type treatments. The "Treating Foreman" should be familiar with filing necessary paperwork and electronic files.
- 3.) The "Treating Foreman" must have current certifications in first aid and CPR and have safety and PPE training.

As evidence the bidder meets the bidder responsibility criteria listed above, all bidders must provide by bid due date of April 20, 2022, 2:30 p.m. and with Section II - Proposal:

- 1.) A Resume of "Treating Foreman" listing the name of the service that provided the wood pole inspector training and the date the training was completed.
- 2.) The "Treating Foreman" resume must show a minimum of 2 years of experience in supervising a test and treat crew and list with contact information the last 5 test and treat projects.
- 3.) The resume must also include either copies of current certifications in first aid, CPR, PPE, and safety training and/or list each training with the name of the service that provided the training and the dates completed.

Bidders with concern about relevancy or restrictiveness of the required Supplemental Bidder Responsibility Criteria may make or submit requests in writing to the District to modify the criteria. Such requests shall describe the exact nature of the concerns and proposes specific modifications to the criteria that will make the criteria more relevant and/or less restrictive of competition. Bidders shall submit in writing, such requests to the District no later than 7 business days prior to the bid submittal deadline and address the request to Project Manager, Bill Decker at billd@clallampud.net.

If the District determines the apparent low bidder does not meet the Supplemental Bidder's Responsibility criteria above, the District shall notify the bidder in writing with the reasons for its determination. If the bidder disagrees with this determination, it may appeal the determination within 24 hours of receipt of the District's written determination by presenting additional information to the District. The District will consider additional information before issuing its final determination. If the final determination affirms that the bidder is not responsible, the District will not execute a contract with any other bidder until two business days after the bidder determined to be not responsible has received the final determination.

8. INSURANCE

The Contractor shall, at its own expense and cost, carry insurance from an insurance company or companies and under policies of insurance acceptable to and approved by the District, the following insurance with limits not less than shown on the respective items:

a. **Worker's Compensation**

To the limit required by the laws of the State of Washington.

b. **Commercial General Liability and Property Damage Insurance**

Minimum Coverage Limits:

Bodily Injury	\$1,000,000 each person
Property Damage	\$1,000,000 each occurrence \$2,000,000 aggregate
Umbrella Coverage	\$2,000,000

Any policy shall have no Self Insured Retained Limits or deductible.

c. All policies of insurance providing coverages required under paragraph "b" above shall name Public Utility District No. 1 of Clallam County as additional insured with a cross liability clause and provide that no cancellation or material changes in the policies shall become effective unless thirty (30) days prior notice of such cancellation or change shall be furnished the District by certified mail. The District shall be named in the policy as an additional insured without reservation or qualification. Blanket Additionally Insured is not acceptable.

Prior to commencement of any work hereunder, the Contractor shall provide the District with evidence of Worker's Compensation Insurance and with a Certificate of Insurance showing the District named as additional insured.

9. CONTRACTOR

The project, as detailed under Item 2 of this Notice and Instructions to Bidders, shall be performed by one general contractor. The bidder may not elect to bid on only a portion of the project, but may use necessary subcontractors to complete the work. All subcontractors must be listed in Section II, Proposal. Any change or substitution may be approved in advanced by the District with a Change Order PRIOR TO WORK STARTING. **Any subcontractor not listed shall be barred from performing any of the work described herein.**

10. SUBMISSION OF PROPOSAL

Sealed bids may be submitted via USPS and sent to Clallam County PUD No. 1, Attn: Contracts Coordinator, P.O. Box 1000, Carlsborg, Washington 98324.

If submitting a sealed bid via express delivery (i.e. FedEx, UPS), please deliver the sealed bid to the Clallam County PUD No. 1, Attn: Contracts Coordinator, 100 Hooker Road Sequim, WA 98382. The bid must be in a sealed bid envelope with the name and address of the Bidder, plainly marked "SEALED BID", and bid number on the sealed envelope and then placed inside the delivery envelope to be mailed.

Bids must be filled out in ink or typewritten. No alterations or interlineations will be permitted, unless made before submission, initialed, and dated. Sealed bids will be received by Clallam County PUD No. 1, until 2:30 p.m. Pacific Time on Wednesday, April 20, 2022.

At 2:30 p.m. Pacific Time, April 20, 2022, a public bid opening will take place in the Boardroom at the District's Main office, 104 Hooker Rd., Sequim, WA. If attending the bid opening, please no more than 2 people per party, full mouth and nose mask covering is required, park on East side of the building parking lot, and enter only on the North side of the building, and distancing of at least 6 feet separation will be in place.

11. EMPLOYER'S IDENTIFICATION NUMBER

The bidder must furnish with the bid the firm's Federal Employer Identification Number.

12. SALES TAXES

Any county, city, or metropolitan municipal sales taxes that may be applicable to this transaction will be considered by the Board in evaluation of bids. In the event that a county, city, or metropolitan municipal sales tax is applicable to the proposed purchase, the Board will award the contract to the lowest bidder, on the basis of the relative amount of the stated bid price plus the amount of any county, city, or metropolitan municipal sales and use tax.

13. PAYMENT OF PREVAILING WAGES

The Contractor will be required to pay prevailing wages on this project. It shall be the Contractor's responsibility to verify current rates of all occupations used on the project. See the Prevailing Wage section, attached as "Exhibit A" herein.

14. BID SECURITY

Each proposal shall be accompanied by a Certified Check or Cashier's Check payable to the order of the District for a sum not less than five percent (5%) of the amount of the bid, or accompanied by a Bid Bond in an amount not less than five percent (5%) of the total bid with a Corporate Surety licensed to do business in the State of Washington, conditioned that the Bidder will pay to the District as liquidated damages the total amount specified in the Bond unless entering into a contract in accordance with the bid and furnishing a Performance and Payment Bond(s) for not less than One Hundred percent (100%) of the contract price within ten (10) days of being notified as being the successful bidder, as required by Section 54.04.080 R.W.C.

If a proposal is not accepted, the Certified Check, Cashier's Check, or Bid Bond will be returned within 90 days to

the Bidder furnishing same, except that of the successful Bidder shall be retained until a contract is entered into and a Performance and Payment Bond(s) furnished as mentioned above.

If the Bidder fails to enter into a contract and furnish the Bond(s) within ten (10) days of the date of being notified as being the successful Bidder, the check or Bid Bond and the amount thereof shall be forfeited to the District. No Bidder shall be permitted to withdraw a bid within a period of 45 days after the actual date on which the bids were opened.

15. PROPOSAL IRREGULARITIES OR ERRORS

The District reserves the right to waive non-material irregularities or minor errors in any proposal.

16. REJECTION OF PROPOSAL

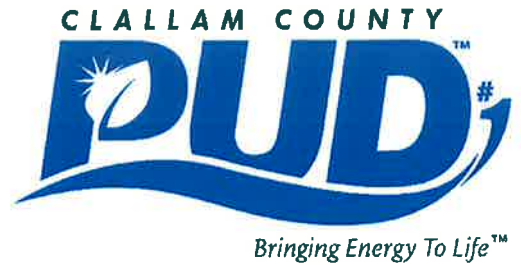
The District reserves the right to reject all proposals and re-issue the request for proposals.

17. SUSPENSION/DEBARMENT

All bidders must have a current Washington Unified Business Identifier (UBI) number. If applicable they must have Industrial Insurance (worker' compensation) coverage for the bidder's employees working in Washington, as required in Title 51 RCW. They must also have a Washington Department of Revenue state excise tax registration number, as required in Title 82 RCW. The bidder must not be in a suspended or debarment status or be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065(3).

**PUBLIC UTILITY DISTRICT NO. 1
OF CLALLAM COUNTY**

By: 
John Purvis, Assistant General Manager



MEMORANDUM

Date: March 14, 2022

To: Sean Worthington, General Manager

From: John Purvis, Assistant General Manager 
Bill Decker, Operations Superintendent

Re: HELICOPTER TREE TRIMMING ON WEST AND EAST END OF DISTRICT
SERVICE AREAS
INVITATION TO BID 220804

Staff recommends the District solicit formal bids for the goods and services of an experienced qualified contractor to provide all labor, materials, and related equipment to perform aerial tree side trimming, utilizing a helicopter born aerial saw, as more fully set forth in the Invitation to Bid attached hereto. The project cost is requested at not-to-exceed \$85,000.

Staff requests a motion, second and vote to authorize District staff to publish a notice in the Seattle Daily Journal of Commerce and by such other means as determined by staff to be prudent, inviting sealed proposals for the work.

Accepted by Board of Commissioners at meeting of _____, 20__.

Sean Worthington, General Manager



INVITATION TO SUBMIT BID
Bid Number 220804

BIDS FOR:

CLALLAM COUNTY PUD NO. 1

Contractors are invited to submit a single sealed bid for helicopter tree trimming on the west and east end of District service areas located in Clallam County, Washington. The work under this contract is not-to-exceed \$85,000.

The bid packets and contract documents including maps and shape files may be viewed and downloaded from our website at no cost: <https://www.clallampud.net/contractorsprojects>.

Sealed bids will be received by Clallam County PUD No. 1 until 2:30 p.m. Pacific Time on Wednesday, May 4, 2022. Bids may be submitted via USPS and sent to Clallam County PUD No. 1, Attn: Contracts Coordinator, P.O. Box 1000, Carlsborg, Washington 98324. If submitting a sealed bid via express delivery (i.e. FedEx, UPS), please deliver the sealed bid to the Clallam County PUD No. 1, Attn: Contracts Coordinator, 100 Hooker Road Sequim, WA 98382. If mailed, the bid must be in a sealed bid envelope with the name and address of the Bidder and bid number on the sealed envelope and then placed inside the delivery envelope to be mailed. Proposals must be filled out in ink or typewritten. No alterations or interlineations will be permitted, unless made before submission, initialed, and dated. At 3:00 p.m. Pacific Time, a public bid opening will take place in the Boardroom at the District's Main office at 104 Hooker Road, Sequim WA.

There will be a voluntary Pre-Bid Conference for this project. The Pre-Bid Conference will be held on Wednesday, March 23, 2022, beginning at 10:00 a.m. at 15 Sekiu Airport Road, Sekiu, WA. Please contact Bill Decker, Project Manager, Clallam County PUD No. 1, at 360-565-3461, or by email at billd@clallampud.net to advise the District of your attendance or if you have questions.

Each bid must be accompanied by a Bid Bond, Certified Check, or Cashier's Check in an amount equal to five percent (5%) of the Bid.

PUBLIC UTILITY DISTRICT NO. 1
OF CLALLAM COUNTY

Jim Waddell, Secretary

**SECTION I
NOTICE AND INSTRUCTIONS TO BIDDERS
BID NUMBER 220804**

1. CALL FOR BIDS

Sealed bids will be received by Clallam County PUD No. 1 until 2:30 p.m. Pacific Time, on Wednesday, May 4, 2022. At 3:00 p.m. Pacific Time, a public bid opening will take place in the Boardroom at the District's Main office.

2. SCOPE OF BID

Brush and tree trimming services along 69kV and 12.5 kV transmission line areas and other right-of-way areas in Clallam County and as subsequently directed by the District to side trim trees and brush by utilizing a helicopter incorporating a suspended aerial saw system (the "Project").

The crew(s) and equipment to be furnished by the Contractor shall consist of the following:

- Helicopter, aerial saw in accordance with ANSI A300 tree pruning standards, and associated tools, vehicles, and equipment to provide for line clearance aerial tree trimming. The operation is monitored and certified by the Federal Aviation Administration (FAA) Aerial, saw operations must maintain compliance with U.S. Federal Aviation Administration (FAA) regulations, FAR Part 91 and Part 133.
- Traffic control personnel, ground support personnel, equipment, and devices sufficient to provide for worker and public safety at all times during the trimming operation.
- All personnel shall be deemed qualified and shall have been proven proficient in any work which they may be assigned to perform. Crew shall also comply with all applicable statutes, ordinances, rules, and regulations pertaining to the work, including safety standards of the Washington State Department of Labor and Industries for trimming near energized electric 69kV and 12.5 kV transmission lines.
- All personnel, pilot(s) and ground support crew(s) shall be familiar with the terrain with the assigned work zone and generally familiar with the terrain and requirements for flight operations in the State of Washington.
- Contractor will also provide a Project Manager, active Safety Manager, onsite Aviation Technical Specialist, and all necessary onsite personnel to support on-ground work as needed for the project.

All tree trimming shall be done so as to obtain maximum clearance with due regard to current and future tree health and symmetry

Lateral tree growth shall be removed to the provide 15 feet horizontal and vertical conductor clearance. When 15 feet horizontal clearance cannot be achieved, laterals will be removed to the main stem or trunk of tree.

Areas, spans, or trees to be trimmed or skipped will be as directed by the Project Manager, Bill Decker at 360-565-3461 or by e-mail billd@clallampud.net.

The Contractor shall, at their own expense, be responsible for obtaining all permits required by governing authorities which affect their work. The Contractor shall maintain and provide all legal and necessary guards, railings, lights, warning signs, etc. during the execution of the work; the

proper protection and convenience of all work personnel and the public; and shall be responsible for keeping the works free from trespassers.

The Contractor shall at all times abide by all existing laws, codes, rules, and regulations as may be required by federal, state, or local agencies as applicable to the work under this Contract, including but not limited to WAC 296-155-305, WAC 468-98-3015, and WAC 468-95-302.

Contractor and workers shall be familiar with the Washington State Forest Fire Protection Requirements and adhere to them. These requirements are found in Revised Code of Washington Chapter 76.04; and Washington Administrative Code (WAC) 332-24

3. CUSTOMER RELATIONS AND CONTACT

The Contractor will be responsible for making every reasonable effort to contact customers to discuss or explain what work must be accomplished on the customer's property

The Contractor agrees that the personnel and equipment shall at all times present a neat appearance. All work shall be done and all contacts with customers handled with due regard for the District's public relations. The Contractor agrees that complaints of any nature received from property owners or public authorities shall receive immediate attention. All complaints shall be reported within 24 hours to the District's Project Manager, Bill Decker at 360-565-3461.

4. AVAILABILITY OF CONTRACT DOCUMENTS

The bid packets and contract documents including maps and shape files may be viewed and downloaded at no cost from our website: <https://www.clallampud.net/contractorsprojects/>. If you have further questions or need assistance with the files please contact the Project Manager, Bill Decker by telephone (360) 565-3461 or by e-mail billd@clallampud.net. Gregory Thompson can also assist with the shape files and can be reached by telephone (360) 565-3463.

5. CONTRACT

The Project, as detailed under Item 2 of this Notice and Instructions to Bidders, shall be performed by one general contractor. The Bidder may not elect to bid on only a portion of the Project, but may use necessary subcontractors to complete the work. All subcontractors must be listed in Section II, Proposal. Any subcontractor not listed will not be allowed on the construction site until an official change order has been agreed and executed between both parties.

6. MANDATORY BIDDER RESPONSIBILITY CRITERIA

It is the District's intent to award a contract to the responsible contractor with the lowest quote. Pursuant to RCW 39.04.350(1), in order to be deemed responsible, the contractor must satisfy the following criteria at the time the quote is submitted:

1. Have, at the time of quote submittal, a certificate of registration in compliance with chapter 18.27 RCW;
2. Have a current Washington State unified business identifier ("UBI") number;
3. If applicable, have industrial insurance coverage for the contractor's employees working in Washington as required in Title 51 RCW; an Employment Security Department number as required in Title 50 RCW; and a state excise tax registration number as required in Title 82 RCW;
4. Not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065(3);
5. Within the three-year period immediately preceding the date of the RFQ, not have been

determined by a final and binding citation and notice of assessment issued by the Washington Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of Chapter 49.46, 49.48, or 49.52 RCW.

6. Have, at the time of quote submittal, received training or have been deemed exempt by the Department of Labor and Industries on the requirements related to public works and prevailing wage under this chapter and chapter 39.12 RCW.

The District may require a contractor to submit documentation demonstrating compliance with the criteria.

7. SUPPLEMENTAL BIDDER'S RESPONSIBILITY

In addition to the Mandatory Bidder Responsibility Criteria, the lowest Bidders must also meet and demonstrate the following relevant supplemental bidder responsibility criteria applicable to the project:

- Experienced in aerial saw operation projects
- Aircraft to be furnished under this contract shall be insured, operated, and maintained by the Contractor. Aircraft shall be registered with the Washington State Department of Transportation (WSDOT).
- A FAA certified or endorsed and qualified pilot to perform external load operations
- Demonstrate a record of safe practices and procedures

The District will notify the lowest bidder, no later by May 5, 2022, 3:00 p.m., Pacific Time, to demonstrate and show as evidence the criteria listed above, by providing the following to the District no later than May 10, 2022, 2:30 p.m.:

- A Resume of the company and reference the last 4 aerial saw projects detailing dates performed, description of work, and a point of contact which includes telephone number and e-mail address from the customer for who the work was performed
- Supply a letter of certification of the aircraft(s) registration with the WSDOT
- Demonstrate Pilot(s) have FAA certification or endorsement by providing Last Name(s) and Certificate Number(s) to perform external load operations.
- Demonstrate specific safety and operation procedures approved by the FAA Part 91 (General Operating and Flight Rules and Part 133 (Rotorcraft External Load Operations) have been developed
- Provide OSHA 300 log for the previous three (3) year period. List all OSHA citations received including:
 - Violation type
 - Date
 - Outcome and brief description of citation
 - Any fatal accidents

Bidders with concern about relevancy or restrictiveness of the required Supplemental Bidder

Responsibility Criteria may make or submit requests in writing to the District to modify the criteria. Such requests shall describe the exact nature of the concerns and proposes specific modifications to the criteria that will make the criteria more relevant and/or less restrictive of competition. Bidders shall submit in writing, such requests to the District no later than 7 business days prior to the bid submittal deadline and address the request to Project Manager, Bill Decker at billd@clallampud.net.

If the District determines the apparent low bidder does not meet the Supplemental Bidder's Responsibility criteria above, the District shall notify the bidder in writing with the reasons for its determination. If the bidder disagrees with this determination, it may appeal the determination within 24 hours of receipt of the District's written determination by presenting additional information to the District. The District will consider additional information before issuing its final determination. If the final determination affirms that the bidder is not responsible, the District will not execute a contract with any other bidder until two business days after the bidder determined to be not responsible has received the final determination.

8. SUBMISSION OF PROPOSAL

The bid must be in a sealed bid envelope with the name and address of the Bidder, plainly marked "**SEALED BID**", and bid number on the sealed envelope and then placed inside the delivery envelope to be delivered. Proposals must be filled out in ink or typewritten. No alterations or interlineations will be permitted, unless made before submission, initialed, and dated.

Sealed bids will be received by Clallam County PUD No. 1, until 2:30 p.m. Pacific Time on Wednesday, May 4, 2022. At 3:00 p.m. Pacific Time, May 4, 2022, a public bid opening will take place in the Boardroom at the District's Main office, 104 Hooker Rd., Sequim, WA.

Sealed bids can be hand delivered to the main office at 104 Hooker Road, Sequim, WA 98382.

Bids may be submitted **via USPS** and sent to Clallam County PUD No. 1, Attn: Contracts Coordinator, P.O. Box 1000, Carlsborg, Washington 98324.

If submitting a sealed bid via **express delivery** (i.e. FedEx, UPS), please deliver the sealed bid to the Clallam County PUD No. 1, Attn: Contracts Coordinator, 100 Hooker Road Sequim, WA 98382.

9. BID SECURITY

Each proposal shall be accompanied by a Certified Check or Cashier's Check payable to the order of the District for a sum not less than five percent (5%) of the amount of the bid, or accompanied by a Bid Bond in an amount not less than five percent (5%) of the total bid with a Corporate Surety licensed to do business in the State of Washington, conditioned that the Bidder will pay to the District as liquidated damages the total amount specified in the Bond unless entering into a contract in accordance with the bid and furnishing a Performance and Payment Bond(s) for not less than One Hundred percent (100%) of the contract price within ten (10) days of being notified as being the successful bidder, as required by Section 54.04.080 R.W.C.

If a proposal is not accepted, the Certified Check, Cashier's Check, or Bid Bond will be returned within 90 days to the Bidder furnishing same, except that of the successful Bidder shall be retained until a contract is entered into and a Performance and Payment Bond(s) furnished as mentioned above.

If the Bidder fails to enter into a contract and furnish the Bond(s) within ten (10) days of the date of being notified as being the successful Bidder, the check or Bid Bond and the amount thereof shall be forfeited to the District. No Bidder shall be permitted to withdraw a bid within a period of 45 days after the actual date on which the bids were opened.

10. EXAMINATION OF SITE AND CONDITIONS

Prior to the submission of the Proposal, the Bidder shall make and shall be deemed to have made a careful examination of the site(s) of the Project and of the Contract Documents on file with the District, and shall become informed as to the location and nature of the proposed construction, the transportation facilities, the kind and character of the soil and terrain to be encountered, the kind of facilities required before and during the course of the Project, general local conditions, and all other matters that may affect the cost and the time of completion of the Project. Bidders will be required to comply with all applicable statutes, regulations, etc., including those pertaining to the licensing of contractors, and the so-called "Kickback Statute" (48 Stat. 948) and regulations issued pursuant thereto.

A voluntary pre-bid conference has been scheduled for bidders interested in reviewing the project and asking questions. The meeting will be at **10:00 a.m., Wednesday, March 23, 2022, at 15 Sekiu Airport Road, Sekiu, Washington**. Interested bidders must contact Bill Decker, Project Manager at 360.565.3461 or via e-mail at billd@clallampud.net to advise the District of your attendance or if you have questions.

11. EXECUTION OF CONTRACT

The Contract, when executed, shall be deemed to include the entire agreement, or any portion thereof, between the parties thereto, and the Contractor shall not claim any modification thereof resulting from any representation or promise made at any time by any officer, agent, or employee of the District or by any other person.

12. PROPOSAL IRREGULARITIES OR ERRORS

The District reserves the right to waive minor irregularities or minor errors in any Proposal, if it appears to the District that such irregularities or errors were made through inadvertence. Any such irregularities or errors so waived must be corrected on the Proposal in which they may occur prior to the execution of any contract that may be awarded thereon.

13. REJECTION OF PROPOSAL

The District reserves the right to reject any or all Proposals, or any portion of any Proposal.

14. STARTING / COMPLETION DATES

Work shall commence on or after July 6, 2022. Work must be completed on or before August 31, 2022.

15. HOURS OF WORK

Normal working hours are from 6:30 a.m. to 5:00 p.m., Monday through Thursday, unless otherwise authorized by the District. The lunch period shall be observed from 11:30 a.m. to 12:00 p.m. unless unusual circumstances prevail. Work outside of normal working hours may be restricted to activities that do not require the immediate presence or availability of District Inspector or staff.

The District or the Contractor may terminate this four-day workweek schedule and revert to a five-day workweek at any time with one week prior notice to the other.

The Contractor shall comply with all provisions of WAC 296-127-022, "Overtime According to RCW 49.28.065."

HOLIDAYS

The Contractor shall observe holidays that correspond with District holidays on the same day as observed by the District. The Contractor shall conform to normal working hours and a five day work week for any week the District observes a holiday.

16. EMPLOYER'S IDENTIFICATION NUMBER

In carrying out the requirements of Presidential Executive Order 10936, the Bidder must furnish with the Bid, the firm's Employer's Identification Number. This is the number which is used by companies when filing their "Employer's Quarterly Federal Tax Return," U.S. Treasury Department Form 941.

17. SALES TAXES

The cost of any county, city, or metropolitan municipal sales taxes (R.C.W 82.14) that may be applicable to this transaction will be considered by the Board in evaluation of bids. In the event that a county, city, or metropolitan municipal sales tax is applicable to the proposed purchase, the Board will award the contract to the lowest Bidder, on the basis of the relative amount of the stated bid price plus the amount of county, city, or metropolitan municipal sales and use tax imposed pursuant to Chapter 82.14, Revised Code of Washington (1970 1st Ex. Sess., Chapter 94).

18. INSURANCE

The Contractor shall, at his own expense and cost, carry in an insurance company or companies and under policies of insurance, acceptable to and approved by the District, the following insurance with limits not less than shown on the respective items:

a. Worker's Compensation

To the limit required by the laws of the State of Washington.

b. Comprehensive General Liability and Property Damage Insurance

This insurance shall include coverage for Contractor's Contingency Liability Insurance covering Subcontractor's Liability, Contractual Liability Insurance, Completed Operations Liability Insurance, and Automobile Liability Insurance covering owned, non-owned, and hired units.

Minimum Coverage Limits:

Bodily Injury	\$1,000,000 each person
Property Damage	\$1,000,000 each occurrence \$2,000,000 aggregate
Umbrella Coverage	\$2,000,000

- c. All policies of insurance providing coverage's required under paragraph "b" above shall name the Public Utility District No. 1 of Clallam County as additional named insured with a cross liability clause and provide that no cancellation or material changes in the policies shall become effective unless thirty (30) days prior written notice of such cancellation or change shall be furnished the District by registered mail.

Prior to commencement of any work hereunder, the Contractor shall provide the District with evidence of Worker's Compensation Insurance and with a Certificate of Insurance showing the District named as additional insured.

SUPPLEMENTAL INSURANCE

In addition to the insurance requirements specified above, Contractor shall carry Aircraft Liability Insurance per occurrence for

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

Including loss of damage arising out of the operations onto property other than the property to which the services are performed. All aircraft used on the contract must be listed under the coverage certificate. This provision for Aircraft Liability shall be included with the insurance provisions request above.

19. PAYMENT OF PREVAILING WAGES

The Contractor will be required to pay prevailing wages on this project as indicated in SECTION III, CONTRACT, Article VI and **Exhibit "A"**. Please note that those rates included for Occupations listed in **Exhibit "A"** are as furnished by the State of Washington (March 3, 2022), but it shall be the Contractor's responsibility to verify current rates.

PUBLIC UTILITY DISTRICT NO. 1
OF CLALLAM COUNTY

Date: 3/8/2022

By: 
John Purvis
Assistant General Manager

A RESOLUTION Establishing an Alternate Work Schedule Policy

WHEREAS, Clallam PUD (the “District”) recognizes that flexible or alternate work schedules can be a viable and potentially beneficial alternative work arrangement that can contribute to enhanced employee productivity and customer service, as well as provide an attractive recruitment and retention benefit; and

WHEREAS, this *Alternate Work Schedule Policy* will allow employees to work a schedule other than normal business hours; and

WHEREAS when both an employee’s proven individual performance and job requirements are suited to such an arrangement, the District believes alternate work schedules can deliver net positive outcomes for the employee and the District; and

WHEREAS, an alternate work schedule is not an entitlement or a District-wide benefit; it is a method of providing flexibility for individual employees while meeting the needs of the District; and

WHEREAS, an alternate work schedule may be used to mitigate employee child, other dependent care, or to accommodate other personal preferences, but only in a case when District needs are met as determined by the District; and

WHEREAS, supporting *Alternate Work Schedule Requirements* and *Alternate Work Schedule Agreements* for represented and staff employees have been developed and reviewed by represented and staff management; and

WHEREAS, that upon adoption of this RESOLUTION, the attached *Alternate Work Schedule Policy* and supporting *Alternate Work Schedule Requirements* and *Alternate Work Schedule Agreements* in support of the Policy will be put into place, now, therefore, be it

RESOLVED, That this RESOLUTION becomes effective on March 14, 2022.

PASSED, by the Board of Commissioners of Public Utility District No. 1 of Clallam County, Washington, this 14th day of March, 2022.

ATTEST:

President

Vice President

Secretary

Policy# 618
Policy Name Alternate Work Schedule Policy
Department Human Resources
Policy Owner Name/Title Jamie Spence, HR Manager
Creation Date 3-14-2022 **Issue Date** TBA
Resolution# 2233-22 **Date Adopted** TBA
Approval Authority Board of Commissioners
Policy Directive Required? Yes

ALTERNATE WORK SCHEDULE POLICY

I. PURPOSE

- A. Clallam PUD (the “District”) recognizes that flexible or alternate work schedules can be a viable and potentially beneficial alternative work arrangement that can contribute to enhanced employee productivity and customer service, as well as provide an attractive recruitment and retention benefit.
- B. To permit alternate work schedules for employees to work a schedule other than normal business hours. When an employee and their job requirements are suited to such an arrangement, the District believes alternate work schedules can deliver net positive outcomes for the employee and the District.
- C. An alternate work schedule is not an entitlement or a District-wide benefit; it is a method of providing flexibility for individual employees while meeting the needs of the District.
- D. An alternate work schedule may be used to mitigate employee child/other dependent care or to accommodate other personal preferences, but only in a case when District needs are met as determined by the District.

II. SCOPE

- A. Except as specifically referenced in CBA language, an alternate work schedule is a voluntary work arrangement that may be appropriate depending on the nature of job duties, schedules, individual performance, and the impact on the District. Due to this, not all requests may be approved.

- B. An alternate work schedule in no way changes the terms and conditions of employment with District.
- C. All approved alternate work schedules must adhere to this Policy and to the *Alternate Work Schedule Requirements* and *Work Schedule Agreement(s)*.

III. AUTHORITY

- A. This Policy is adopted by Clallam PUD effective March 14, 2022. The general manager retains the right to modify, repeal or make exceptions to this Policy at his/her discretion.

A RESOLUTION Establishing a Teleworking Policy

WHEREAS, Clallam PUD (the “District”) recognizes that teleworking is a viable and potentially beneficial alternative work arrangement that can contribute to enhanced employee productivity and customer service, as well as provide an attractive recruitment and retention benefit; and

WHEREAS, the purpose of this *Teleworking Policy* is to allow teleworking for non-represented employees so they may work from home, from the road, or from a satellite location; and

WHEREAS, when both an employee’s proven individual performance and job requirements are suited to such an arrangement, the District believes teleworking can deliver net positive outcomes for the employee and for the District; and

WHEREAS, supporting *Teleworking Requirements* and *Teleworking Agreements* for staff employees have been developed and reviewed by staff management; and

WHEREAS, that upon adoption of this RESOLUTION, the attached *Teleworking Policy* and supporting *Teleworking Requirements* and *Teleworking Agreements* in support of the Policy will be put into place, now, therefore, be it

RESOLVED, That this RESOLUTION becomes effective on March 14, 2022.

PASSED, by the Board of Commissioners of Public Utility District No. 1 of Clallam County, Washington, this 14th day of March, 2022.

ATTEST:

President

Vice President

Secretary

Policy# 613
Policy Name Teleworking Policy
Department Human Resources
Policy Owner Name/Title Jamie Spence, HR Manager
Creation Date 3-14-2022 **Issue Date** TBA
Resolution# 2234-22 **Date Adopted** TBA
Approval Authority Board of Commissioners
Policy Directive Required? Yes

TELEWORKING POLICY

I. PURPOSE

- A. Clallam PUD (the District) recognizes that teleworking is a viable and potentially beneficial alternative work arrangement that can contribute to enhanced employee productivity and customer service, as well as provide an attractive recruitment and retention benefit.
- B. The purpose of this Policy is to allow teleworking for non-represented employees so they may work at home, on the road, or from a satellite location.
- C. When both an employee's proven individual performance and job requirements are suited to such an arrangement, Clallam PUD believes teleworking can deliver net positive outcomes for the employee and for the District.

II. SCOPE

- A. Teleworking is a voluntary work alternative that may be appropriate depending on the nature of job duties, schedules, individual performance, and the impact on the District. Accordingly, not all requests may be approved.
- B. Teleworking may allow a non-represented eligible employee to telework as approved by their supervisor or manager for occasional, infrequent instances; or on a regularly scheduled basis while adhering to the requirements of this Policy.

- C. Teleworking in no way changes the terms and conditions of employment with Clallam PUD.
- D. Telework is not an entitlement or a District-wide benefit; it is an alternative method of meeting the needs of the District.
- E. Permanent teleworking may be approved in extreme cases for highly specialized and difficult to recruit positions.
- F. The District may, at its sole discretion, terminate at any time any teleworking agreement under this Policy without prior notice.
- G. All approved *Teleworking Agreements* must adhere to this Policy and to the *Teleworking Requirements*.

III. **AUTHORITY**

This Policy is adopted by Clallam PUD effective March 14, 2022. The general manager retains the right to modify, repeal or make exceptions to this Policy at his/her discretion.

A RESOLUTION Establishing Titles and Monthly Salary
Ranges for Staff Employees and Rescinding Resolution 2221-21

WHEREAS, RCW 54.16.100 requires that the General Manager recommend to the Commission compensation for employees; and

WHEREAS, RCW 54.12.090 authorizes the Commission to create positions and fix salaries; and

WHEREAS, The Commission approves the annual budget, which includes staff allocation and funding to meet the strategic and operation requirements of the District; and

WHEREAS, the General Manager has reviewed the organization of the District, the current cost-of-living indices, and the positions and salary ranges required to efficiently manage and achieve the goals of the District; and

WHEREAS, due to the recent addition of a significant amount of previously outsourced maintenance work being brought in-house for cost-savings purposes, the District will have a need for a Facilities Maintenance Supervisor now, therefore, be it

WHEREAS, Attracting and retaining great people is a high level objective of the approved and adopted District Strategic Plan and enables the District to compete in the competitive marketplace for Energy Sector employees; and

WHEREAS, The Commission authorized the General Manager to administer merit pay increases, employee promotions, demotions, transfers, equity and market adjustments, and other administrative actions that conform to the limitations set within *the Titles and Monthly Salary Ranges for Staff Employees* limitations; now, therefore, be it

RESOLVED, That this RESOLUTION in its entirety becomes effective on March 14, 2022;

2. That the General Manager is hereby authorized, on behalf of the District, to administer merit pay increases, based on performance and behavior results for employees of the District, not represented under the Collective Bargaining Agreement and excluding the General Manager.

3. That the Commission authorizes the General Manager to administer merit pay increases, employee promotions, demotions, transfers, equity and market adjustments, and other administrative actions that conform to the limitations set within the attached *Titles and Monthly Salary Ranges for Staff Employees* as approved by the Commission.

4. That the General Manager shall include within the annual budget sufficient funds to support merit pay requirements for the year.

5. That the General Manager shall receive Commission approval for all modifications to the *Titles and Monthly Salary Ranges for Staff Employees*.

2. That the new title of *Facilities Maintenance Supervisor* be added to range 23 in the *Titles and Monthly Salary Ranges for Staff Employees*.

3. That Resolution 2221-21 is rescinded.

PASSED, by the Board of Commissioners of Public Utility District No. 1 of Clallam County, Washington, this 14th day of March 2022.

President

ATTEST:

Vice President

Secretary

PUD #1 of Clallam County
Titles and Monthly Salary Ranges for Staff Employees
Effective: ~~January 1, 2022~~ Resolution No.: ~~2221-21~~

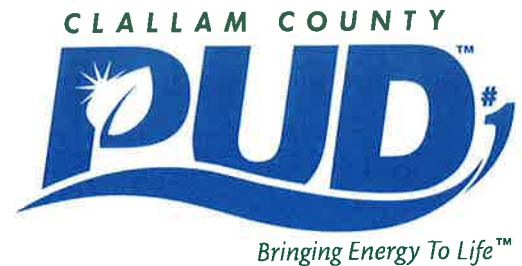
Salary Grade	Job Title	Minimum	Market Target	Maximum
11	Office Assistant	\$2,363	\$2,953	\$3,839
12	Student Intern I Records Technician	\$2,599	\$3,249	\$4,223
13	Administrative Support	\$2,858	\$3,573	\$4,645
14		\$3,144	\$3,929	\$5,109
15	Student Intern II	\$3,459	\$4,323	\$5,620
16	Administrative Assistant Records Specialist	\$3,805	\$4,756	\$6,182
17	Operations Administrative Coordinator Human Resources & Safety Administrative Coordinator Desktop Technician Engineer Student Intern Accounting Specialist I	\$4,186	\$5,232	\$6,802
18	Accounting Specialist II	\$4,604	\$5,756	\$7,482
19	Executive Assistant Benefits Analyst Records Supervisor Utility Services Advisor I Water and Wastewater Systems Coordinator Customer Service Coordinator Finance Coordinator Contracts Coordinator Payroll Coordinator	\$5,061	\$6,327	\$8,226
20	Engineer I Power Analyst I Accountant Compliance Analyst Financial Analyst I	\$5,570	\$6,964	\$9,053
21	Engineer II Senior Accountant Systems Administrator Utility Services Supervisor Business Systems Analyst Network Administrator	\$6,126	\$7,658	\$9,956

22	Materials Superintendent Network Engineer GIS/SCADA Administrator Power Analyst II Financial Analyst II Customer Service Supervisor	\$6,741	\$8,426	\$10,954
23	Assistant Operations Superintendent WWW Superintendent Sr. Civil Engineer Communications & Government Relations Manager Engineer III Facilities Maintenance Supervisor	\$7,414	\$9,267	\$12,047
24	Procurement & Facilities Supervisor Safety Manager Sr. Electrical Engineer Broadband Supervisor	\$8,156	\$10,195	\$13,253
25	Information Technology Manager WWW Systems Manager Power Supply Manager Operations Superintendent Human Resources Manager Transmission & Substation Systems Supervisor Distribution System Supervisor Controller/Auditing Officer Finance Manager / Treasurer	\$8,970	\$11,213	\$14,577
26	Engineering Manager Operations Manager	\$9,868	\$12,335	\$16,036
27	General Superintendent	\$10,856	\$13,570	\$17,641
28	Assistant General Manager	\$11,942	\$14,927	\$19,405
29	General Counsel	\$13,136	\$16,419	\$21,345

PUD #1 of Clallam County
Titles and Monthly Salary Ranges for Staff Employees
Effective: March 14, 2022 Resolution No.: 2235-22

Salary Grade	Job Title	Minimum	Market Target	Maximum
11	Office Assistant	\$2,363	\$2,953	\$3,839
12	Student Intern I Records Technician	\$2,599	\$3,249	\$4,223
13	Administrative Support	\$2,858	\$3,573	\$4,645
14		\$3,144	\$3,929	\$5,109
15	Student Intern II	\$3,459	\$4,323	\$5,620
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28	Assistant General Manager	\$11,942	\$14,927	\$19,405
29	General Counsel	\$13,136	\$16,419	\$21,345



March 14, 2022

Northwest Power and Conservation Council
851 S.W. Sixth Avenue, Suite 1100
Portland, Oregon 97204

Dear Council Members,

It has come to our attention that the Council is considering undertaking a power analysis that explores options for maintaining regional power adequacy in the event that power generation is no longer provided by the lower Snake River dams. Clallam County PUD No. 1 is very concerned with the apparent direction the Council is considering, for reasons ranging from responsible administration of financial resources to the Council maintaining its neutral position in the region to the validity of the model the Council will use to conduct the analysis.

We have the following specific concerns:

- A Council study is unnecessary. The Council's legal counsel has confirmed the proposed analysis is not required by Council statutes. Also, the relevant Federal agencies already spent \$40 million of public ratepayer funds to study this question when they conducted the Columbia River Systems Operations Environmental Impact Statement (the "CRSO EIS") in 2020. The Council using its staff and resources to duplicate this work would be a terrible waste of ratepayer money.
- Significant concerns remain within the utility committee about the veracity of the Council's new Genesys model. These concerns must be addressed before applying the model to an analysis of the lower Snake River dams.
- Preliminary, unvetted findings of the study could be used improperly to guide both the Murray-Inslee Process and the negotiations between plaintiffs and the Biden Administration over the future of the dams.
- The Council's involvement could detrimentally impact the perception of the Council as an objective party, eroding public trust in the Council's work.

In short, the responsible action for the Council to take at this time is to refocus its efforts in refining its modeling through a stakeholder process. Given the multiple political processes in play, it is not in the public's interest to release preliminary figures without proper vetting, which could lead to poor policy decisions.

Clallam PUD has 145 employees, and serves over 31,000 accounts in Clallam County, WA with energy from over 96% clean, renewable, affordable and carbon-free sources. We strongly encourage the Council to reject drafting the requested power analysis on the basis of the aforementioned concerns.

Sincerely,

President

Vice President

Secretary

Commissioners: Will Purser, District No. 1 • Rick Paschall, District No. 2 • Jim Waddell, District No. 3 General Manager: Sean Worthington