Austin Energy

QUALIFICATION REQUIREMENTS

FOR PLACEMENT ON AUSTIN ENERGY'S APPROVED ELECTRICAL CONTRACTOR LIST

Proposer requesting qualification must show evidence of satisfactory experience and performance of Electric Make-Ready Work in a safe and reliable manner. As evidence of experience, proposer will submit the following minimum documentation as evidence of meeting qualifications.

To submit a request to Austin Energy to qualify to become an approved contractor, Proposer must provide the following:

1. **Company Overview**

   History of Company
   - time in business
   - time in business performing applicable work (minimum: six consecutive years)

   Management Overview
   - Senior management
     - role, background in electric utility distribution
   - Area management
     - role, background in electric utility distribution

   References
   - Current and most recent companies that contractor has performed similar work for (within the last three years)
   - Minimum of five references (must be from electric utilities)
     - name of electric utility
     - name and title of reference
     - email address
     - phone number

2. **Certificate of Insurance Required**

   Electrical Contractor shall at all times carry insurance issued by companies duly licensed to provide insurance in the State of Texas and approved by Austin Energy (which shall not be unreasonably withheld) to protect Electrical Contractor, Austin Energy, and the City of Austin against any and all claims, demands, actions, judgments, costs, expenses, or liabilities of every kind that may arise, directly or indirectly, from or by reason of losses, injuries, or damages described in the Austin Energy Criteria for Infrastructure Usage.

   Minimum Coverages. At a minimum, Electrical Contractor shall carry and maintain the following coverages and shall furnish the City's risk manager certificates of insurance as evidence thereof:

   A. Commercial General Liability coverage in the minimum amount of $2,000,000 per occurrence;

   B. Worker's Compensation coverage with statutory benefits as set forth in the Texas Worker's Compensation Act and Employer's Liability coverage of not less than $1,000,000 bodily injury per accident, $1,000,000 bodily injury per disease and $1,000,000 per disease per employee;

   C. Business Automobile Liability Insurance for all owned, non-owned and hired vehicles with a minimum combined single limit of $1,000,000.

Austin Energy as Additional Insured. The Commercial General Liability and Business Auto Liability Policies shall name Austin Energy and the City of Austin as an additional insured as its interest may appear. The City of Austin will be included as a party to be notified under the policy Thirty Days (30) before any non-renewal, cancellation or material change in coverage in accordance with the terms of such policy. The "other insurance" clause shall not apply to the City; it being the intention of the parties that the above policies covering Electrical Contractor and the City shall be considered primary coverage. Each policy shall contain a waiver of all rights of recovery or subrogation against Austin Energy and the City, its officers, agents, employees, and elected officials.

SubContractors. Any subcontractor retained by Electrical Contractor to perform work or services for Electrical Contractor shall be required to carry insurance to the same extent as provided above as a condition of being granted access to Poles.

3. Safety

Safety Record Questionnaire and Safety Experience document
OSHA Form 300 (last 2 years)
OSHA Form 300A (last 2 years)

4. Training

Overview of training within company
Training record example
Training tracking system

5. Employee Checks

Affidavit stating that company performs standard background checks on all employees that will be working on the Austin Energy electric system

Affidavit stating that Company performs all applicable drug screening requirements for employees that will be working on the Austin Energy electric system.