

# CONTRACTOR CONNECTION

Keeping  
Clark Public Utilities'  
approved contractors  
plugged in

NOVEMBER 2022  
TECHNICAL UPDATES



Clark Public Utilities Construction Services  
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## CHANGE TO CONTRACTOR REQUIREMENTS

- ▶ Primary Electrical Installation Contractor training now requires YEARLY attendance to remain current on the Approved Primary Electrical Installation Contractors list.

Attend one training session a year to remain listed, become listed or be restored on the approved contractor list.

### WHEN:

Required Utility-provided Primary Electrical Installation Contractor training will be held on two separate occasions. To remain on the approved contractor list, attend **one** of the following class dates:

- Thursday, November 17, 2022 8 a.m. – noon
- Thursday, May 11, 2023 8 a.m. – noon

### WHO SHOULD ATTEND:

- Crew or project leads, crew foreman
- Company Administrator (once all leads and foreman have attended)
- Anyone who will be responsible for training their field workers to perform this work.

### WHERE:

Clark Public Utilities Operations Center  
8600 NE 117th Avenue  
Vancouver, WA



## DELISTING AWARENESS

- ▶ Sustained regional growth and high demand for new building projects have strained an already busy sector of our local economy. As a result, Clark Public Utilities Primary Inspectors are encountering a growing number of safety infractions, poor craftsmanship and a significant increase in failed inspections of contractor installed high-voltage electrical materials.
- ▶ Participating contractors should review and understand their signed copy of the Electric System Contractor Agreement, especially the delisting process, then discuss its contents with their current and new employees working on utility projects. Additional information regarding contractor requirements and delisting will be provided to all currently approved contractor's Electrical administrators, separate from this newsletter.
- ▶ Utility Primary Inspectors will place extra emphasis on the following topics and noncompliance may result in initiating delisting of an approved Primary Electrical Installation Contractor:

**SAFETY**

All safety violations will be reported to the Washington Department of Labor and Industries, per RCW 19.122.070.

**CRAFTSMANSHIP AND COMPETENCY**

Contractors participating in the Primary Electrical Installation Contractor program are expected to be the most qualified and professional in the industry. Utility Primary Inspectors are on site to inspect completed installations; they will not provide installation training to contractor employees.

Contractors should not bid work they are unqualified to complete. All crew foreman/project leads should attend the yearly contractor training then convey this information to their existing and new employees.

**MATERIALS**

The supply chain will continue to be an issue into the unforeseeable future. Contractors must plan accordingly and procure all necessary materials before starting a project. Nonstandard material will **not** be accepted.

The current Approved Material List is located on our website: [APPROVED MATERIAL LIST](#) (UPDATED 10/13/2022)

**NOTE:** Contractors should exhaust all avenues of sourcing before contacting Clark Public Utilities.

## ■ DELISTING/REMOVAL FROM THE LIST OF PRIMARY ELECTRICAL INSTALLATION CONTRACTORS

- ▶ When delisting is warranted, contractors will be notified in writing, indicating the grounds of such removal. Delisting will occur according to the following schedule:

- First Offense: **Delisting for 180 Days**
- Second Offense: **Delisting for 1 year**
- Third Offense: **Permanent delisting**

**NOTE:** Delisting Warning Letters will be sent out to Primary Electrical Installation Contractors with multiple infractions during the month of November 2022

## ■ PRIMARY INSPECTIONS AND STANDBYS

- ▶ All corrections noted/listed regarding a failed primary inspection must be addressed before calling in for a re-inspect. Multiple failed inspections on one job or over several jobs are tracked and will result in delisting.
  - ▶ Failure to make corrections within five (5) days may also result in delisting.
  - ▶ Bore logs must be provided when calling for trench and conduit inspections.
  - ▶ The job must pass the trench and conduit inspection before backfill and cable can be pulled (includes boring).
- NOTE:** DO NOT pull cable until trench is backfilled

- ▶ The Contractor Guidelines for Primary and Secondary Standbys is linked below. These guidelines should be reviewed before calling the utility to schedule a standby.

<https://www.clarkpublicutilities.com/wp-content/uploads/2022/09/Contractor-Standby-Handout-Final.pdf>

## EXCAVATION DIG-INS

- ▶ Damage to existing electrical facilities must be reported to Clark Public Utilities immediately. Stop all work in the vicinity. DO NOT HANDLE ENERGIZED CABLES OR EQUIPMENT.

## CONTACT AND NOTIFY

- ▶ Primary Electrical Installation Contractors must contact their Clark Public Utilities engineer/planner a minimum of two weeks prior to beginning work to verify the on-hand design is current. Projects built to out-of-date designs will be turned down and required to be redone.

## PROJECT CHANGES

- ▶ Any change to an existing utility-provided design must be relayed to the engineer/planner as soon as possible. Changes must be approved by the Clark Public Utilities engineer/planner before any work proceeds.

## PARTIAL TEST & ENERGIZE (T&E)

- ▶ If partial energization is required, approval must be obtained from the Clark Public Utilities engineer/planner prior to starting the project. Partial T&Es create extra trips/costs for Clark Public Utilities line crews. Unapproved additional costs will be charged to the contractor.

## STANDARDS

- ▶ Current standards are posted on the Clark Public Utilities website:  
<https://www.clarkpublicutilities.com/building-remodeling/for-contractors/contractor-handbook>.
- ▶ Printed standards books are out-of-date and should be recycled.
- ▶ REMINDER: Storm drainage systems, water mains and sewer lines are not allowed in a primary or secondary trench. Most wet utilities require 5-foot clearance from electric utilities.

## COMMERCIAL SERVICES IN NEW RESIDENTIAL SUBDIVISIONS

- ▶ All commercial services (E.g. irrigation controllers, subdivision entrance signs/gates, power supplies, etc.) including the service conduit, require a permit and inspection by the local jurisdiction-having authority (Washington Department of Labor & Industries or the City of Vancouver). These services are required to be installed to the NEC. Street lighting within the city limits of Vancouver or Camas also require NEC compliance, permits and inspections.

## INSTALLATION HANDBOOKS

- ▶ The Commercial and Residential Electric Service Handbooks are on our website and Clark Public Utilities personnel carry business cards with QR codes linking to the online handbooks.

## PRIMARY CONTRACTOR COORDINATOR

- ▶ Joylenn Burk is the coordinator for the Primary Electrical Installation Contractor list.
  - Contact phone (360) 992-8886
  - Email [PRIMARYCONTRACTORCOORDINATOR@CLARKPUD.COM](mailto:PRIMARYCONTRACTORCOORDINATOR@CLARKPUD.COM)
  - Please continue to send updated performance bonds, liability insurance and general contractors license, as appropriate, to remain current on the approved contractor list.

## ONLINE INSTALLATION HANDBOOKS AND GUIDELINES

- ▶ Helpful resources available on our Primary Electrical Installation Contractor Handbook website:
  - [APPROVED MATERIAL LIST](#) (UPDATED 10/13/2022)
  - [PRIMARY ELECTRICAL INSTALLATION CONTRACTOR HANDBOOK](#)
  - [RESIDENTIAL ELECTRIC SERVICE HANDBOOK](#)
  - [COMMERCIAL ELECTRIC SERVICE HANDBOOK](#)
  - [MULTIPLE METER LABELING DETAILS](#)
  - [CONTRACTOR GUIDELINE TO PRIMARY AND SECONDARY STANDBYS](#)

