



Ladies and Gentlemen:

Enclosed please find a prequalification application.

We ask that you review these enclosed documents and submit the appropriate attachments. To assure compliance with State-mandated requirements, a prequalification contract is to be signed by each contractor. This contract emphasizes the State requirements of paying prevailing wages, form filing, insurance certificate, and bond submissions.

With a signed contract and the necessary documents on file, notification of projects up to \$25,000 will be issued via phone calls, e-mails, or postal mail, at the District's discretion, to the appropriate contractors for quotations. Purchase orders will be issued to the quote-successful contractor. Projects \$25,000 to \$300,000 will be issued under project-specific contracts. Projects over \$300,000 (or lower amounts - at the District's discretion), will be issued through formal bid and contracting processes. All quotations or estimates submitted to the District must be on the contractor's letter-head or invoice.

Once accepted, your application and Pre-Qualification Contract will be in effect for three years. Financial information submitted with your application will be held on file for three years. Affidavits of "no changes" will be required until the third year when an updated application and financial data will be required.

Questions regarding the prequalification process should be directed to Karen Abbott at 360-565-3212 or via email at karena@clallampud.net. Thank you.

Karen Abbott
Contracts Coordinator