



226 North Broadway  
Walters, OK 73572  
(580) 875-3351

1101 West Oak Avenue  
Duncan, OK 73533  
(580) 255-5065

September 16, 2025

To Whom It May Concern,

Cotton Electric Cooperative (CEC) seeks the services of a company with expertise in the field of utility wood pole inspections. This company must be Davis-Bacon compliant. This pole inspection is being performed as part of a Wildfire Assessment and Resilience for Networks (WARN) grant. We would like the project to begin no later than 30 days after the contract is awarded. Enclosed is a bid package for the service to be performed. There are specifications as well as treatment and inspection plan guidelines listed in Appendix A.

The successful bidder will meet all the requirements set forth, as well as be economically evaluated based on the unit prices submitted in Appendix B of the contract. The successful bidder will be determined based on CEC's evaluation of the submitted bid package. CEC will award the contract to the best bidder, in its sole opinion.

All bids must be returned by September 30, 2025, by 3:00 pm CDT.

All questions regarding the bid process should be sent to Michael Ottinger or Adam Metcalfe (580) 875 – 3351 or via e-mail [mottinger@cottonelectric.com](mailto:mottinger@cottonelectric.com) or [ametcalfe@cottonelectric.com](mailto:ametcalfe@cottonelectric.com)

Sincerely,

Michael Ottinger  
VP of Operations and Engineering

## Appendix A

# Cotton Electric Cooperative Pole Inspection and Specification

### ➤ Preparation:

- When work is to be done in close proximity to a home, the contractor should make due effort to notify the property owner of the work that is being done
- It shall be the responsibility of the contractor to provide and maintain first-aid facilities at least equal to those required by applicable laws, regulations, and ordinances. Contractor shall comply with all provisions of the Oklahoma Occupational Safety and Health regulations, and amendments thereto, and shall indemnify the Cooperative and the Cooperative's representatives from and against all liability for any violation of such laws and regulations. The contractor shall take all reasonable precautions to ensure the safety of all people and property on or off Cooperative's premises and to protect the public against injury to persons or property.
- The contractor shall provide current proof of liability and workers' compensation insurance.

### ➤ Personnel Qualifications:

- Each inspector shall have a minimum of:
  - 8 weeks of formal training to inspect poles
  - 6 months of prior pole inspection experience
- QA/QC supervisor
  - 2 years of prior pole inspection experience

### ➤ Inspection:

- **Inspection Criteria for rejection**
  - Any pole that does not meet the NESC requirement for the Cooperative wind and loading requirements for structure strength shall be deemed a reject.
  - Cooperative may set additional criteria to deem a pole a reject. This may include, but is not limited to, woodpecker damage.



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○ **Visual Above Ground Line Inspection:**

- Every pole within the area of inspection shall be visually inspected before any other work is done.
- If the inspector can determine without further inspection that the pole meets the criteria for rejection, then the pole shall be visually rejected, and the Contractor shall bill for Visual Inspection only.
- The inspector shall note the condition of the pole and shall record any structural defects due to woodpeckers, lightning, compression wood, mechanical damage, obvious decay, and/or insect damage.
- The inspector shall also note in the report any abnormal conditions regarding insulators, hardware, guys, conductors, cross arms, ties, and any other situation he/she feels should be made aware. Imminent hazards shall be reported immediately to the CEC contact, and a numbered CEC Hazard Report shall be filled out and submitted to that person as soon as reasonably possible.
- Information about the pole shall be recorded and reported

○ **Sound Inspection:**

- Every pole within the area of inspection shall be sound inspected after the visual inspection is complete.
- The inspector will strike the pole with a hammer from ground line to as high as the inspector can reach above the ground line. The inspector is listening to the sounds and noticing the feel of the hammer to detect voids in the pole.
- If no internal decay is suspected, then the inspector shall record and report the pole information.

○ **Bore Inspection:**

- The inspector shall bore the pole at least once, but as many times as is necessary to determine if any decay is present and to what extent decay is present in the interior of the pole.
- When more than one bore is performed, the bores will be taken in different quadrants and at varying heights.
- The shavings of the borings will be examined to determine the condition of the wood, and the borings can be analyzed for penetration and retention.
- All borings shall be plugged with tight-fitting, treated, wooden dowels.
- Information about the poles shall be recorded and reported.

○ **Other technologies**

- Other methods of inspection may be evaluated



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- Must conform to RUS1730B-121 standards

➤ **QA/QC**

- A quality control inspection shall be performed every two (2) weeks. The quality control will be conducted by the contractors, QA/QC inspector, and Cooperative representative when available. The quality control inspection shall consist of partial to complete re-inspection of those poles selected by the Cooperative's representative to compare results shown on the pole inspection reports with those existing in the field. At least 3 poles will be selected for each quality control inspection. The cost of this process will be borne by the Contractor. Cooperative will be issued a report of each quality control inspection.

➤ **Reporting and Tagging**

- **Data Collection**

- All data should be collected in a way that the data will be able to be delivered and consumed by the Cooperative GIS system.
- The following items shall be collected at a minimum
  - Substation and Circuit
  - GPS position
  - Date of Inspection
  - Name of Inspector
  - Pole RUS Structure
  - Pole Number
  - Pole Year (if can be determined)
  - Pole Class (if can be determined)
  - Pole Height (if can be determined)
  - Pole Manufacturer (if can be determined)
  - Pole Species (if can be determined)
  - Original Treatment – CCA, Penta, Creosote
  - Priority Pole
  - Inspection – Visual, Sound, Bore, other technology
  - Rejection – Visual, Sound, Bore, other technology

- **Additional Services to be provided if necessary**

- Guy Guard Installed
- Ground Wire Repaired
- Install Ground wire staples
- Hazards/Comments
- CEC Hazard Report Number



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- **Pole Tagging**

- All poles inspected shall be tagged with both an inspection tag and a CEC pole number tag.
- All inspected poles shall be tagged. All tags shall be affixed at eye level and face toward the road or point of access.
- Aluminum tags shall be used. The tags shall be embossed with the current calendar year.
- Pole number tags will be installed on each inspected pole just above inspection tag.
- Reject tags shall be placed on the pole in accordance with the contractor's reject tagging procedures.
- Poles that are rejected will have a pole number tag loosely affixed to the pole, to aid in use and installation during pole change-out.
- CEC will provide the contractor with the pole number tags.

➤ **Repair Work:**

- **Ground Wire Repair**

- The contractor shall repair all broken ground wires within the inspector's reach on all non-rejected poles.
- The contractor, at no charge, shall repair any ground wires damaged during inspection.
- CEC will supply the contractor with the necessary wire and parts to make repairs.

- **Guy Guard Installation**

- The contractor shall install guy guards on guy wires where there is one missing or damaged beyond repair.
- If two guy wires are attached to the same anchor, only the outermost guy wire from the pole shall have a guy guard attached.
- CEC shall supply the contractor with guy guards for installation.



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**Appendix B**  
**Price Proposal for Pole Inspection and additional services**

Description of Service	Price \$
Visual Inspection	_____
Visual and Sound Inspection	_____
Visual, Sound, and Bore Inspection	_____
Other Technology inspection	_____
Pole Number Tag Installation	_____
Ground Wire Repair	_____
Guy Guard Repair	_____
Ground Wire Stapling	_____
RUS unit identification	_____
GPS position	_____

Please list any other charges that may be applicable to this project.



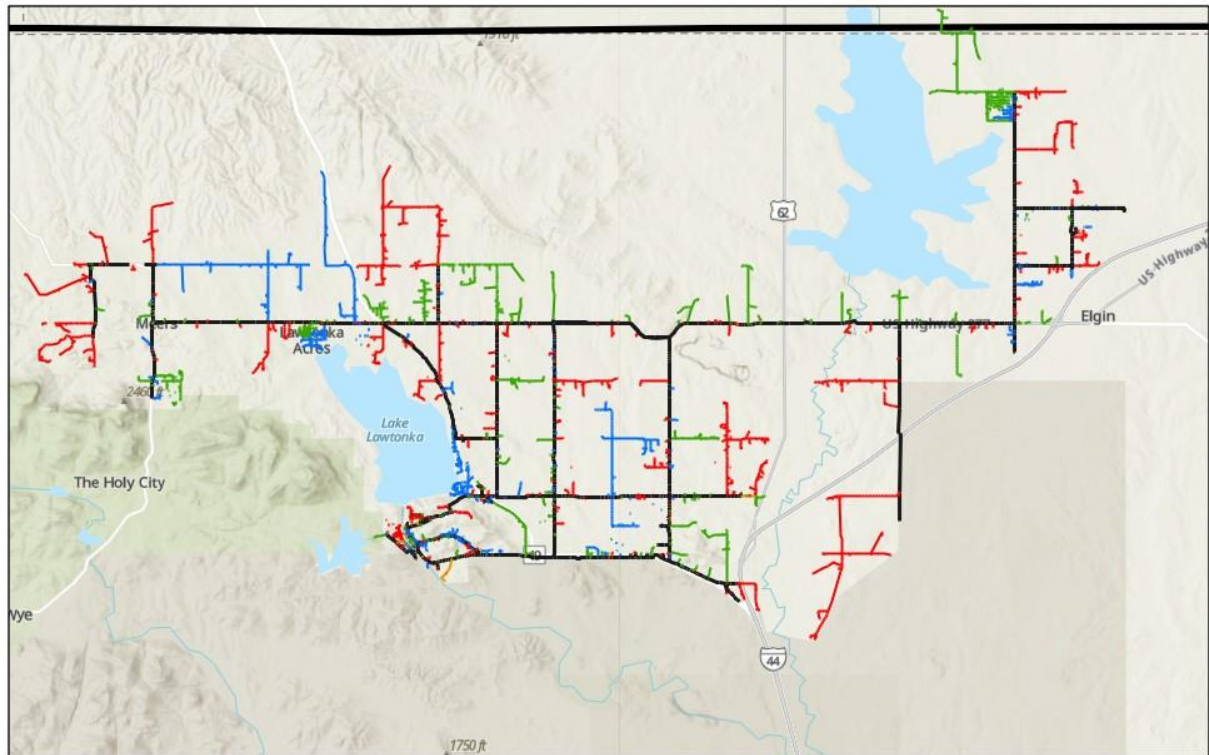
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## GRIP Pole Inspection



8/29/2025

GRIP\_Pole\_Inspection

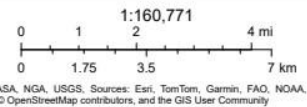
Red A  
Blue B  
Green C

Blue B Yellow AB

Black ABC Yellow BC

Yellow AC Black CEC\_Service\_Area

World\_Hillshade



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