

COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF TRANSPORTATION

SPECIFICATIONS FOR ELECTRICAL CONTRACT AT

Pennsylvania Department of Transportation
Maintenance District 11-1, Allegheny County
51 Fox Chapel Rd.
Pittsburgh, PA 15238

CONTACT PERSON: Bill Cleaver – 412-781-3260

1. Contractor must participate in the pre-bid meeting. Contractors not attending the meeting will not be permitted to bid on the project.
2. Contractors bidding on this contract must have a minimum of five (5) years experience in Electrical Work.
3. Permits, licenses must follow UCC Code and Labor & Industry Guidelines. This facility has an L&I Occupancy Permit and Annual Permit. Any Level 1 work required will require the contractor to apply for a Level 1 permit.

Contractor Licensing

The Commonwealth of Pennsylvania has no requirements related to the registration, certification or licensure of contractors (or their employees) that are engaged in the construction industry.

To comply with federal mandates, however, the State does certify contractors and workers that perform asbestos and lead removal services. These certifications are issued by the Certification, Accreditation and Licensing Division at the Department of Labor and Industry. If you have questions about asbestos or lead certification, please call 717-772-3396.

Some of Pennsylvania's 2,565 municipalities have established local licensure or certification requirements for contractors or construction trades people. Typically, these requirements pertain to home improvement contractors, electrical contractors (or electricians), and plumbing contractors (or plumbers). Since the Commonwealth has no jurisdiction in this matter, the Department maintains no records concerning municipalities that have established licensure or certification requirements. This information can only be obtained by contacting the municipality where construction work will occur. All work will be completed in a workmanship like manner and not violate any codes or common work practices.

Requirements for Annual Permit

Manufacturing facilities and institutions such as hospitals and universities that regularly perform alterations on approved electrical, gas, mechanical and plumbing installations may apply for a single UCC permit that will allow these alterations to be made over a 12-month period.

The Department will issue an Annual Permit as long as the following conditions are met:

1. The specified installation(s) shall have been approved for code compliance under a previously issued occupancy permit.
2. Submission of one (1) copy of the Department's **APPLICATION FOR ANNUAL PERMIT (UCC-1)**. A separate application is required for each covered building, structure or premises.
3. The owner or operator of the building, structure or premises where the alterations will take place must certify that the persons performing the work are normally employed at this site and are "qualified tradespersons," because they meet one of the following requirements:
 - They have performed similar alterations on the specified systems for at least three (3) years prior to making application; or,
 - They hold a Journeyman's card in an applicable trade, or are registered apprentices working under the direct supervision of a Journeyman; or,
 - They hold a certification or other qualification issued by the Pennsylvania Department of Labor and Industry, another U.S. state, a national model code agency, a national standard writing organization, or a national association representing persons who work in the electrical, gas, mechanical or plumbing industries.
4. The permit holder must agree to maintain detailed records of all alterations made under the permit and to make these available, upon request, to Department construction code officials.

Application Requirements: ALTERATIONS-LEVEL 1 PERMITS

Alterations (renovations) **that meet the scope of Section 303 of the *International Existing Building Code 2003* (ALTERATION-LEVEL 1) and that will be made to a legally occupied building** should follow this simplified application process:

1. **Submit one (1) copy of the form UCC-15 (APPLICATION FOR ALTERATIONS-LEVEL 1 PERMIT)**. [Click here to access a copy of this form.](#)

Be sure to accurately detail all the work to be done under the building permit.

2. After reviewing this information, we will either issue a UCC Building Permit or contact you regarding work that appears to fall outside the scope of Alterations-Level 1. If a permit is issued, we will also inform you of inspections that must be passed, before a certificate of occupancy can be issued.

Mail the complete application package to:

**Buildings Section
Bureau of Occupational and Industrial Safety
Department of Labor and Industry
1600 Labor and Industry Building
Harrisburg, Pennsylvania 17120**

I. Description of Work - Electrical

- A. This is a request for a facility maintenance and repair service contract. The contractor is expected to provide/supply all tools, equipment, and vehicles to perform all duties, related duties, and responsibilities associated with performing this contract. The initial period of this service contract will be for 12 months with the option of four (4) 12 month renewals for a total of 48 months of renewals.
- B. The work under this contract includes, but is not limited to, furnishing material, equipment and labor necessary to service and maintain the facility located at 51 Fox Chapel Rd. Pittsburgh, PA 15238. Electrical to also include the 14 outlying stockpiles (See attachment "A").
- C. The Contractor's attention is directed to the fact that the hours to be furnished under the on-call service portion of the contract are an estimate and are given only as a basis of the calculation (along with the scheduled maintenance portion of the contract) upon which the award of the contract is to be made. The Department does not assume any responsibility that the quantities shall materialize. Nor shall the Contractor plead misunderstanding or deception because of such estimate of quantities.
- D. Material and workmanship shall be guaranteed for a period of one year or the remaining term of the original manufacturer warranty whichever is greater. Contractor shall be responsible for making adjustments during this period of time due to any defective material and/or workmanship.
- E. Vendor is to provide all materials, parts, labor, and equipment necessary to complete inspections.
- F. The work under this contract includes, but is not limited to, furnishing material, equipment and labor necessary to service, maintain, replace, repair, or relocate existing or planned electrical devices, fixtures, appurtenances, generators, and/or systems in or on the Maintenance site buildings and grounds.
- G. All work shall meet or exceed the electrical regulations of the Pennsylvania Department of Labor and Industry and requirements contained in the latest edition of the National Electrical Code of the National Board of Fire Underwriters. The work shall be performed in accordance with all State and Local laws, codes, and ordinances, which relate to the work.
- H. All replacement materials shall be designed, manufactured, and tested in accordance with the latest standards of the IEEE, ASTM, NEMA, an ANSI, and shall bear the label of a nationally recognized testing laboratory.

- II. All labor and materials used at the facility will be documented on the OS-501 Confirmation of Service sheet. This form will be signed by the contractor's representative and by the District Contract Administrator or his/her designee following completion of work assignment. This form shall serve as a basis for payment. Invoices will be submitted to Commonwealth of PA, Comptroller's Office – PO Invoicing, PO Box 69180, Harrisburg, PA 17106 as work is performed, or submitted via email. The contractor is to provide the forms to the Department.

III. Call-out Procedure

- A. A call-out shall occur when the contractor receives notification to do work by the Contract Administrator. Upon notification of call-out request, contractor must be on site ready to commence work by the beginning of the second workday.
- B. An emergency call-out shall occur when the contractor receives a telephone call authorization to do work by the Contract Administrator or his designee. The contractor shall respond to the site of the emergency within two (2) hours. This shall be followed up with a written authorization by the Contract Administrator. The contractor shall be available for call-out 365 days a year on a 24-hour basis. He shall provide names and telephone numbers for individuals in his company who may be contacted should an emergency occur.

IV. Experience

- A. The contractor must meet the following minimum requirements to be considered for the award of this contract. Documentation will be required to be provided with bid submission.
 - 1. Five (5) years experience in the Electrical Field.
 - 2. A branch office of the contractor must be within 1.5 hours of the facility.

V. Equipment

- A. Be it known that the Department does not expect the Contractor to own all needed vehicles and equipment; however, he is advised that when the use of a item he does not own is needed to perform this contract that he must supply one as part of his bid price. This also includes the operator for the equipment or vehicle.

VI. Hours of Work

- A. The contractor will normally perform work during the hours of 7:00am and 4:00pm Monday through Friday, except on Department holidays, unless otherwise directed by the Contract Administrator. The contractor is advised that if an emergency condition should occur, he may be required to work holidays, Saturdays and/or Sundays, and/or as directed by the Contract Administrator. For maintenance, repairs, and inspection performed during normal work hours, the contractor will be paid the standard unit price/hour in the purchase order. For maintenance, repairs, and inspection performed between 4:01pm and 6:59am, or on holidays or weekends, when directed by the Contract Administrator, the contractor will be paid the premium unit price/hour in the purchase order. For normal services the contractor will not be paid the premium unit price/hour in the contract. The contractor will not be paid for travel time.

VII. Authorization to do Work

- A. It is distinctly understood and agreed under this contract that the contractor shall perform such work and furnish such materials as authorized by the Contract Administrator or his designated representative.

VIII. Cost of Materials, Parts and/or Equipment

A. Bid prices shall include all travel, labor, equipment, overhead, and profit. Award shall be based on a combination of maintenance and emergency visits and cost. Number of hours is not guaranteed.

B. The cost of materials, parts, or repair equipment shall be invoiced at the contractor's plus 15%. No material purchase in excess of \$300.00 may be initiated at any one call without approval of the Contract Administrator or designee. The Department reserves the right to supply materials to be installed by the contractor when it is deemed to be in the best interest of the Commonwealth. Supplier's invoices required for all materials costing more than \$20.00.

IX. Payment

- A. All labor and materials used for work performed must be documented on the OS-501 "Confirmation of Service" form. No invoices will be paid without and executed OS-501. Invoices shall be sent to the "Bill To" office as indicated on the purchase order.

The quoted hourly rates include all tools or any equipment necessary to perform the required work. All hours listed on the Invitation for Bids are estimated. PennDOT reserves the right to increase or decrease hours as necessary.

The Selected Offeror must have a call out number designated by PennDOT for each visit, which is specific to itemized work for the facility. Each OS-501 form must include this call out number and designate for which call the repairs were based. If no call out number is immediately available at the time the call is placed, the Selected Offeror can obtain one on the next available working day by contacting PennDOT's District 11-0. In the event the work cannot be completed in one visit, the call out number shall be recurring until the work is completed under that call out. In addition to the call out number, a number will be assigned to each fixture at the facility to identify the specific item for repair. Failure to provide the call out number and fixture number on the OS-501 form will result in the form being returned to the contractor and delay of payment for work completed.

NO PAYMENT WILL BE MADE FOR TRAVEL TIME.

Repairs made without the authorization of proper PennDOT personnel are subject to non-payment. Prior to the effective date of the purchasing order, PennDOT will provide a list of authorized personnel responsible for requesting repair work to the Selected Offeror.

- B. The contractor shall submit a monthly invoice along with the Confirmation of Services form to:

Commonwealth of Pennsylvania – 78 Allegheny

Attn: Accounts Payable

P.O. Box 69180

Harrisburg, PA 17106

along with sending a copy to the Aspinwall Maintenance office: **51 Fox Chapel Rd. Pittsburgh, PA 15238**. They shall also submit other documentation forms as may be required and provided by the Department.

X. Visit to Sites

- A. Each bidder must attend the pre-bid meeting and acquaint himself with the existing conditions before the time of bidding, so he is familiar with the conditions to be encountered and the type of work that may be required. No claims of unfamiliarity or lack of knowledge or extra work will be allowed for failure to comply with this requirement.

XI. Liability

- A. Except as otherwise herein specified, the contractor shall also be responsible for damage claims as provided in Section 107.14 of the PennDOT Specifications, PUB 408.

XII. Safety Requirements

- A. All work shall be performed in a safe and orderly manner with minimum interference to persons using the facility. The contractor shall be aware of the latest safety regulations when entering confined areas. When working in such areas, all precautions shall be taken as required by these regulations.
- B. The contractor shall comply with all Local, State, and Federal laws and to OSHA safety requirements.

XIII. Non-Compliance

- A. If for any reason, the contractor fails to comply with the requirements of this contract, Section 108.90 of the current PennDOT Specifications, PUB 408 shall prevail. In the event that any materials or workmanship furnished by the contractor are found to be defective, unsuitable or otherwise unacceptable, the materials shall be removed by the contractor and replaced with acceptable materials and installed new to the satisfaction and approval of the Contract Administrator at the cost and expense of the contractor. Repair of any damages caused by poor workmanship of the contractor shall be at the contractor's cost.
- B. The awarded contracting company shall be required to furnish a performance bond in the amount of one-hundred-percent (100%) of the first year amount, upon award of the contract.

Attachment "A"

The vendor shall perform electrical maintenance and repair services to existing Pannsylvania Department of Transportation (PennDOT) facilities and systems located at:

Stockpile #01 – Aspinwall

51 Fox Chapel Rd. Pittsburgh, PA 15238

Phone#: 412-781-3260

Stockpile #02 – Lovedale

1017 Lovedale Hollow Rd. Lovedale, PA 15037

Phone#: 412-384-6161

Stockpile #03 – Oakdale (unmanned)

1255 Oakdale Rd. Oakdale, PA 15071

Phone#: N/A

Stockpile #04 – Findlay

325 McClaren Rd. Coraopolis, PA 15108

Phone#: 724-695-1860

Stockpile #09 – Monroeville

1 Haymaker Rd. Monroeville, PA 15146

Phone#: 412-372-5229

Stockpile #12 – Bridgeville

1353 Washington Pike. Bridgeville, PA 15017

Phone#: 412-221-3622

Stockpile #14 – Neville Island

6201 Grand Ave. Pittsburgh, PA 15225

Phone#: 412-264-9075

Stockpile #15 – 910 (unmanned)

120 Sunny Hill Rd. Wexford, PA 15090

Phone#: N/A:

Stockpile #17 – Pine Creek

9375 Perry Hwy. McCandless, PA 15238

Phone#: 412-364-2122

Stockpile #19 – Ross Twp. (unmanned)

5250 Perry Hwy. Ross Twp., PA 15229

Phone#: N/A

Stockpile #20 – Saxonburg

3810 Saxonburg Blvd. Indianola, PA 15051

Phone#: 412-767-4800

Stockpile #22 – Squirrel Hill (unmanned)

Squirrel Hill Tunnel Ramp. Pittsburgh, PA 15217

Phone#: 412-521-7306

Stockpile #21 – North Shore

800 Progress St. Pittsburgh, PA 15219

Phone#: 412-322-0500

Stockpile #40 – Christy Park (unmanned)

2 Long Run Rd. McKeesport, PA 15132

Phone#: 412-664-6938

Stockpile #54 – Ridge Road (unmanned)

1318 Ridge Rd. Cheswick, PA 15024

Phone#: N/A

File No.: _____

Date: _____

APPLICATION FOR UCC ALTERATIONS - LEVEL 1 PERMIT

<p>Site Information</p> <p>Political Subdivision and County names are required.</p>	<p>Facility Name (name of company, mall, institution, university, etc.): _____</p> <p>Building and/or Tenant Name _____</p> <p>Street Number and Name _____</p> <p>City _____ State _____ Zip Code _____</p> <p>Political Subdivision _____ County _____</p> <p>Previous L&I File No. _____</p> <p>Contact Name _____ Phone _____</p>
<p>Fees</p>	<p>Estimated Construction Cost: \$ _____</p> <p>(Required — even if project is state-owned and exempt from fees.)</p> <p style="text-align: right;">Base Fee of \$100 \$ _____</p> <p style="text-align: right;">Plus, \$20 per each \$1000 of estimated construction cost: \$ _____</p> <p style="text-align: right;">TOTAL: \$ _____</p>
<p>Project Data</p>	<p>Describe the alterations in sufficient detail to confirm that the work meets the Level-1 scoping requirements found in the IEBC and on the Plan Review and Inspection Requirements page on the UCC web site. Carry over this description to an additional sheet of paper, if necessary, and attach the sheet to this application.</p>
<p>Applicant & Owner Information</p>	<p>*** Building Permits and Certificates of Occupancy are issued in name of applicant ***</p> <p>Applicant Name _____</p> <p>Street Address _____</p> <p>City _____ State _____ Zip Code _____</p> <p>Phone _____ Fax _____</p> <p>Applicant Signature _____ Date _____</p> <p>Owner Name _____</p> <p>Street Address _____</p> <p>City _____ State _____ Zip Code _____</p> <p>Phone _____</p>
<p>For L&I Use Only</p>	<p>Check #: _____ Amount: _____ Bates #: _____</p>

Instructions:

Complete the OS-501 form in accordance with the instructions below.

1. **The Vendor completes the OS-501 form, then forwards the signed/dated form to the appropriate PennDOT representative for approval (may be done electronically via email). Explanations for fields on the form are listed below.**

Date Service Rendered: Provide the date of service (i.e., Date or date range).

Vendor Name*: Enter name.

Phone*: Area code and phone number.

PURCHASE ORDER #*: The ten digit number in the upper right corner.

SAP Vendor Number*: This is the vendor's six digit vendor number (e.g. 412345).

Address (1)*: Vendor's street address.

Address (2)*: Enter the Floor, Suite, etc. of the vendors address, if applicable.

City*: Vendor's City.

State*: Vendor's State.

Zip Code*: Vendor's Zip Code.

PO Line #: Enter the PO line item number(s) in this column. Many PO's contain numerous line items. Use separate lines to account for each item that was delivered.

Description/Product ID*: Enter the exact description from the PO line item Description/Product ID column.

Quantity: Enter the quantity delivered for the time period.

U.O.M.: This is the unit of measure for the service/material rendered (e.g. hours, days, number, etc).

Unit Price*: Cost per individual unit of measure.

Total: Calculated Amount of the Quantity x Unit Price.

*Enter information exactly as it appears on the fully executed Purchase Order.

2. **The PennDOT Representative confirms services were received satisfactorily and approves payment to be made by signing and dating on the "Project Manager Signature" line. The PennDOT Representative forwards the signed/dated form to their Goods Receiver.**
3. **The Goods Receiver certifies that a Goods Receipt has been entered in SAP for the by signing, dating, and providing the SRM Confirmation Number/R3 Material Document Number.**
4. **The Goods Receiver provides a copy of the completed and signed/dated form to the PennDOT Representative for placement in the Procurement file.**