

**Stockpile Electrical Repair Service
For Delaware County
Statement of Work**

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GOVERNING SPECIFICATIONS

The purpose of this Invitation for Bid is to procure a Contractor to perform electrical systems, and generator systems, maintenance and repair services for the Pennsylvania Department of Transportation (hereinafter referred to as PennDOT) Delaware County Maintenance Facilities.

This work will consist of responding to all calls from PennDOT to service, maintain and troubleshoot electrical problems in all county maintenance buildings. This work includes, but is not limited to, maintenance and repair of outside building lights, parking lot lights, interior lights, switches, circuits, motors, transformers, UPS system, low voltage wiring circuits, service panels, underground conduit systems and generator electrical and mechanical systems. It also includes the repair of all surfaces and finishes modified during electrical repairs to both the interior building systems and exterior property.

All work will be in accordance with all National Electric Code and all Township Codes, as well as any specifications and attachments as herein specified.

The apparent low bidder, who is determined to be both responsive and responsible, will be awarded a Purchase Order.

The Project Manager will be the County Equipment Manager or his/her designee.

PUBLICATION 408 REQUIREMENTS

Applicable references to the current Publication 408 also will govern the performance of work under this contract. Current Publication 408, specifications can be viewed on PennDOT's home page (<http://www.dot.pa.us>) by selecting publications.

CONTRACT VALIDITY PERIOD

This service is for a one (1) year period, with 4 additional 1 year term(s), so long as Commonwealth provides written notice to Contractor of its intention to extend the Contract by letter prior to the expiration of the term of the agreement, or any extension thereof. The Commonwealth may exercise the renewal as individual year or multiple year term(s). Any renewal will be under the same terms, covenants and conditions, provided, however, that the rates under the contract may be increased up to 2.00 % during each renewal term.

OPTION TO EXTEND

The Commonwealth reserves the right, upon notice to the Contractor, to extend any single term of the Contract for up to three (3) months upon the same terms and conditions.

ESTIMATED QUANTITIES

All quantities are estimated and PennDOT reserves the right to increase or decrease these quantities based upon need.

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EXPERIENCE REQUIREMENTS

Contractors bidding on this contract must have a minimum of three (3) years of experience in electrical repair work and have been in business a minimum of one (1) year.

Contractor employees performing work under this contract must have a minimum of three (3) years' experience in electrical repair work.

NOTIFICATION

Notification is defined as a written (including e-mail), oral, or faxed authorization to the Contractor or their authorized representative. Contractor will report to worksite prepared to work within one (1) business day of PennDOT notification. The PennDOT guarantees a minimum of two (2) hours work for each notification.

PERMITS

It will be the Contractor's responsibility to acquire building permits for work that requires such permitting. Contractor will comply with all current Pennsylvania Department of Labor and Industry requirements, and in accordance with all State and Local Laws.

NON-COMPLIANCE

If, for any reason, the contractor fails to comply with the requirements of the contract, Section 108.09 of PennDOT Specification Pub 408 will prevail, which said specifications are incorporated herein by reference hereto.

In the event that any materials furnished by the contractor are found to be deficient or otherwise unacceptable, the materials will be removed by the contractor and replaced with acceptable materials and installed anew to the satisfaction and approval of the Equipment Manager or his designee at the cost and expense to the contractor.

CHARACTER OF WORKERS AND EQUIPMENT

Contractor shall employ at all times sufficient labor and equipment for performing the work. Contractor shall employ only competent and efficient Electricians for every kind of work that is describe in this specification.

At the time of the Pre-Service Meeting, Contractor shall submit to the Project Manager:

- documentation detailing the Contractor's electrical repair work (three (3) years) and business experience (one (1) year).
- the names of the personnel who will be working on this project along with their required work experience (three (3) years).

Whenever, in the Project Manager's opinion, any Contractor employee is unfit to perform the task, does the work contrary to instructions, or exhibits improper conduct, the Contractor shall remove the person from the worksite and not employ the person again for work on this project without written permission of the Project Manager or his/her designee.

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Contractor shall furnish the type, condition, and quantity of equipment that meets the qualifications necessary for the proper execution of the work within the specified contract time. Contractor shall maintain the equipment described in this specification in good condition, subject to acceptance, before and during use in connection with the project.

The Contractor is responsible for supplying all materials, in order to complete all electrical work within any of the specified locations. PennDOT will not purchase any materials needed to complete any work located within the specified locations.

Contractor shall provide a Fifty (50) Foot Bucket Truck to allow the Contractor to make required repairs as directed and required. This equipment is a pay item to the project and must be inspected and approved by the PennDOT's representative prior to beginning any work.

Contractor will leave all replaced parts with the Project Manager as each job is completed.

SUBCONTRACTING

Subcontracting will only be permitted for the mechanical portion of the generator maintenance and repair, and rental equipment, only. All other work will be completed by the contractor. If generator maintenance and repair, and equipment rental, is to be subcontracted, the contractor is required to get PennDOT approval in accordance with the Terms and Conditions. The contractor is required to submit a list (Attachment F: Contractor-Subcontractor Form) of his subcontracted material/service for the generator work to the Purchasing Agent within 3 business days of notice of apparent low bidder status.

WORK PERFORMANCE REQUIREMENT

The Prime Contractor shall perform a minimum of 75% of the total value of the Contract work (the "75% Prime Contractor minimum"). The 75% Prime Contractor minimum shall be determined by dollar value. More specifically, the total value of the Prime Contractor's Work divided by the total value of the entire Contract shall equal or exceed 0.75.

The Prime Contractor shall submit the Contractor-Subcontractor Form (Attachment F) to the PennDOT Purchasing Agent within 3 business days of notice of apparent low bidder status and Attachment 2 shall set forth specific dollar amounts so that PennDOT can determine whether the total value of the Prime Contractor's Work divided by the total value of the entire Contract equals or exceeds 0.75. The failure to submit this form within 3 business days of notice of apparent low bidder status; meet the experience requirements; or demonstrate that it complies with the 75% Prime Contractor minimum shall result in rejection of a bid as nonresponsive or support a determination that a prospective contractor is not responsible.

If after contract award it is learned that the Prime Contractor knowingly submitted false information to the PennDOT on this form or any other form, the PennDOT may terminate the Agreement and seek other available legal remedies. If at any time after Contract award, the Prime Contractor expects to perform less than the 75% Prime Contractor minimum under the Contract or there is a change in personnel with the Prime Contractor or its Subcontractor(s) that impacts compliance with the experience requirements under the Contract, the Prime Contractor shall immediately notify the PennDOT in writing and submit an amended Request for Contractor and Subcontractor Information form. The PennDOT shall review the amended Request for Contractor

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and Subcontractor Information form. The PennDOT may request additional information for its review. The PennDOT may reject or accept, at its own discretion, the Prime Contractors' request to amend the Request for Contractor and Subcontractor Information form. The Prime Contractor may not change its allocation of subcontracted work without PennDOT approval. If the Prime Contractor fails to notify the PennDOT in writing during the life of the Agreement, the PennDOT may again terminate the Contract.

SAFETY AND ENVIRONMENTAL

All work will be performed in a professional, safe and orderly manner in accordance with the latest publication of Bulletin 43 and/or Publication 90. Copies of these documents can be obtained by accessing PENNDOT's website at www.dot.state.pa.us.

The Contractor shall be well-informed of the latest PennDOT of Environmental Protection (DEP) safety regulations and OSHA regulations when entering confined areas. When working in confined areas Contractor will insure that all precautions are taken as required by these regulations.

All traffic control, if needed, will be supplied by the PennDOT. All work will be in conformance with National Electric Code and Township code requirements. All necessary precautions are the responsibility of the contractor.

SPECIAL INVOICE AND BILLING INSTRUCTIONS

Upon the completion of service each month the contractor will complete a Confirmation of Service form (OS-501) (Attachment D) and compile a billable summary report containing all the information needed to invoice for the work. The OS-501 and the Billable Summary Report will be mailed to the County Equipment Manager in the County in which the work is being performed. The County Equipment Manager will confirm work performed, materials, hours, mark up, and cost and call the vendor to correct any mistakes.

The Contractor shall submit a commercial invoice to the address shown on the first page of the Purchase Order. The Contractor's invoice must include the date of service, a description of the work performed, and all other information as required by the Terms and Conditions including purchase order number, item numbers, and unit prices.

Contractor will submit invoices on a monthly basis along with the work order request (see Attachment A)

EQUIPMENT INSPECTION

Bidders are required to prepare Attachment E, Equipment List, and submit this document to the Purchasing Agent within 3 business days of notification of apparent low bidder status.

After the bid opening and prior to award, the apparent low bidder shall demonstrate to the PennDOT County/District Equipment Manager that the listed equipment meets the specification requirements.

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Within 10 calendar days of the bid opening, the PennDOT County/District Equipment Manager will notify the apparent low bidder regarding the time and location of the demonstration.

If the apparent low bidder fails to demonstrate the acceptability of its equipment, the apparent low bidder will be deemed nonresponsive and not responsible and its bid will be rejected. The contract will then be awarded to the next lowest responsive and responsible bidder that successfully demonstrates the acceptability of its equipment.

If changes to equipment and/or personnel are made after the award, the Contractor may be asked to successfully demonstrate the acceptability of the equipment.

PRE-SERVICE MEETING

After the Contract is issued the Project Manager will contact the Contractor to notify the Contractor of the time and location of the Pre-Service Meeting. The Contractor's Representative is required to attend this meeting.

CONTRACTOR'S REPRESENTATIVE

The Contractor shall assign one of its employees to serve as the Contract Representative (i.e. the individual who will be the Contractor's sole contact person designated to interact and communicate with the PennDOT on all contract-related activities and issues. The assigned Contractor Representative must be fluent in English.

The Contractor shall provide the PennDOT with the Contract Representative's contact information including name, title, cell phone number, and email address.

The Contract Representative shall have the authority to make all contract-related decisions. The Contractor shall notify the PennDOT immediately, in writing, of any change involving the individual serving in this position.

The Contractor must complete and submit the attached Contractor Representative Information Form (Attachment C) to the Purchasing Agent within three business days of notice of apparent low bidder status.

STRATEGIC ENVIRONMENTAL MANAGEMENT PROGRAM (SEMP) REQUIREMENTS

PennDOT has implemented a Strategic Environmental Management Program (SEMP) which complies with the ISO 14001:2004 standard. As part of SEMP, the Commonwealth of Pennsylvania has established a Green Plan Policy that can be found at:

www.dot.state.pa.us

To access program requirements on the website:

Type in '**SEMP**' in search field, and select the magnifying glass.

Then select '**Pollution Prevention**' and review site.

The Green Plan Policy is designed protect the environment, conserve resources and comply with environmental laws and regulations.

The Contractor shall ensure that its personnel are aware of the Commonwealth of Pennsylvania's commitment to protecting the environment, are properly trained about the environmental impacts

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of their work and are competent (through appropriate work experience, job training or classroom education) to perform the work that they do.

MISCELLANEOUS MATERIALS

Description – This work is furnishing any electrical materials required to complete the repair work authorized by the PennDOT’s Representative.

Material – In accordance with sections 110, 910.2, 910.3, 920.2, 954.3, 1101, 1102, and 1104. Supply all material UL approved verified through invoices from suppliers and meets all National Electric Code and Township code requirements.

Measurement and Payment – A predetermined amount of money (PDA) is indicated in the Invitation for Bid (IFB) Header Text for this work. All material not specified in the contract will be paid under this item in the contract through a purchase order for the amount shown in the Invitation for Bid (IFB) Header Text for this service.

The cost of material used will be reimbursable at the actual cost, including applicable tax, shown on vendor’s (supplier’s) invoices.

All material will be replaced in kind. All materials are to be purchased by the contractor.

No material purchases will be initiated without approval of the equipment manager or his designee.

A separate bill with supporting documentation must be submitted for each job that is completed.

MISCELLANEOUS EQUIPMENT

Description – This work is furnishing specialized equipment required to repair any electrical system, circuit, component, or equipment for the District or the Lab. This includes rented or contractor owned specialized equipment, lift truck, scissors lift, or other mechanized lifting equipment to allow the Contractor to make required repairs where ladders or scaffolding are not practical. The type of lift equipment to be used must be capable of reaching parking lot lights and any interior and exterior building lights. The Project Manager must give approval before using rented equipment and the duration of the rental period, prior to renting or providing the equipment.

Material and Service – All equipment must have the required state licenses and inspections.

Measurement and Payment – PDA – A predetermined amount of money (PDA) is indicated in the Invitation for Bid (IFB) Header Text for this item. Common hand tools utilized for electrical repairs, are considered incidental to the service and are to be supplied by the contractor and are not covered under the PDA.

The Contractor will be reimbursed an hourly rate based on the Rental Blue Book Rate for the equipment used whether it is rented or contractor owned.

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Include equipment supplier invoice with your Confirmation of Services Form (OS-501 – Attachment 1), Submit separate documentation for each site and occurrence.

The subcontractor/supplier invoice should include the following:

- Subcontractor/supplier Name
- Federal ID Number
- Telephone Number
- Description of the materials, equipment and services provided.

GENERATOR MECHANICAL SERVICE

Description – This work is furnishing all labor and materials required for preventative maintenance and/or repair associated with the mechanical systems of the existing diesel generator. The Project Manager must give approval before any work is to be done. This includes, but is not limited to, two separate preventative maintenance services: semi-annual (Spring) and annual services (Fall) (to include a 4-hour load test and fuel polishing).

Material and Service – All other generator related material will be new and labor will meet all federal, state, and local code requirements. All electrical work is to be paid under Items 1 to 6.

Measurement and Payment – PDA – A predetermined amount of money (PDA) is indicated in the Invitation for Bid (IFB) Header Text for this item. All labor for mechanical repairs of the diesel generator will be paid under this item. Common hand tools such as hammers, screw drivers, fish tapes, pliers, measuring tapes, power hand saws, or drills, etc., are considered incidental to the service and are to be supplied by the contractor and are not covered under the PDA.

The cost of subcontractor services will be paid at the actual cost plus markup. The markups shall not exceed 5% for subcontractor services.

Include the subcontractor invoice with your Confirmation of Services Form (OS-501 – Attachment 1), Submit separate documentation for each site and occurrence.

The subcontractor/supplier invoice should include the following:

- Subcontractor/supplier Name
- Federal ID Number
- Telephone Number
- Description of the materials, equipment and services provided.

STOCKPILE ELECTRICAL REPAIR SERVICE SPECIFICATIONS

ITEM 1 – SPRING INSPECTION OF THE ALL ELECTRICAL SYSTEMS AT STOCKPILE FACILITIES

Description - This work will consist of inspection of all electrical systems, at all of the sites listed on Attachment B, Stockpile Locations, to include outside lighting, trucks heaters, personal staging building heaters, husky/hi-arch/dome lights, and all switches and panels of all county stockpiles during the month of March after winter.

Service – Perform inspection of all stockpile facilities in March after winter. This inspection includes but is not limited to include outside lighting, trucks heaters, personal staging building heaters, husky/hi-arch/dome lights, and all switches and panels. Determine which facilities are

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not functioning properly and record their exact locations. Furnish an inventory of facilities to be repaired to the equipment manager or his designee immediately after the inspection. The equipment manager or his designee will submit an electrical work request (Attachment A) for work to be done.

Measurement and Payment – Each

ITEM 2 – ONE (1) ELECTRICIAN
ITEM 3 – TWO (2) ELECTRICIANS

Description – This work is the servicing, maintaining, troubleshooting and/or repairing of all outside lighting, trucks heaters, personal staging building heaters, husky/hi-arch/dome lights, and all switches and panels of all county stockpiles as directed for the locations shown in the location summary (Attachment B).

Material – All tools and equipment will be incidental to this service except for Bucket Truck. Supply all materials and specialized equipment in accordance with the item labeled Miscellaneous Materials and Bucket Truck.

Service – Supply personnel who are qualified to perform electrical work on all systems and appurtenances at the locations identified in this contract.

Perform and direct work needed to maintain all outside lighting, trucks heaters, personal staging building heaters, husky/hi-arch/dome lights, and all switches and panels. Work will be issued through electrical work request (Attachment A).

Normal Work Hours are an eight (8) hour shift between 6:00 a.m. to 4:30 pm. Monday thru Friday. No work will be performed on National Holidays without the written approval of the PennDOT.

Travel time to the job site is considered incidental to the cost of the item and no additional payment will be made.

Measurement and Payment – Hour

ITEM 4 – PREMIUM TIME ELECTRICIAN

Description – This work is the servicing, maintaining, troubleshooting and/or repairing of all outside lighting, trucks heaters, personal staging building heaters, husky/hi-arch/dome lights, and all switches and panels of all county stockpiles as directed for the locations shown in the location summary (Attachment B) before and after normal work hours listed in item 2 and 3, weekends, or during an emergency.

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Material – All tools and equipment will be incidental to this service except for Bucket Truck. Supply all materials and specialized equipment in accordance with the item labeled Miscellaneous Materials and Bucket Truck.

Service – Supply personnel who are qualified to perform electrical work on all systems and appurtenances at the locations identified in this contract.

Perform and direct work needed to maintain all outside lighting, trucks heaters, personal staging building heaters, husky/hi-arch/dome lights, and all switches and panels. Work will be issued through electrical work request (Attachment A).

Travel time to the job site is considered incidental to the cost of the item and no additional payment will be made.

Measurement and Payment – Hour

ITEM 5 – BUCKET TRUCK

Description – This work is providing a fifty (50) foot bucket trucks to allow the Contractor to make required repairs where ladders or scaffolding are not practical. An operator is included as incidental with the equipment.

Service – Meet requirements of Special Provision “Character of Workers and Equipment” and must be approved by the Department Representative for use.

Measurement and Payment – Hour

ITEM 6 – FALL INSPECTION OF THE ALL ELECTRICAL SYSTEMS AT STOCKPILE FACILITIES

Description - This work will consist of inspection of all electrical systems, at all of the sites listed on Attachment B, Stockpile Locations, to include outside lighting, trucks heaters, personal staging building heaters, husky/hi-arch/dome lights, and all switches and panels of all county stockpiles during the month of October before winter.

Service – Perform inspection of all stockpile facilities in October before winter. This inspection includes but is not limited to include outside lighting, trucks heaters, personal staging building heaters, husky/hi-arch/dome lights, and all switches and panels. Determine which facilities are not functioning properly and record their exact locations. Furnish an inventory of facilities to be repaired to the equipment manager or his designee immediately after the inspection. The equipment manager or his designee will submit an electrical work request (Attachment A) for work to be done.

Measurement and Payment – Each

Attachment A: Electrical Work Request



DISTRICT 6-0 ELECTRIC WORK REQUEST

CONTRACTOR:

ELECTRICAL SERVICE
PHONE:
FAX:

PENNDOT REP:

Name
PHONE:
FAX:

COUNTY:

WORK REQUEST #:

DATE ISSUED:

DATE STARTED: _____

Yard#: **LOCATION:**

DATE DONE: _____

BUILDING #:

URGENT REPLY NEEDED:

Yes / No

WORK REQUESTED:

- 1)
- 2)
- 3)
- 4)
- 5)

NOTIFY INSPECTOR OF RESULTS PRIOR TO WORK BEING DONE:

Attachment B: Stockpile Locations

| County | Box # | Stockpile Name | Address/Location |
|----------|-------|----------------|--|
| Delaware | 01 | Bortondale | 426 S. Old Middletown Rd. (PO Box B) Media, PA 19063 |
| Delaware | 02 | Chester Pike | 25 Angelo Dr. Crum Lynn, PA 19022 |
| Delaware | 07 | Conchester | 2188 Foulk Rd. Garnet Valley, PA 19061 |
| Delaware | 11 | Lawrence road | 10 Lawrence Rd. Broomall, PA 19008 |

Attachment C: Contractor Representative

This page is to be completed and submitted to the Purchasing Agent within three business days of notice of apparent low bidder status.

1. Contractor is to list Contractor's Representative: _____

2. Contractor is to list Contractor's Representative's 24/7 Telephone Number: _____

3. Contractor is to list Contractor's Representative's Email Address: _____

4. Contractor is to list Contractor's Representative's Title: _____

Attachment D: Confirmation of Services Report (OS-501)

OS-501 (10-14)



CONFIRMATION OF SERVICE

Date Service Rendered: Contractor Name: Phone: PURCHASE ORDER #: SAP Vendor Number: Address (1): Address (2): City: State: Zip Code:

(Reference line items on purchase order that match the services that were performed.)

Table with columns: PO Line #, Description / Product ID, Quantity, U.O.M., Unit Price, Item Total. Contains 20 rows, all with \$0.00 totals.

Continue on page 2 Total of Page 1 \$ 0.00 Total of Page 2 \$ 0.00 Grand Total \$ 0.00

Contractor Signature: Date:

PENNDOT USE ONLY I certify the services represented by the confirmation of service form above were received satisfactorily. Therefore, I approve payment be made Project Manager Signature Date (mm/dd/yyyy) I certify that I have entered a Goods Receipt in SAP for this service. (Goods Receipts should be entered within 48 hours per Management Directive 310.31) SRM/R3 Receiver Signature Date (mm/dd/yyyy) SRM Confirmation # / R3 Material Document #

Attachment E: List of Vehicles and Equipment

To be submitted to the Purchasing Agent within three business days of notice of apparent low bidder status.

(List Only the Vehicles and Equipment that will be used for this Contract)

| License or Identification Number | Purpose | Type of Vehicle or Equipment | Capacity/Size | For PennDOT Use Only | |
|----------------------------------|---------|------------------------------|---------------|---|----------|
| | | | | Equipment Provided At Demonstration (Pass/Fail) | Comments |
| | | | | | |
| | | | | | |
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Vehicles and equipment that are utilized for maintenance contract work must meet the requirements as described in the contract specifications and the laws and regulations of Pennsylvania. The Contractor hereby verifies that all vehicles and equipment in the above table is adequate and necessary for the contract maintenance work and all listed vehicles and equipment will be available at the initial demonstration. All vehicles and equipment in the above table shall be inspected and approved by PennDOT during the demonstration(s). Where a contractor intends to rent vehicles and equipment, the identification number or license number on the table above may be provided at the time of the initial demonstration; however, all remaining information for the rented vehicles and equipment must be provided in the table above, and the vendor must submit a copy of the rental agreement at the equipment inspection. The Contractor agrees to maintain and, as applicable, update this list of all vehicles and equipment after start of work for the duration of the contract. The vehicles and equipment under a pay item will be inspected only. All equipment and vehicles that are incidental do not need to be inspected.

Name of Company: _____ Date: _____

For PennDOT Use Only:

- Initial or Second Demonstration: _____ Date of Demonstration: _____
- Location of Demonstration _____
- By: _____
- Overall Demonstration (Pass/Fail): _____
- Demonstration Notes: _____

Attachment F: Contractor-Subcontractor Form

Prime Contractor: _____

Qualified Work Personnel

The Statement of Work requires personnel performing the work for the contract to have a minimum number of years' experience in their respective personnel classification. Thus, each prospective contractor must fully complete this form.

| Contractor Employer Name | Employee Name | Personnel Classification (Journeyman Electrician, Master Electrician and Lineman) | Years of Experience |
|--------------------------|---------------|--|---------------------|
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Work Responsibility

As noted in the Statement of Work, the Prime Contractor shall perform a minimum of 75% of the total value of the Contract work (as determined by dollar value). This form is to provide the PennDOT additional information for assessing each bidder's responsiveness.

Total Bid Amount: \$ _____

Prime Contractor Work: \$ _____ Subcontractor Work: \$ _____

| Subcontractor Name | Item | Material/Service Description | Total Line Item Price |
|--------------------|------|------------------------------|-----------------------|
| | | | |
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****This page is to be completed and returned to the PennDOT Purchasing Agent within 3 days of notice of apparent low bidder status.**

***** The PennDOT will determine responsiveness based upon the information provided.**