

ADDENDUM NO: 1

REQ NO: 127062

FINAL SUBMITTAL: February 2, 2017 2:00 PM EST

FINAL QUESTIONS: January 27, 2017 2:00 PM EST

Department: General Services

Changes or Addition to the Bid:

Attached you will find the following changes:

- 1. Appendix A; as discussed in the pre-bid added Electrician Apprentice 1 – 5 and Electrician Apprentice (overtime) 1 – 5.**
- 2. Added Subcontracted Work Markup by Vendor over Invoice Cost at a percentage**
- 3. Bid opening date will be changed to February 2, 2017 due to General Services have some more changes that need to be addressed. There may be another pre-bid on Thursday, January 26, 2017 at 10:00 AM EST if needed.**

Req No: 127062 General Services – Electrical Services

(Signed)

PLEASE SIGN ONE (1) COPY OF ADDENDUM AND RETURN TO THE PURCHASING DEPARTMENT. RETAIN THE OTHER COPY FOR YOUR FILES.

**CITY OF CHATTANOOGA
PURCHASING DEPARTMENT
Mark McKeel
City Hall Suite G13
CHATTANOOGA, TN 37402
TELE: (423) 643-7236
FAX: (423) 643-7244**

**SPECIFICATIONS FOR BLANKET CONTRACT
TO SUPPLY
ELECTRICAL SERVICES AT ALL
GENERAL SERVICES FACILITIES
FOR THE
CITY OF CHATTANOOGA, TENNESSEE**

December 2016

G1.0 GENERAL

G1.1 SCOPE OF SERVICES

The Scope of Services included in these Specifications shall be for electrical services and equipment, both routinely scheduled and on an as-needed basis, for the City of Chattanooga.

It is the responsibility of each bidder to visit the City of Chattanooga General Services facilities to determine the nature of the electrical systems for which these services may be required, the associated work areas and conditions, the sizes and types of equipment and parts, the safety requirements, and any other circumstances associated with the provision of these electrical services.

Any questions or comments related to the services described in these specifications may be directed to Mark McKeel, Buyer, City of Chattanooga Purchasing Division, phone 423-643-7236 or email mmckeel@chattanooga.gov.

G1.2 BASIS OF BIDDING

The Contractor shall submit two (2) copies of bid documents utilizing the City's Standard Bid Form. The Bid shall include the labor cost per hour for the various electrical classifications, the cost per hour for testing services as described herein, the cost per hour for provision of equipment, and a per mile charge for servicing the City of Chattanooga. **Please refer to Appendix A and Appendix B for a list of these items for which costs shall be provided.**

The cost per hour shall include any and all costs for standard tools/incidentals required to complete a job, wages, benefits, indirect costs, overhead and profit, insurance, and any other related direct or indirect cost. The labor cost per hour shall be for the services of one (1) individual of the stated classification.

The Vendor shall also provide standard hourly rates and overtime rates for the various work described herein and as indicated in Appendix A. Emergency work as described in Section G2.2.1.D of these specifications shall be paid for at the stated overtime rate. **Please include your company's policy on overtime.**

The bid shall be awarded on the basis of the unit cost per hour of the electrical classifications as well as an evaluation of the Vendor's qualifications, experience, capabilities and other factors specified in the City Code.

The City of Chattanooga reserves the right to reject any and/or all bids, to waive any information in Bids received, and to accept any Bid which in its opinion may be in the best interest of the city.

G1.3 SUBMITTALS

G1.3.1 Bid Bond

Not Required

G1.3.2 Performance Bond

None Required.

G1.3.3 References, Qualifications, and Experience

A. References

1. The Vendor shall submit a list of at least three (3) customers for whom the Vendor has performed electrical services during the past three (3) years in a similar facility including high voltage services such as those described in Section G2.2 herein.
2. The list shall include names, addresses, telephone numbers, and contact person who is knowledgeable of services provided.

B. Qualifications and Experience

1. Vendor shall maintain full-time staff having at least five (5) years' experience in electrical work.
2. The Vendor shall submit a brief company history of providing services similar to those specified herein.
3. The Vendor shall provide a description of its work force including number of skilled personnel, licenses and certifications, and their length of service with the company.
4. The Vendor shall provide a description of any previous specialized electrical services provided for commercial, manufacturing or industrial clients.

C. Detailed Job Estimates

1. The Vendor shall provide a detailed job estimate for each job requested to the City of Chattanooga organization ordering the services prior to beginning any work. The estimate should include the number and type of workers to be used, the estimated time required to complete the job from start to finish and any equipment required to perform the work including operator and rental of special equipment not included in Exhibit B.

D. Parts/Electrical Supplies to be used

1. Vendor shall provide a list of all parts/electrical supplies to be purchased to complete any job as requested by City of Chattanooga. City representative who may purchase the parts/electrical supplies from the existing City of Chattanooga electrical supply blanket contract and shall be referenced to an approved job identification number. Items which are not available on the City of Chattanooga electrical supplies blanket contract may be purchased under this contract under Appendix B. At the time the City of Chattanooga has a bona fide contract including catalog items, the contract line under Appendix B shall become invalid.

E. Timesheets

1. Vendor shall provide with each invoice employee timesheets showing time worked on the job. In the case an employee works overtime, the number of standard work hours must be included prior to any authorized overtime. Time sheets shall include all work performed, indicating the electrical trade, hours of work, use of specialized equipment, and/or use of approved subcontractors.

F. Hourly Rates

1. Hourly rates shall include employee's hourly rate of compensation under each classification.
2. Transportation Charges shall include your company's cost of transportation per mile per vehicle and per hour (two separately bid items). Mileage shall not apply to items listed under Appendix B. The City of Chattanooga shall determine which cost to include in the award of this contract.

G1.4 GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS

The Vendor shall comply with the Terms and Conditions posted on website <http://www.chattanooga.gov/general-services-files/purchasing/purchasingmanuel.pdf> that has been made a part of this solicitation.

G1.5 LENGTH OF CONTRACT

The Contract for services described herein shall be for a period of one (1) year

beginning the effective date of the award of the Contract. The Vendor shall provide a firm hourly rate for the first year of the Contract.

The City and Vendor shall have the option of mutually extending the Contract for three (3) additional one (1) year periods.

G1.6 INSURANCE

The Vendor shall, prior to the award of the Contract, furnish proof and maintain in force insurance requirements at the minimum limits specified in the attachment "Requirements for Insurance Coverage."

Copies of the current insurance certificate(s) shall be provided to the City prior to any work being performed. Insurance shall be kept in force during the entire length of the contract.

G1.7 WARRANTY

The Vendor shall warrant and guarantee the work performed for a period of one (1) year following completion of the work. The work shall be guaranteed and warranted against defective workmanship and materials.

G2.0 SERVICES AND OTHER REQUIREMENTS

G2.1 GENERAL

G2.1.1 Subcontractors

The Vendor shall not subcontract the services or assign the contract to others without the written consent of the City of Chattanooga.

G2.1.2 Compliance with Applicable Regulations

All of the services provided by the Vendor shall be completed in a good and workmanlike manner. All services provided shall be in compliance with all applicable statutes, rules, ordinances and regulations of, but not limited to, the NEC, NFPA 70E, USEPA, TDOT, OHSA, and any similar federal, state, and local laws or regulations applicable to the Vendor or to the services described herein.

The Vendor's personnel shall comply with all City facilities' work rules and regulations when on site.

G2.1.3 Inspection

The services furnished by the Vendor shall be subject to inspection and approval by the City's designated representative, but the manner and method of providing the services shall be the responsibility of the Vendor.

G2.1.4 Failure to Provide Services and Termination of Contract

In the event the Vendor:

- a. Fails to initiate services on the date specified or otherwise agreed to;
- b. Fails to provide all of the required documentation for his personnel, insurance, and any other documentation required by these Specifications at the specified times;
- c. After having begun services, abandons them for any reason;
- d. Suspends or refuses to continue services; or
- e. Defaults in any manner in the performance under the terms of the Contract for a period of two (2) consecutive working days (unless the Vendor is prevented from continuing for reasons beyond its control);

The City of Chattanooga shall have the right to terminate the Contract after giving a thirty-day (30) written notice to the Vendor for the above, but not limited to the reasons listed above.

G2.2 DESCRIPTION OF CONTRACTED SERVICES

G2.2.1 General

- A. The Vendor shall provide specialized electrical services for the repair, upgrade, replacement, improvement, and/or maintenance of the electrical equipment at all City of Chattanooga facilities. The Vendor shall provide all standard tools/incidentals required to complete a job, labor, benefits, tools, equipment, fuel, materials and other related expenses necessary to provide these services.
- B. The Vendor shall provide the services as scheduled by the City or on an "as needed" basis as requested by the City. The City will attempt to schedule the work to optimize the use of the Vendor's personnel and equipment when it is needed.
- C. Vendor shall perform work on straight time, i.e., non-emergency, unless otherwise noted. Overtime, weekend, or holiday work shall only be performed at the City's direction. Vendor shall agree to a two (2) hour response time to respond to routine calls.
- D. Vendor shall perform emergency work when requested by the City. Response to the need for emergency work shall be within two (2) hours of notification. Emergency work will be paid at the overtime rates. Vendor shall supply an after-hours contact name and phone number through which notification of the need for emergency work shall be made.
- E. The Vendor shall provide trained electrical service personnel to perform various tasks requested by the City in accordance with the agreed hourly rates (reference Appendix A). Hourly rate shall include all standard tools, incidentals, consumables and equipment used by electrical service

personnel. Specialized equipment shall be as listed in Appendix B and shall have separate hourly or daily rates. Any other equipment NOT listed in Appendix B, shall be included in the detailed written estimate for each job and shall include operator and rental fees.

- F. The Vendor shall review the various projects and assignments with City personnel, to determine labor, materials, and equipment needed, and to provide any other planning, sketches, drawings, product research, or other requirements of the work.
- G. The Vendor shall ensure that upon completion of work assignments, all materials and equipment are cleaned up and/or removed, all materials requiring disposal are removed, all equipment is properly stored, and the work area is completely cleaned.

G2.2.2 Examples of Services Required

Electrical services to be supplied under this contract shall include, but not be limited to the following:

- A. Minor electrical services and equipment, both routinely scheduled and on an as-needed basis, for projects pertaining to 480 volts or less either Single or 3 Phase.
- B. Inspection and repairs to overhead electrical equipment, including lines, poles, lightening arrestors, risers, guy wires, ground rods, etc.
- C. Design, installation, and start-up testing of new electrical control panels, both PLC and non-PLC based, including new installations, retro-fit applications and applications including automatic transfer controls for backup power.

G2.2.3 City Supplied Services

The City will provide the following services;

- 1. Designate a City representative to coordinate each assignment and/or project with Vendor's personnel.
- 2. Provide access to City facilities for execution of the work.
- 3. Parts/Electrical Supplies needed to complete each job may at the City's option, be purchased by a City representative from the electrical supplies blanket contract with the City of Chattanooga.

3.0 EXECUTION

G3.1 CONTRACT STARTING DATE

The Contract for the full services shall begin immediately on the effective Date of the award of the Contract

4.0 PAYMENT OF SERVICES

- 4.1** The City will make payment to the Vendor according to the City's normal policies and procedures.
- 4.2** Before an order can be placed for routine transactions, City will request a Quote from Vendor with detailed breakdown. Once City has approved the quoted price and submits Requisition for same, it will advise Vendor of the Release Number in order to place the order.
- 4.3** Vendor's Invoice must list a valid E-Mail Address for billing questions and inquiries.
- 4.4** Invoice Date is critical and Invoices must be sent to the City on the Invoice Date in order for the City's tracking system to accurately reflect the record. The Invoice Date must not precede the Ship Date or Service Date.
- 4.5** Invoice descriptions on transaction lines must match the wording of the Purchase Order transaction lines, and reference the corresponding transaction line number of the Purchase Order. The Vendor shall not invoice the City for any item that does not correspond to a line on the Purchase Order.
- 4.6** Items being billed on Markup line must have corresponding source Invoice and that total and markup breakdown must be reflected on Vendor's Invoice to the City. Vendor is not to include tax in the items to be marked up. Vendor should increase its percent Markup when bidding contract to allow for taxes. Where applicable, the City will provide its Tax Exemption Certificate to Vendors and Vendors' sources upon request. Vendor is not to include freight charges in the items to be marked up. Vendor should increase its percentage Markup when bidding contract to allow for freight.
- 4.7** Vendor will be responsible for collecting signature from the City's designated project contact when delivering goods and/or services and must be able to produce said Proof of Delivery ("POD") upon request. The POD must contain an itemized list of goods and/or services. The POD must accompany each Department's payment packet before presenting the Invoice with all necessary backup to City's Accounts Payable Division. Including copy of POD with Invoice is encouraged.
- 4.8** Vendor's Invoices that are billed inaccurately, incompletely, or otherwise unable to be processed are not considered valid.
- 4.9** When sending City a Revised Invoice, it must be clearly marked "Revised." When sending City a replacement Invoice, it must reference the Invoice Number it is replacing.

- 4.10** Invoices to the City shall reference the City Department, Release Number, Work Order Number, and the first and last name of the City employee placing the order.
- 4.11** Accurate Invoices, with all appropriate backup documentation, shall be sent to:

City of Chattanooga
Attn: Accounts Payable Division
101 East 11th Street, Suite 101
Chattanooga, TN 37402
acctspayable@chattanooga.gov

And a copy sent to ordering Departments:

General Services
274 East 10th Street
Chattanooga, TN 37402
lwilson@chattanooga.gov

APPENDIX A BID FORM

LABOR RATES

(PLEASE INCLUDE YOUR COMPANY'S POLICY ON OVERTIME)

<u>Electrical Trade</u>	<u>Quantity</u>	<u>Rate</u>
Electrical Foreman	Hour	_____
Electrical Foreman (overtime)	Hour	_____
Electrician Apprentice 1	Hour	_____
Electrician Apprentice 2	Hour	_____
Electrician Apprentice 3	Hour	_____
Electrician Apprentice 4	Hour	_____
Electrician Apprentice 5	Hour	_____
Electrician Apprentice 1 (overtime)	Hour	_____
Electrician Apprentice 2 (overtime)	Hour	_____
Electrician Apprentice 3 (overtime)	Hour	_____
Electrician Apprentice 4 (overtime)	Hour	_____
Electrician Apprentice 5 (overtime)	Hour	_____
Electrician Helper	Hour	_____
Electrician Helper (overtime)	Hour	_____
Electrician Journeyman	Hour	_____
Electrician Journeyman (overtime)	Hour	_____
Instrument Technician – ISA Certified (regular)	Hour	_____
Instrument Technician – ISA Certified (overtime)	Hour	_____
Lineman (regular)	Hour	_____
Lineman (overtime)	Hour	_____
Lineman Foreman (regular)	Hour	_____
Lineman Foreman (overtime)	Hour	_____

TESTING SERVICES

Medium voltage testing and servicing to include Cables, Switchgear, Motors, Relay, and Transformers

Medium voltage testing and/or servicing (regular)	Hour	_____
Medium voltage testing and/or servicing (overtime)	Hour	_____
Programmer/Troubleshooter for PLC's (regular)	Hour	_____
Programmer/Troubleshooter for PLC's (overtime)	Hour	_____
Testing of Substations	Hour	_____
Testing and analysis of Transformers	Hour	_____
Breaker Service and Repair	Hour	_____

Parts and Materials Markup

(For items not included under Current COC Electrical Supply Blanket Contract only)

Parts and Materials Markup by Vendor over Cost Percent _____
(Parts and Materials shall not include typical consumable items such as wirenuts, electrical
tape, wire lube, zip ties, saw blades, drill bits, etc.)

Subcontracted Work Markup

Subcontracted Work Markup by Vendor over Invoice Cost Percent _____
(Core Drilling, Specialized Services, etc.)

**APPENDIX B
BID FORM**

**SPECIALIZED EQUIPMENT PROVIDED BY VENDOR
(INCLUDES OPERATOR WITH NO MILEAGE CHARGE)**

<u>Equipment Description</u>	<u>Unit</u>	<u>Rate (or N/A)</u>
Boom Lift – 60 feet	Hourly	_____
Forklift – 6000 pound reach	Hourly	_____
Scissor Lift – 26 feet	Hourly	_____
One Man Lift	Hourly	_____
Snorkel Lift	Daily	_____
Trencher	Hourly	_____
Truck Auger	Hourly	_____
Air Compressor	Hourly	_____
Bucket/Derrick Truck – 45 ft. boom	Hourly	_____
Bucket/Derrick Truck – 65 ft. boom	Hourly	_____
Concrete Finisher	Hourly	_____
Concrete Saw	Hourly	_____
Crane – 60 ft. boom	Hourly	_____
Concrete Core Drill – up to 6 inches	Daily	_____
Equipment not listed above markup	Percent	_____