



SCOPE OF WORK

ELECTRICAL CONTRACTOR

Contractor will provide all labor, tools, management, materials, parts and supplies, equipment and transportation necessary to furnish electrical services at various locations throughout the City of Bushnell on an as-needed basis in accordance with written specifications and/or plans as provided by the City. Electrical work will consist of general maintenance, repair of existing wiring, replacement of electrical equipment including emergency and after hours' work. The work will be performed at various City facilities and locations throughout the City of Bushnell.

Qualifications

Contractor must be a State of Florida licensed electrician with a minimum of five (5) years' experience. Licensing will be verified through the Department of Business and Professional Regulations prior to award.

Contractor shall ensure all of its personnel are properly qualified, trained, certified and licensed in accordance with all applicable local, state and federal rules, regulations, laws and standards to perform the work assigned. Contractor may be requested at any time to provide evidence of such qualifications (see examples below).

- A. **Master Electrician** – must have a verifiable Master Electrician certification with a minimum of five (5) years' experience.
- B. **Journeyman Electrician** – must have a verifiable Journeyman certification with a minimum of three (3) or more years of experience.
- C. **Apprentice Electrician** – must have a verifiable minimum two (2) years' experience assisting and working directly under the direct, onsite, and continuous supervision of a Journeyman Electrician. Apprentice Electricians shall have the knowledge, skills and physical ability to perform the most common and typical tasks of the trade.
- D. **Laborers** – must have a minimum of one (1) year experience in the trade laborers are expected to perform work assisting and working directly under the direct, onsite, and continuous supervision of a Journeyman Electrician.

Contractor Personnel

The contractor shall utilize competent employees to perform the required services. At the request of the City, the contractor shall replace any incompetent, unfaithful, abusive or disorderly person in his or her employ. Contractor personnel shall abide by the City's smoking regulations. All contractor and sub-contractor vehicles shall have the company name prominently displayed and all personnel shall be required to wear a company shirt.

Working Hours

The normal (standard) working hours for this contract shall be from 7:00 a.m. to 4:00 p.m., Monday through Friday, excluding holidays.

Contract Term

Any resulting contract will be for an initial term of two (2) years with a one-year renewal option.

Response Time

Contractor will adhere to a required response time of two hours after notification from the City. Upon contact with the appropriate departmental representative, a walk-through of the proposed job site will occur within five (5) business days or as scheduled with the City of Bushnell departmental representative. Project work shall begin as scheduled with the City departmental representative and shall proceed with satisfactory progress, as determined by the Project Manager, until completion.

Quotes

All scheduled work with the City will require a written quote to be submitted prior to start of work based on unit pricing and material markup included in bid. All written quotes must include:

- a. Contractor's name and address
- b. Date of the quote
- c. Project number and/or Title
- d. Signature of contractor or authorized representative
- e. Estimated labor and materials

Any items ordered specifically for a City project shall be F.O.B. destination with no shipping costs accessed to the City.

Materials

- a. Material quality is expected to be commercial grade and as specified in the given scope for each job. The City reserves the right to set the standard of quality for materials for any given job. All materials used shall be acceptable to the City.
- b. The City reserves the right to purchase any materials for the contractor to use. The Contractor shall not charge a mark-up fee for material furnished by the City.
- c. All materials used or purchased in execution of this contract shall be of first quality and not damaged and/or factory seconds. Any materials damaged or not in first quality

condition upon receipt will be exchanged within twenty-four (24) hours at no charge to the City.

- d. The City reserves the option to retain all materials removed or purchased and unused for the City by the Contractor in the execution of the work.

Execution of Work

Contractor shall be responsible for performing the work necessary to meet the City standards in a safe, neat, and high-quality workmanlike manner using only accepted methods in carrying out the work and complying with all Federal, State, and Local laws. Contractor is to comply with all codes and regulations having jurisdiction for work to be performed under this contract. Project conditions will be identified individually. When contacted, contractor may be required to meet with the project manager on site and receive a scope of work for the project. Contractor will be assigned work on an as-needed basis and is required to have the capability to perform all work requested at multiple locations throughout the City in a timely manner. All furnishings and equipment shall be placed back in the original locations. Contractor shall clean and remove from the premises, all surplus and discarded materials, rubbish, and temporary structures, and shall restore in an acceptable manner all property, both public and private to a neat and presentable condition.

Damage

Contractor shall carry out work with care and methods to prevent damage to public or private property adjacent to the work. Should any public or private property be damaged or destroyed, the contractor must repair or make restoration as is practical and acceptable to the City, of destroyed or damaged property no later 10 days from the date damage occurred. Any costs related to these repairs will be the responsibility of the contractor,

Security

Contractor must comply with City security requirements for each facility. Some facilities are high-security level buildings. The City will make the contractor aware of special security needs when submitting a service request to the contractor. Contractor and all personnel employed by the contractor, including any subcontractors, shall display at all times an identification badge.

Warranty

Contractor will provide a minimum of a one (1) year warranty for all work performed and all materials provided to the covered system(s). The guarantee shall include any and all defective workmanship.

Scheduling and Invoicing

Upon completion of each individual project, the contractor will submit (to the appropriate department) a detailed invoice to include all itemized materials, work performed and labor hours used to complete the project.

All Contractor invoices must include copies of invoices from all subcontractors and suppliers on the project being invoiced.

Pricing/Award

All prices provided must include all fees associated with the work to be performed, including contractor and subcontractor overhead, profit, and mobilization. Award will be made to the lowest bidder meeting all requirements of this RFQ. Low bid will be based on the standard hourly rate for a licensed master electrician (line item #1).

ANNEX A RFQ Electrical Contractor Services