

**Solicitation**  
**For Participation in an Invitation to Negotiate**  
**Combustion Turbine Borescope Inspection Services for JEA**



**Jacksonville, FL**

**Solicitation Number 007-18**

**Mandatory Pre-Response Meeting in Person on October 26, 2017 at 9:00 a.m.**

**Mandatory Pre-Response Meeting Location: to JEA Bid Office, Customer Center 1<sup>st</sup> Floor, Room 002**

**21 W. Church Street, Jacksonville, FL 32202**

**Dial in Number 1-888-714-6484**

**Participation Code: 817050**

**Responses are due on November 21, 2017 by 12:00 pm**

**Direct delivery or mail to JEA Bid Office, Customer Center 1<sup>st</sup> Floor, Room 002**

**21 W. Church Street, Jacksonville, FL 32202**

**JEA will publicly open all Responses received from qualified Respondents November 21, 2017, at  
2:00 p.m. in the JEA Bid Office, Customer Center 1<sup>st</sup> Floor, Room 002, 21 W. Church Street, Jacksonville, FL**

## TABLE OF CONTENTS

1.	INTENT TO NEGOTIATE.....	6
1.1.	INVITATION .....	6
1.1.1.	SCOPE OF WORK (ITN) .....	6
1.1.2.	BACKGROUND .....	6
1.1.3.	INVITATION TO NEGOTIATE .....	6
1.1.4.	QUESTIONS (ITN).....	7
1.1.5.	MANDATORY PRE-RESPONSE MEETING IN PERSON.....	7
1.1.6.	OPENING OF RESPONSES.....	7
1.2.	SPECIAL INSTRUCTIONS.....	7
1.2.1.	MINIMUM QUALIFICATIONS .....	7
1.2.2.	INSURANCE REQUIREMENTS.....	8
1.2.3.	PAYMENT AND PERFORMANCE BOND REQUIREMENTS .....	8
1.2.4.	NUMBER OF CONTRACTS TO BE AWARDED .....	9
1.2.5.	REQUIRED FORMS TO BE SUBMITTED WITH RESPONSE .....	9
1.3.	EVALUATION METHODOLOGY .....	10
1.3.1.	EVALUATION AND NEGOTIATION PROCESS .....	10
1.3.2.	ALTERNATE PROVISIONS AND CONDITIONS.....	11
1.4.	SELECTION CRITERIA.....	12
1.4.1.	QUOTATION OF RATES – 50 POINTS .....	12
1.4.2.	COMPANY EXPERIENCE & PAST PERFORMANCE .....	12
1.4.3.	SAMPLE INSPECTION REPORTS .....	12
1.4.4.	PROXIMITY TO JEA .....	12
1.4.5.	USER GROUP PARTICIPATION.....	13
1.4.6.	SAFETY .....	13
1.4.7.	TIE .....	13
1.5.	GENERAL INSTRUCTIONS .....	13
1.5.1.	SUBMITTING THE RESPONSE .....	13
1.5.2.	ADDENDA.....	13
1.5.3.	CONTRACT EXECUTION AND START OF WORK.....	14
1.5.4.	DEFINED TERMS .....	14
1.5.5.	EX PARTE COMMUNICATION.....	14
1.5.6.	CERTIFICATION AND REPRESENTATIONS OF THE COMPANY .....	14
1.5.7.	ETHICS .....	15
1.5.8.	JEA PUBLICATIONS.....	15
1.5.9.	MATHEMATICAL ERRORS.....	16
1.5.10.	MODIFICATION OR WITHDRAWAL OF RESPONSES .....	16
1.5.11.	PROTEST OF ITN AND AWARD PROCESS .....	16
1.5.12.	RESERVATION OF RIGHTS TO JEA.....	16
1.5.13.	SUNSHINE LAW .....	16
1.5.14.	SUBCONTRACTORS .....	17
1.6.	JACKSONVILLE SMALL AND EMERGING BUSINESS (JSEB) PROGRAM REQUIREMENTS.....	18
1.6.1.	OPTIONAL USE OF JACKSONVILLE SMALL AND EMERGING BUSINESS (JSEB) PROGRAM	18
2.	CONTRACT TERMS AND CONDITIONS.....	18
2.1.	CONTRACT TERMS AND CONDITIONS .....	18
2.2.	DEFINITIONS.....	18
2.2.1.	DEFINITIONS .....	18
2.2.2.	ACCEPTANCE .....	18
2.2.3.	ADDENDUM/ADDENDA .....	18

2.2.4.	ADMINISTRATIVE WORK .....	19
2.2.5.	APPLICATION FOR PAYMENT .....	19
2.2.6.	APPROVED SCHEDULE .....	19
2.2.7.	ANNIVERSARY DATE .....	19
2.2.8.	AWARD .....	19
2.2.9.	CHANGE ORDER .....	19
2.2.10.	COMPANY .....	19
2.2.11.	CONTRACT .....	19
2.2.12.	CONTRACT ADMINISTRATOR.....	19
2.2.13.	CONTRACT AMENDMENT.....	20
2.2.14.	CONTRACT PRICE .....	20
2.2.15.	CONTRACT TIME.....	20
2.2.16.	DEFECT .....	20
2.2.17.	ENVIRONMENTAL REGULATIONS.....	20
2.2.18.	FIELD WORK .....	20
2.2.19.	FINAL COMPLETION.....	20
2.2.20.	FINAL PAYMENT .....	20
2.2.21.	HAZARDOUS MATERIALS.....	21
2.2.22.	HOLIDAYS .....	21
2.2.23.	INVITATION TO NEGOTIATE.....	21
2.2.24.	INVOICE .....	21
2.2.25.	JEA .....	21
2.2.26.	JEA REPRESENTATIVES.....	21
2.2.27.	LUMP SUM BULK BID PRICE .....	21
2.2.28.	MILESTONE .....	22
2.2.29.	NOTICE TO PROCEED.....	22
2.2.30.	PERFORMANCE - ACCEPTABLE PERFORMANCE/PERFORMER.....	22
2.2.31.	PERFORMANCE - TOP PERFORMANCE/PERFORMER.....	22
2.2.32.	PERFORMANCE - UNACCEPTABLE PERFORMANCE/PERFORMER.....	22
2.2.33.	PURCHASE ORDER (PO).....	22
2.2.34.	RESPONSE.....	22
2.2.35.	RESPONDENT .....	22
2.2.36.	SCHEDULE .....	22
2.2.37.	SUBCONTRACTOR .....	22
2.2.38.	SUBSTANTIAL COMPLETION (DEFINITION).....	22
2.2.39.	TASK AUTHORIZATION.....	23
2.2.40.	TERM.....	23
2.2.41.	UNIT PRICES .....	23
2.2.42.	WORK OR SCOPE OF SERVICES .....	23
2.3.	CONTRACT DOCUMENTS .....	23
2.3.1.	ORDER OF PRECEDENCE .....	23
2.4.	PRICE AND PAYMENTS .....	24
2.4.1.	PAYMENT METHOD- TASK AUTHORIZATION.....	24
2.4.2.	COST SAVING PLAN.....	24
2.4.3.	PRICE ADJUSTMENT-FIXED THREE YEARS, ANNUAL THEREAFTER .....	24
2.4.4.	DISCOUNT PRICING .....	25
2.4.5.	INVOICING AND PAYMENT TERMS .....	25
2.4.6.	PROMPT PAYMENT TO SUBCONTRACTORS, SUB-SUBCONTRACTORS AND SUPPLIERS .....	25
2.4.7.	JSEB - INVOICING AND PAYMENT .....	26
2.4.8.	OFFSETS.....	26

2.4.9.	TAXES .....	26
2.5.	WARRANTIES AND REPRESENTATIONS .....	26
2.5.1.	WARRANTY .....	26
2.6.	INSURANCE, INDEMNITY, RISK OF LOSS & BONDING .....	27
2.6.1.	INSURANCE .....	27
2.6.2.	INDEMNIFICATION .....	28
2.6.3.	TITLE AND RISK OF LOSS .....	28
2.7.	TERM AND TERMINATION .....	28
2.7.1.	TERM OF CONTRACT – DEFINED DATES .....	28
2.7.2.	TERMINATION FOR CONVENIENCE .....	28
2.7.3.	SUSPENSION OF WORK .....	29
2.7.4.	TERMINATION FOR DEFAULT .....	29
2.7.5.	SHIPPING TO AND STORAGE AT WORK LOCATION .....	30
2.8.	PRELIMINARY MATTERS .....	30
2.8.1.	WORK LOCATION .....	30
2.8.2.	UNFORESEEN CONDITIONS .....	30
2.9.	CONFIDENTIALITY AND OWNERSHIP OF DOCUMENTATION .....	31
2.9.1.	PUBLIC RECORDS LAWS .....	31
2.9.2.	PROPRIETARY INFORMATION .....	32
2.9.3.	PUBLICITY AND ADVERTISING .....	32
2.10.	LABOR .....	32
2.10.1.	NONDISCRIMINATION .....	32
2.10.2.	LEGAL WORKFORCE .....	33
2.10.3.	PROHIBITED FUTURE EMPLOYMENT .....	33
2.10.4.	HIRING OF OTHER PARTY'S EMPLOYEES .....	33
2.10.5.	COMPANY'S LABOR RELATIONS .....	33
2.11.	COMPANY'S RESPONSIBILITIES AND PERFORMANCE OF THE CONTRACT .....	34
2.11.1.	JEA ACCESS BADGES .....	34
2.11.2.	CHANGE IN SCOPE OF SERVICES .....	34
2.11.3.	CHANGE IN THE WORK .....	34
2.11.4.	CONFLICT OF INTEREST (CONSTRUCTION) .....	35
2.11.5.	CONSTRUCTION AND DEMOLITION DEBRIS .....	35
2.11.6.	UNABLE TO SUBMIT BID FORMS .....	35
2.11.7.	MINIMUM QUALIFICATION OF COMPANY PERSONNEL .....	36
2.11.8.	SHOW-UP PAY .....	36
2.11.9.	COMPANY'S LABOR RELATIONS .....	36
2.11.10.	COMPANY REPRESENTATIVES .....	36
2.11.11.	COMPANY REVIEW OF PROJECT REQUIREMENTS .....	36
2.11.12.	LICENSES .....	36
2.11.13.	SAFETY AND PROTECTION PRECAUTIONS .....	37
2.12.	VENDOR PERFORMANCE EVALUATION .....	37
2.12.1.	VENDOR PERFORMANCE EVALUATION .....	37
2.13.	JEA RESPONSIBILITIES .....	39
2.13.1.	COORDINATION OF SERVICES PROVIDED BY JEA .....	39
2.14.	COMPANY RESPONSIBILITIES .....	39
2.14.1.	STORAGE OF EQUIPMENT .....	39
2.14.2.	STORM PREPAREDNESS .....	39
2.15.	MISCELLANEOUS PROVISIONS .....	39
2.15.1.	AMBIGUOUS CONTRACT PROVISIONS .....	39
2.15.2.	AMENDMENTS .....	39

2.15.3.	APPLICABLE STATE LAW; VENUE; SEVERABILITY .....	39
2.15.4.	CUMULATIVE REMEDIES.....	40
2.15.5.	DELAYS .....	40
2.15.6.	ENTIRE AGREEMENT .....	40
2.15.7.	EXPANDED DEFINITIONS.....	40
2.15.1.	FORCE MAJEURE.....	40
2.15.2.	HEADINGS .....	41
2.15.3.	INDEPENDENT CONTRACTOR .....	41
2.15.4.	LANGUAGE AND MEASUREMENTS.....	41
2.15.5.	MEETINGS AND PUBLIC HEARINGS .....	41
2.15.6.	NEGOTIATED CONTRACT .....	41
2.15.7.	NONEXCLUSIVE .....	41
2.15.8.	REFERENCES.....	41
2.15.9.	RIGHT TO AUDIT AND FINANCIAL REPORTING.....	41
2.15.10.	SEVERABILITY .....	43
2.15.11.	SUBCONTRACTING OR ASSIGNING OF CONTRACT .....	43
2.15.12.	SURVIVAL.....	43
2.15.13.	TIME AND DATE .....	43
2.15.14.	TIME OF ESSENCE.....	43
2.15.15.	WAIVER OF CLAIMS .....	43
3.	TECHNICAL SPECIFICATIONS/DETAILED SCOPE OF WORK.....	44
4.	FORMS.....	44

## **SOLICITATION**

### **1. INTENT TO NEGOTIATE**

#### **1.1. INVITATION**

##### **1.1.1. SCOPE OF WORK (ITN)**

The purpose of this Invitation to Negotiate (the "ITN") is to solicit pricing and select a Company that can provide combustion turbine (CT) borescope testing services at the best value and lowest price to JEA.

JEA is seeking combustion turbine borescope testing services from experienced technical services company (the "Contractor" or Company") that possesses the expertise in the named services for a large, municipal electric utility with various size combustion turbines at multiple locations. The work will consist primarily of standard borescope inspections to be performed during outages that are planned or unplanned throughout the course of a five (5) year contract term. The activities performed under this contract will take place primarily at the electric production plants (Brandy Branch Generation Station, Kennedy Generating Station, Northside Generating Station and Greenland Energy Center). JEA intends to award one (1) contract for this work.

A more detailed description of the Work is provided in the Technical Specifications included as Appendix A to this ITN.

##### **1.1.2. BACKGROUND**

JEA owns, operates and manages the electric system established by the City of Jacksonville, Florida in 1895. JEA is also co-owner, with Florida Power and Light ("FPL") of the St Johns River Power Park ("SJRP"). In June 1997, JEA also assumed operation of the water and sewer system previously managed by the City. JEA is Florida's largest municipally owned utility and the seventh largest municipal in the United States.

##### **1.1.3. INVITATION TO NEGOTIATE**

You are invited to submit a Response to the Invitation To Negotiate noted below:

**JEA ITN Title: Combustion Turbine Borescope Inspection Services for JEA**

**A complete copy of this ITN and any applicable documents can be downloaded from [jea.com](http://jea.com).**

**Response Due Time: 12:00P.M. - ALL LATE RESPONSES FOR WHATEVER REASON WILL BE RETURNED UNOPENED.**

**Response Due Date:** November 21, 2017

All Responses must reference the JEA ITN Title and Number noted above. All Responses must be made on the appropriate forms as specified within this ITN, and placed in an envelope marked to identify this ITN and delivered or mailed to:

JEA Procurement, Bid Office, 21 West Church Street, Customer Center 1<sup>st</sup> Floor, Room 002, Jacksonville, FL 32202

The Respondent shall be solely responsible for delivery of its Response to the JEA Bid Office. Please note, JEA employs a third party courier service to deliver its mail from the local U.S. Post Office (USPS) which could cause a delay of Response delivery if mailed through the USPS. Therefore, JEA recommends hand delivery to the JEA Bid

Office. Reliance upon the USPS, the courier service employed by JEA, or public carriers is at the Respondent's risk. Responses are due by the time and on the date listed above.

**ALL LATE RESPONSES FOR WHATEVER REASON WILL BE RETURNED UNOPENED.**

**1.1.4. QUESTIONS (ITN)**

All Questions must be submitted in writing to the **JEA Buyer** listed below at least five (5) **business** days prior to the opening date. Questions received within five (5) **business** days prior to the opening date will not be answered.

For Procurement Questions:

Buyer: Rodney Lovgren

E-mail: [lovgrd@jea.com](mailto:lovgrd@jea.com)

Technical Questions:

Contact: Larry Guevarra

E-mail: [guevl@jea.com](mailto:guevl@jea.com)

**1.1.5. MANDATORY PRE-RESPONSE MEETING IN PERSON**

There will be a mandatory Pre-Response meeting. All interested parties shall attend the Pre-Response meeting. Each Respondent will be required to sign in at the beginning of the meeting. A Respondent shall only sign in representing one (1) company, unless otherwise specified by JEA. Respondents not attending the Pre-Response may register on JEA.com to receive information regarding the solicitation.

**PRE-RESPONSE MEETING TIME:** 9:00 AM

**PRE-RESPONSE MEETING DATE:** October 26, 2017

**PRE-RESPONSE MEETING LOCATION:** JEA CUSTOMER CENTER, BID OFFICE, 1ST FLOOR, ROOM 002, 21 WEST CHURCH STREET, JACKSONVILLE, FL 32202.

**1.1.6. OPENING OF RESPONSES**

All Responses received shall be publicly announced and recorded at 2:00 PM on November 21, 2017 in the JEA Bid Office, 21 West Church Street, Customer Center, 1<sup>st</sup> Floor, Room 002, Jacksonville, FL 32202. At the opening of the Responses, a JEA representative will publicly open each Response that was received prior to the due date and time, except for those Responses that have been properly withdrawn. JEA has the right to waive any irregularities or informalities in the Responses.

**1.2. SPECIAL INSTRUCTIONS**

**1.2.1. MINIMUM QUALIFICATIONS**

Respondent shall meet the following Minimum Qualifications to be considered eligible to submit a Response to this ITN. A Respondent not meeting all of the following criteria will have their Response rejected:

- The Company submitting the Response shall have successfully completed or be in the performance of two (2) similar service contracts in the United States, in the past five (5) years date ending the Response Due Date.
  - A similar service contract is defined as combustion turbine borescope inspection services contract totaling \$20,000.00 or more for any one (1) year period for each contract. If the

contract is currently being performed, one (1) year of spend totaling \$20,000.00 or more must have already been completed to meet the minimum qualification.

- Additionally, the service contracts submitted shall be from different customers and the services shall have performed the work on GE 7FA or GE 7EA/B combustion turbine units.

**A Minimum Qualification Form, which is required to be submitted with the Response Form, is provided in Appendix B of this ITN.**

**Please note, any Respondent whose contract with JEA was terminated for default within the last two (2) years shall have their Response rejected.**

#### **1.2.2. INSURANCE REQUIREMENTS**

Prior to JEA issuing a Purchase Order to the Respondent to begin the Work or Services, the Respondent shall submit a certificate of insurance (COI) that is in compliance with amounts and requirements as indicated in the Section herein entitled "Insurance Requirements". **Note that the COI shall specifically indicate JEA (and Florida Power and Light Company ("FPL"), if applicable) as additional insured(s) on all required insurance except Worker's Compensation and Professional Liability (if applicable). Furthermore, waiver of subrogation shall be provided for all required insurance in favor of JEA, FPL (if applicable), including their board members, officers, employees, agents, successors, and assigns.**

#### **1.2.3. PAYMENT AND PERFORMANCE BOND REQUIREMENTS**

Once the Respondent is Awarded the Contract and upon receipt of the Contract Documents, the Respondent shall furnish a Payment and Performance Bond, or alternate form of security, in the amount indicated on the Response Form, made out to JEA in forms and formats approved and provided by JEA, as security for the faithful performance of the Work or Services. No modifications to the JEA bond forms are allowed.

A fully executed Payment and Performance Bond must be recorded with the Clerk of Duval County Court and delivered to JEA before the JEA Purchase Order will be issued. JEA will send the approved bond forms to the Respondent for execution along with the Contract; however, in no case shall the date on the bond forms be prior to that of the executed Contract. The surety must be authorized and licensed to transact business in Florida. **Note, that the Respondent is responsible for the costs associated with the required Payment and Performance Bonds; therefore, the costs should be included in the Respondent's Total Response Price.** If the Respondent fails or refuses to furnish or record the required bonds, JEA will retain the Respondent's bid bond as liquidated damages.

To be acceptable to JEA as surety for Performance and Payment Bonds, a surety company shall comply with the following provisions:

- The Surety Company shall have a currently valid Certificate of Authority, issued by the State of Florida, Department of Insurance, authorizing it to write surety bonds in the State of Florida.
- The Surety Company shall have a currently valid Certificate of Authority issued by the United States Department of Treasury under Sections 9304 to 9308 of Title 31 of the United States Codes.
- The Surety Company shall be in full compliance with the provisions of the Florida Insurance Code.
- The Surety Company shall have at least twice the minimum surplus and capital required by the Florida Insurance Code during the life of this agreement.
- If the Contract Award Amount exceeds \$500,000, the Surety Company shall also comply with the following provisions:

The Surety Company shall have at least the following minimum ratings in the latest issue of A.M. Best's Key Rating Guide.

**POLICY HOLDER'S CONTRACT AMOUNT AND REQUIRED FINANCIAL RATING**

\$500,000 TO 1,000,000: A-CLASS IV

\$1,000,000 TO 2,500,000: A-CLASS V

\$2,500,000 TO 5,000,000: A-CLASS VI

\$5,000,000 TO 10,000,000: A-CLASS VII

\$10,000,000 TO 25,000,000: A- CLASS VIII

\$25,000,000 TO 50,000,000: A- CLASS IX

\$50,000,000 TO 75,000,000: A- CLASS X

The Surety Company shall not expose itself to any loss on any one risk in an amount exceeding ten (10) percent of its surplus to policyholders, provided:

Any risk or portion of any risk being reinsured shall be deducted in determining the limitation of the risk as prescribed in this section. These minimum requirements shall apply to the reinsuring carrier providing authorization or approval by the State of Florida, Department of Insurance, to conduct business in this state has been met.

In the case of the surety insurance company, in addition to the deduction for reinsurance, the amount assumed by any co-surety, the value of any security deposited, pledged or held subject to the consent of the surety and for the protection of the surety shall be deducted.

**1.2.4. NUMBER OF CONTRACTS TO BE AWARDED**

JEA intends to Award one (1) Contract(s) for the Work. Additionally, JEA reserves the right to Award more than one Contract based on certain groupings of the Work items, or JEA may exclude certain Work items, if JEA determines that it is in its best interest to do so.

**1.2.5. REQUIRED FORMS TO BE SUBMITTED WITH RESPONSE**

The following forms must be completed and submitted to JEA at the timeframes stated below. The Respondent can obtain the required forms, other than the Minimum Qualification Form, Response Form and Response Workbook, by downloading them from JEA.com.

**A.** The following forms are required to be submitted with the Response:

- o Minimum Qualifications Form - This form can be found in Appendix B of this ITN
- o Response Form - This can be found in Appendix B of this ITN
- o Response Workbook - This can be found in Appendix B of this ITN

**If the above listed forms are not submitted with the Response by the Response Due Time and Date, JEA shall reject the Response.**

**B.** JEA also requests the following documents to be submitted prior to Contract execution. A Response will not be rejected if these forms are not submitted at the Response Due Date and Time. However, failure to submit these documents prior to Contract execution could result in Response rejection.

- o List of JSEB Certified Firms (if any)
- o List of subcontractors/Shop Fabricators (if any)
- o Conflict of Interest Certificate Form - This form can be found at JEA.com
- o Insurance certificate
- o W-9

- o Evidence of active registration with the State of Florida Division of Corporations (www.sunbiz.org)
- o Any technical submittals as requires by the Technical Specifications

### **1.3. EVALUATION METHODOLOGY**

#### **1.3.1. EVALUATION AND NEGOTIATION PROCESS**

JEA intends to select up to four (4) Respondents (the "Short-list") with which to commence negotiations. A selection committee (hereinafter referred to as the "Selection Committee"), will be appointed by the Chief Procurement Officer (the "CPO"), or his designee, to review and evaluate each Response submitted. The CPO's office will distribute a copy of each Response to each member of the Selection Committee, and the members of the Selection Committee will separately and independently evaluate and rank the Responses using the "Selection Criteria" as stated below in this ITN. JEA will use this ranking to develop the Short-list of companies in which to proceed with contract negotiations.

Prior to developing the Short-list, JEA may request that the Respondents provide additional information to clarify their Response. JEA will NOT allow Respondents to submit additional reference projects or change said reference projects that were initially submitted for the purposes of meeting the Minimum Qualifications stated in this ITN. However, JEA may request clarification of submitted documentation so that JEA may make an accurate assessment in developing the Short-list. JEA must be satisfied that the successful Respondent has the necessary technical expertise, experience, and resource capabilities to satisfactorily perform the Work described in this ITN.

JEA reserves the right to Award a Contract based on the Selection Committee's initial evaluation of the Responses if JEA deems the Responses demonstrate adequate competition, compliance, and responsiveness to this ITN. If JEA determines the previously stated criteria have not been met, JEA will finalize the Short-list and proceed with contract negotiations.

Respondents are cautioned to present the best possible pricing offer in their initial Responses. Failing to do so may result in a Respondent not making the Short-list, and will not be allowed to proceed with contract negotiations.

**Additionally, the Total Bid Price submitted with the initial Response cannot be increased during the ITN process.**

Once a Short-list is developed, the CPO, or his designee, will appoint a negotiating team (the "Negotiating Team"). The Negotiation Team may be comprised of the same individuals as were members of the Selection Committee. JEA reserves the right to negotiate concurrently or separately with the Short-list Respondents. JEA reserves the right to seek clarifications, to request Response revisions, and to request any additional information deemed necessary for proper evaluation of the Responses. JEA reserves the right to incorporate value added services or industry standard innovations recommended by a Respondent into the Contract's scope of work.

A Respondent that is included on the Short-list may be required, at the sole option of JEA, to make an oral presentation, provide additional written clarifications to its Response, or JEA may require site visits to Respondent's facilities. Oral presentations, hand-outs, and written clarifications will be attached to the Respondent's Response and will become a part of the Response as if originally submitted. The CPO or his designee will initiate and schedule a time and location for any presentations which may be required.

As a part of the negotiation process, JEA may contact the references provided by the Respondent for the purpose of independently verifying the information provided in the Response, and to assess the extent of success of the projects associated with those references. JEA also reserves the right to contact references not provided by Respondents.

Respondents may be requested to provide additional references. The results of the reference checking may influence the final negotiation, ranking, and Award recommendation.

After written clarifications, oral presentations, site visits, and any other negotiations deemed by JEA to be in its best interest, the Short-list Respondents will be given a deadline to submit their best and final offer (the "Best and Final Offer" or "BAFO"). The negotiation process will stop upon submission of the BAFO. Respondents will not be allowed to make further adjustments to their BAFO or communicate further with JEA, except to respond to requests for clarification from the Negotiating Team.

The JEA Negotiating Team will adjust and calculate the final rankings of the Short-list based on the BAFO submissions. JEA does not anticipate reopening negotiations after receiving the BAFOs, but reserves the right to do so if it believes doing so will be in the best interests of JEA. In the event that JEA reopens negotiations, any final rankings will be revised accordingly.

Negotiations will not be open to the public, but will be recorded. All recordings of negotiations and any records, documents, and other materials presented at negotiation sessions are public records and can be released pursuant to a public records request after a notice of intended decision for this ITN is posted, or thirty (30) days after the opening of the Responses, whichever occurs earlier.

The Award recommendation of the Negotiating Team will be based upon the scoring of the BAFOs and the Selection Criteria described below in this ITN. The Respondent with the highest score will be submitted to the CPO for approval. Once approved, the CPO will then present an Award to the JEA Awards Committee for final approval.

In its sole discretion, JEA reserves the right to withdraw this ITN either before or after receiving Responses, to reject any and all Responses either in whole or in part, with or without cause, or to waive any ITN requirement informalities, minor irregularities, and deficiencies in any Response, and to determine such action is in the best interest of JEA. Issuance of this ITN in no way constitutes a commitment by JEA to make an Award or enter into a Contract.

All Responses submitted to JEA are subject to the JEA's terms and conditions contained in this ITN and JEA's Procurement Code. Any and all additional terms and conditions submitted by Respondents are rejected and shall have no force.

#### **1.3.1.1. BASIS OF AWARD – HIGHEST EVALUATED RESPONDENT**

JEA will Award this Contract to the highest evaluated Respondent(s) whose Response meets or exceeds the Minimum Qualifications set forth in this Solicitation, and the Respondents Response is evaluated as the highest evaluated Respondent(s) by JEA.

#### **1.3.2. ALTERNATE PROVISIONS AND CONDITIONS**

Responses that contain provisions that are contrary to requirements found on this ITN, including, but not limited to, the Contract terms and conditions contained in Section 2 of this ITN, and any requirements found in the Technical Specifications attached as Appendix A to this ITN, will be reviewed but may not be accepted by JEA. However, as this is an ITN, JEA reserves the right to negotiate the best terms and conditions if determined to be in the best interests of JEA, and negotiate different terms and related price adjustments if JEA determines that it provides the best value to JEA.

## **1.4. SELECTION CRITERIA**

### **1.4.1. QUOTATION OF RATES – 50 POINTS**

In the Respondent Rates Workbook, the billable labor rates provided for each job classification shall include wages, taxes, benefits, workers compensation, required personal safety equipment (PPE), mobilization and demobilization, and any other salary burdens for the workers' employment. This includes, but is not limited to, all applicable training, certifications, and approvals required to operate vehicles and/or equipment and to safely perform the Work in an environmentally responsible manner. Unit rates shall not include profit or overhead. These rates will be applicable to the Respondent and all levels of the Respondent's Subcontractors. Each labor classification will apply to work to be completed in the JEA service area. All travel expenses (per diem) will be reimbursed in accordance with JEA's Contractor Travel Policy.

**Please note, the prices, rates and percentages quoted by Respondent on the Response Form must be firm-fixed prices, not estimates.**

### **1.4.2. COMPANY EXPERIENCE & PAST PERFORMANCE**

**Maximum score for this criterion is: 20 POINTS**

Respondent shall provide the following:

1. A summary description of two (2) standard GE 7FA or GE 7EA/B combustion turbine units borescope inspection projects. If the Company has performed work for JEA in the past three (3) years, then one (1) of the projects must be a JEA project reference. Both borescope inspection projects provided should be from different clients/customers.

The information submitted shall include the following:

- Name of Client/ Customer
  - Name and title of Contact
  - Contact's phone number and email address
  - Project Description
  - Total Contract Cost
2. For the two (2) borescope inspection projects submitted, provide valid reference contact information for each. JEA will contact these two (2) references for verification and evaluation of each project. Evaluation will include review of inspection scope, cost, schedule, and customer satisfaction.

### **1.4.3. SAMPLE INSPECTION REPORTS**

**Maximum score for this criterion is: 10 POINTS**

Respondent shall supply the following information:

Provide Two (2) sample standard borescope inspection reports for either GE Frame 7FA or 7EA/7B units.

### **1.4.4. PROXIMITY TO JEA**

**Maximum score for this criterion is: 10 POINTS**

Respondent shall supply the following information:

- a. Primary Office Location where the Work will be mobilized from and its distance from JEA's Brandy Branch Generating Station located at 15701 West Beaver Street, Jacksonville, FL 32234. JEA will use Google Maps to verify distance. To receive credit for this Office Location, the Office, shall have been in operation for six (6) months prior to the Bid Due Date and have a minimum of three (3) personnel staffed for the same six (6) month period.

#### **1.4.5. USER GROUP PARTICIPATION**

**Maximum score for this criterion is: 5 POINTS**

Respondent shall supply the following information:

- a. Due to the critical nature of current and emerging gas turbine compressor issues, provide a list of vendor participation and involvement in utility industry organizations or users groups and provide contact references for verification. Additionally, the Respondent shall provide examples how the industry organization help the company keep up with industry changes and technology advancements.

#### **1.4.6. SAFETY**

**Maximum score for this criterion is: 5 POINTS**

Respondent shall submit documented proof on letterhead of current insurance carrier of their Experience Modification Rate (EMR) for the past three (3) years (2014, 2015, & 2016). The average of these rates will be used to determine the number of points that each Respondent will receive in this category.

#### **1.4.7. TIE**

In the event of a tie score, the tie shall be resolved in accordance with JEA's Procurement Code and Operational Procedures.

### **1.5. GENERAL INSTRUCTIONS**

#### **1.5.1. SUBMITTING THE RESPONSE**

The Respondent shall submit one (1) original Response, three (3) duplicates (hardcopies) and one (1) CD or flash drive. **For the submitted electronic copy, the Respondent shall provide a tracked changes version of any terms and conditions comments and an excel version of the quotation of rates workbook.** Combed binders are preferred. If there is a discrepancy between the electronic and the hard copy, the hard copy will prevail. JEA will not accept Responses transmitted via email.

**IF RESPONDENT IS INTERESTED IN RECEIVING A RESPONSE FORM IN A WORD FORMAT, PLEASE EMAIL LOVGRD@JEA.COM, WITH THE REQUEST. REQUESTS MUST BE MADE NO LATER THAN FIVE (5) BUSINESS DAYS BEFORE RESPONSE OPENING.**

#### **1.5.2. ADDENDA**

JEA may issue Addenda prior to the opening of Responses to change or clarify the intent of this Invitation to Negotiate (ITN). The Respondent shall be responsible for ensuring it has received all Addenda prior to submitting its Response and shall acknowledge receipt of all Addenda by completing the Confirmation of Receipt of ITN Addenda. JEA will post Addenda when issued online at JEA.com. Companies must obtain Addenda from the JEA.com website. All Addenda will become part of the ITN and any resulting Contract Documents. It is the

responsibility of each Respondent to ensure it has received and incorporated all Addenda into its Response. Failure to acknowledge receipt of Addenda may be grounds for rejection of a Response at JEA's sole discretion.

### **1.5.3. CONTRACT EXECUTION AND START OF WORK**

Within thirty (30) days from the date of Award, JEA will present the successful Respondent with the Contract Documents. Unless expressly waived by JEA, the successful Respondent shall execute a Contract for the Work or Services within ten (10) days after receiving the Contract from JEA. If the Respondent fails to execute the Contract or associated documents as required, or if it fails to act on a JEA-issued Purchase Order (PO), JEA may cancel the Award with no further liability to the Respondent, retain the bid security or bond (if applicable), and Award to the next-ranked company.

Upon JEA's receipt of the executed Contract and certificate of insurance, JEA will issue a PO, in writing and signed by an authorized JEA representative as acceptance of the Response and authorization for the company to proceed with the Work, unless otherwise stated in the Contract or PO.

### **1.5.4. DEFINED TERMS**

Words and terms defined in the Section entitled "Definitions" of this document are hereby incorporated by reference into the entire document.

### **1.5.5. EX PARTE COMMUNICATION**

Ex Parte Communication is defined as any inappropriate communication concerning an ITN between a company submitting a Response and a JEA representative during the time in which the ITN is being advertised through the time of Award. Examples of inappropriate communications include: private communications concerning the details of the ITN in which a company becomes privy to information not available to the other Respondents. Social contact between companies and JEA Representatives should be kept to an absolute minimum during the ITN process.

**Ex Parte Communication is strictly prohibited.** Failure to adhere to this policy will disqualify the noncompliant company's Response. Any questions or clarifications concerning this ITN must be sent in writing via email to the JEA Buyer at least five (5) business days prior to the opening date. If determined by JEA, that a question should be answered or an issue clarified, JEA will issue an addendum to all Respondents.

### **1.5.6. CERTIFICATION AND REPRESENTATIONS OF THE COMPANY**

By signing and submitting the Response Form, the Respondent certifies and represents as follows:

- A. That the individual signing the Response Form is a duly authorized agent or officer of the Respondent. Responses submitted by a corporation must be executed in the corporate name by the President or Vice President. If an individual other than the President or Vice President signs the Response Form, satisfactory evidence of authority to sign must be submitted upon request by JEA. If the Response is submitted by a partnership, the Response Form must be signed by a partner whose title must be listed under the signature. If an individual other than a partner signs the Response Form, satisfactory evidence of authority to sign must be submitted upon request by JEA.
- B. That every aspect of the Response and the detailed schedule for the execution of the Work, are based on its own knowledge and judgment of the conditions and hazards involved, and not upon any representation of JEA. JEA assumes no responsibility for any understanding or representation made by any of its representatives during or prior to execution of the Contract

unless such understandings or representations are expressly stated in the Contract and the Contract expressly provides that JEA assumes the responsibility.

- C. The corporation or partnership must be in active status at the Florida Division of Corporations ([www.sunbiz.org](http://www.sunbiz.org)) prior to any subsequent Award of Contract.
- D. That the Respondent maintains in active status any and all licenses, permits, certifications, insurance, bonds and other credentials including, but not limited to, contractor's license and occupational licenses necessary to perform the Work. The Respondent also certifies that, upon the prospect of any change in the status of applicable licenses, permits, certifications, insurances, bonds or other credentials, the Respondent shall immediately notify JEA of status change.
- E. That the Respondent has read, understands and will comply with the Section titled Ethics.

#### **1.5.7. ETHICS**

By submitting a Response, the Respondent certifies this Response is made without any previous understanding, agreement or connection with any other person, firm, or corporation submitting a Response for the same Work other than as a Subcontractor or supplier, and that this Response is made without outside control, collusion, fraud, or other illegal or unethical actions. The Respondent shall comply with all JEA and City of Jacksonville ordinances, policies and procedures regarding business ethics.

The Respondent shall submit only one Response in response to this Solicitation. If JEA has reasonable cause to believe the Respondent has submitted more than one Response for the same Work, other than as a Subcontractor or subsupplier, JEA shall disqualify the Response and may pursue debarment actions.

The Respondent shall disclose the name(s) of any public officials who have any financial position, directly or indirectly, with this Response by completing and submitting the Conflict of Interest Certificate Form found at [jea.com](http://jea.com). Failure to fully complete and submit the Conflict of Interest Certificate may disqualify the Response. If JEA has reason to believe that collusion exists among the Respondents, JEA shall reject any and all Responses from the suspected Respondent s and will proceed to debar Respondent from future JEA Awards in accordance with the JEA Procurement Code.

JEA is prohibited by its Charter from awarding contracts to JEA officers or employees, or in which a JEA officer or employee has a financial interest. JEA shall reject any and all Responses from JEA officers or employees, as well as, any and all Responses in which a JEA officer or employee has a financial interest.

In accordance with Florida Statutes Sec. 287.133, JEA shall reject Responses from any persons or affiliates convicted of a public entity crime as listed on the Convicted Vendor list maintained by the Florida Department of Management Services. JEA shall not make an Award to any officer, director, executive, partner, shareholder, employee, member, or agent active in management of the Respondent listed on the Convicted Vendor list for any transaction exceeding \$35,000.00 for a period of thirty-six (36) months from the date of being placed on the Convicted Vendor list.

If the Respondent violates any requirement of this clause, the Response may be rejected and JEA may debar offending companies and persons.

#### **1.5.8. JEA PUBLICATIONS**

Applicable JEA publications are available at [jea.com](http://jea.com).

#### **1.5.9. MATHEMATICAL ERRORS**

In the event of a mathematical error in calculation of the prices entered on the Response, the Unit Prices will prevail. The corrected Response Price utilizing the Unit Prices will be used to determine if the Company is Awarded the Work or the Services. Subsequently, the Unit Prices will be used throughout the term of the Contract.

#### **1.5.10. MODIFICATION OR WITHDRAWAL OF RESPONSES**

The Respondent may modify or withdraw its Response at any time prior to the Response Due Date and Time by giving written notice to JEA's Chief Procurement Officer. JEA will not accept modifications submitted by telephone, telegraph, email, or facsimile, or those submitted after Response Due Date and Time. The Respondent shall not modify or withdraw its Response from time submitted and for a period of ninety (90) days following the opening of Responses.

#### **1.5.11. PROTEST OF ITN AND AWARD PROCESS**

Respondents shall file any protests regarding this ITN in writing, in accordance with the JEA Purchasing Code, as amended. Copies of the JEA Purchasing Code are available online at [www.jea.com](http://www.jea.com).

#### **1.5.12. RESERVATION OF RIGHTS TO JEA**

This ITN provides potential Companies with information to enable the submission of written offers. This ITN is not a contractual offer or commitment by JEA to purchase products or services.

Responses shall be good for a period of ninety (90) days following the opening of the Responses.

JEA reserves the right to reject any or all Responses, or any part thereof, and/or to waive informalities if such action is in its best interest. JEA may reject any Responses that it deems incomplete, obscure or irregular including, but not limited to, Responses that omit a price on any one or more items for which prices are required, Responses that omit Unit Prices if Unit Prices are required, Responses for which JEA determines that the Response is unbalanced, Responses that offer equal items when the option to do so has not been stated, Responses that fail to include a Bid Bond, where one is required, and Responses from Companies who have previously failed to satisfactorily complete JEA contracts of any nature or who have been scored by JEA as "Unacceptable" and as a result, are temporarily barred from bidding additional work.

JEA reserves the right to cancel, postpone, modify, reissue and amend this ITN at its discretion.

JEA reserves the right to cancel or change the date and time announced for opening of Responses at any time prior to the time announced for the opening of Responses. JEA may Award the Contract in whole or in part. In such cases whenever JEA exercises any of these reservations, JEA will make a commercially reasonable effort to notify, in writing, all parties to whom ITNs were issued. JEA may award multiple or split Contracts if it is deemed to be in JEA's best interest.

#### **1.5.13. SUNSHINE LAW**

##### **General**

Article I, Section 24, Florida Constitution, guarantees every person access to all public records and Chapter 119, Florida Statutes, provides a broad definition of public records. JEA is a body politic and corporate and subject to these laws and related statutes ("Florida's Public Records Laws"). All responses to this ITN are public record and available for public inspection unless specifically exempt by law.

##### **Redacted Submissions**

If a Respondent believe that any portion of the documents, data or records submitted in response to this ITN are exempt from Florida's Public Records Law, Respondent must (1) clearly segregate and mark the specific sections of the document, data or records as "Confidential," (2) cite the specific Florida Statute or other legal authority for the asserted exemption, and (3) provide JEA with a separate redacted copy of its response (the "Redacted Copy"). The cover of the Redacted Copy shall contain JEA's title and number for this ITN and Respondent's name, and shall be clearly labeled "Redacted Copy." Respondent should only redact those portions of records that Respondent claims are specifically exempt from the Florida Public Records Laws. If Respondent fails to submit a redacted copy of information it claims is confidential, JEA is authorized to produce all documents, data and other records submitted to JEA in answer to a public records request for such information.

In the event of a request for public records to which documents that are marked as confidential are responsive, JEA will provide the Redacted Copy to the requestor. If a requestor asserts a right to any redacted information, JEA will notify Respondent that such an assertion has been made. It is Respondent's responsibility to respond to the requestor to assert that the information in question is exempt from disclosure under applicable law. If JEA becomes subject to a demand for discovery or disclosure of Respondent's redacted information under legal process, JEA shall give Respondent prompt notice of the demand prior to releasing the information (unless otherwise prohibited by applicable law.) Respondent shall be responsible for defending its determination that the redacted portions of its response are not subject to disclosure.

By submitting a response to this ITN, Respondent agrees to protect, defend, and indemnify JEA from and against all claims, demands, actions, suits, damages, losses, settlements, costs and expenses (including but not limited to reasonable attorney fees and costs) arising from it relating to Respondent's determination that the redacted portions of its response to this Solicitation are not subject to disclosure.

**IF THE RESPONDENT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE RESPONDENT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS SOLICITATION, CONTACT THE JEA CUSTODIAN OF PUBLIC RECORDS AT: Public Records Request Coordinator, JEA, 21 West Church Street, T-8, Jacksonville, FL 32202, Ph: 904-665-8606, [publicrecords@jea.com](mailto:publicrecords@jea.com)**

#### **1.5.14. SUBCONTRACTORS**

The Respondent shall list the names of the major Subcontractors that it intends to use for this Work, unless the Work will be self-performed by the Respondent. The Subcontractors shall be listed on the Subcontractors Form which is available at [jea.com](http://jea.com). Failure to submit this form with the Response shall result in rejection of company's Response. The Respondent shall not use Subcontractors other than those shown on the Subcontractor Form unless it shows good cause and obtains the JEA Representative's prior written consent.

If the Respondent plans to use Subcontractors to perform over fifty percent (50%) of the Work, the Respondent shall obtain JEA's approval at least five (5) days prior to the Response Due Date. Failure to obtain JEA approval shall result in rejection of the company's Response.

## **1.6. JACKSONVILLE SMALL AND EMERGING BUSINESS (JSEB) PROGRAM REQUIREMENTS**

### **1.6.1. OPTIONAL USE OF JACKSONVILLE SMALL AND EMERGING BUSINESS (JSEB) PROGRAM**

It is at the Respondent's option as to whether it chooses to subcontract to a JSEB firm. JEA encourages the use of JSEB qualified firms; however, the Respondent is not required to utilize JSEB firms to be Awarded this Contract.

JSEB firms that qualify for this Contract are only those shown on the current City of Jacksonville JSEB directory appearing at [www.COJ.net](http://www.COJ.net). Certification of JSEB firms must come from the City of Jacksonville. No other agency or organization is recognized for purposes of this Contract.

In no case shall the Respondent make changes to the JSEB firms listed in its Response, revise the JSEB Scope of Work or amount of Work as stated in its Response without prior written notice to the JEA Contract Administrator, and without subsequent receipt of written approval for the JEA Contract Administrator.

Any subcontractors of Respondent shall procure and maintain the insurance required of Respondent hereunder during the life of the subcontracts. Subcontractors' insurance may either be by separate coverage or by endorsement under insurance provided by Respondent. Note: Any JSEB firms identified by Respondent for this Solicitation are considered "Subcontractors" under the direct supervision of the Prime or General Contractor (herein referred to as Respondent in this Solicitation). Respondents should show good faith efforts in providing assistance to JSEB firms in the securing of Subcontractors' insurance requirements stated in this section. Respondent shall submit subcontractors' Certificates of Insurance to JEA prior to allowing subcontractors to perform Work on JEA's job sites.

All question and correspondence concerning the JSEB program should be addressed to the following contact: Jenny McCollum, Procurement/JSEB Manager, JEA, (904) 665-4103, [gleejs@jea.com](mailto:gleejs@jea.com).

## **2. CONTRACT TERMS AND CONDITIONS**

### **2.1. CONTRACT TERMS AND CONDITIONS**

### **2.2. DEFINITIONS**

#### **2.2.1. DEFINITIONS**

Words and terms defined in this section shall have the same meaning throughout all parts of this Solicitation and Contract Documents. Where intended to convey the meaning consistent with that set forth in its definition, a defined word or term is marked by initial capitalization. The "Technical Specifications" portion of this Solicitation may define additional words and terms where necessary to clarify the Work. Unless otherwise stated in this Solicitation and/or Contract Documents, definitions set forth in the "Technical Specifications" shall apply only within the "Technical Specifications."

#### **2.2.2. ACCEPTANCE**

JEA's written notice by the JEA Representative to the Company that all Work as specified for an individual Task Authorization has been completed to JEA's satisfaction. Acceptance does not in any way limit JEA's rights under the Contract or applicable laws, rules and regulations.

#### **2.2.3. ADDENDUM/ADDENDA**

A written change or changes to the Solicitation which is issued by JEA Procurement Services and is incorporated into the Solicitation as a modification, revision and/or further clarification of the intent of the Solicitation.

#### **2.2.4. ADMINISTRATIVE WORK**

Actions primarily performed in an office environment and associated with preparing to perform or administer the Work including, but not limited to, preparing Work schedules, obtaining bonds, executing Contracts, securing resources and other actions specified in the Solicitation, or otherwise prudent to ensure a timely, safe and otherwise compliant start and performance of Field Work. Administrative Work is not performed at the Work Location.

#### **2.2.5. APPLICATION FOR PAYMENT**

The form required for payment which shall include all items required pursuant to the contract for the payment to be processed by JEA. Such form shall require the Contractor expressly state that the Contractor has fulfilled all obligations for the previous payments issued to the Contractor, including payment for subcontractors and materials. The Application for Payment includes all forms and supporting documentation as required by the Contract documents.

#### **2.2.6. APPROVED SCHEDULE**

A Critical Path Method Schedule or a Summary Schedule for the Work approved in writing by the Contract Administrator.

#### **2.2.7. ANNIVERSARY DATE**

The date which is twelve (12) months after the effective date of the Contract, and each date which is twelve (12) months after an Anniversary Date that occurs while the Contract is in effect.

#### **2.2.8. AWARD**

The written approval of the JEA Awards Committee that the procurement process for the purchase of the Work was in accordance with the JEA Procurement Code and Florida Statutes. Once an Award is approved, JEA will either issue a Purchase Order or execute a Contract with the successful Respondent or proposer.

#### **2.2.9. CHANGE ORDER**

A written order issued after execution of the Contract to the Company signed by the Contract Administrator, or his designated representative, authorizing an addition, deletion, or revision of the Work, or an adjustment in the Contract Price or the Contract Time. Change Orders do not authorize expenditures greater than the monies encumbered by JEA, which is shown on the associated Purchase Order(s). An executed Change Order resolves all issues related to price and time for the Work included in the Change Order. A Change Order that involves a material change to the Contract may result in a Contract Amendment.

#### **2.2.10. COMPANY**

The legal person, firm, corporation or any other entity or business relationship with whom JEA has executed the Contract. Where the word "Company" is used it shall also include permitted assigns. Prime Contractor, Contractor, Vendor, Supplier and Company shall be considered synonymous for the purpose of the Contract.

#### **2.2.11. CONTRACT**

An agreement between JEA and the Respondent, signed by both parties, which incorporates all the Contract Documents. The Contract shall not be altered without an Amendment to the Contract and executed by JEA and the Respondent, or a JEA issued Change Order.

#### **2.2.12. CONTRACT ADMINISTRATOR**

The individual assigned by JEA to have authority to administer the Contract, including the authority to negotiate all elements of the Contract with the Company, authorize Change Orders within the maximum amount awarded,

terminate the Contract, seek remedies for nonperformance including termination, and otherwise act on behalf of JEA in all matters regarding the Contract. The Contract Administrator may authorize JEA Representative in writing to make minor changes to the Work with the intent of preventing Work disruption.

#### **2.2.13. CONTRACT AMENDMENT**

A written document signed by JEA and the Company issued after the execution of the original Contract which authorizes an addition, deletion or revision of the Scope of Work, or an adjustment in the Contract Price or the Term of the Contract. Contract Amendments do not authorize expenditures greater than the monies encumbered by JEA, which is stated on the associated Purchase Order(s). An executed Contract Amendment resolves all issues related to the Contract Price and the Term of the Contract.

#### **2.2.14. CONTRACT PRICE**

The total amount payable to the Company during the initial Term of the Contract. However, this amount is not a guaranteed amount. Also referred to as the "Maximum Indebtedness" of JEA.

#### **2.2.15. CONTRACT TIME**

The number of calendar days or the period of time from when the written Purchase Order is issued to the Company, to the date Company has agreed to complete the Work, as set forth in the Contract Documents.

#### **2.2.16. DEFECT**

Work that fails to reach Acceptance, or Work that fails meet the requirements of any required test, inspection or approval, and any Work that meets the requirements of any test or approval, but nevertheless does not meet the requirements of the Contract Documents.

#### **2.2.17. ENVIRONMENTAL REGULATIONS**

All laws, ordinances, statutes, codes, rules, regulations, agreements, judgments, orders, and decrees, now or hereafter enacted, promulgated, or amended, of the United States, the states, the counties, the cities, or any other political subdivisions in which the Work Location is located, and any other political subdivision, agency or instrumentality exercising jurisdiction over JEA, the Work Location, or the use of the Work Location, relating to pollution, the protection or regulation of human health, natural resources, or the environment, or the emission, discharge, release or threatened release of pollutants, contaminants, chemicals, or industrial, toxic or hazardous substances or waste or Hazardous Materials (as defined in this Contract) into the environment (including, without limitation, ambient air, surface water, ground water or land or soil).

#### **2.2.18. FIELD WORK**

Actions associated with meeting the requirements of the Contract other than Administrative Work. Field Work is primarily performed at the Work Location.

#### **2.2.19. FINAL COMPLETION**

The point in time after JEA makes the determination that the Work is completed and there is Acceptance by JEA, and the Company has fulfilled all requirements of the Contract Documents.

#### **2.2.20. FINAL PAYMENT**

The Final Payment for all Work performed. Final Payment shall not be made until the Company has complied with all the Contract requirements, and provided as necessary close-out documents as contained in the Contract.

#### **2.2.21. HAZARDOUS MATERIALS**

Any substance which is or contains (i) any "hazardous substance" as now or hereafter defined in the Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as amended (42 U.S.C. '9601 et seq.) ("CERCLA") or any regulations promulgated under or pursuant to CERCLA; (ii) any "hazardous waste" as now or hereafter defined in the Resource Conservation and Recovery Act (42 U.S.C. '6901 et. seq.) ("RCRA") or regulations promulgated under or pursuant to RCRA; (iii) any substance regulated by the Toxic Substances Control Act (15 U.S.C. '2601 et seq.); (iv) gasoline, diesel fuel, or other petroleum hydrocarbons; (v) asbestos and asbestos containing materials, in any form, whether friable or non-friable; (vi) polychlorinated biphenyls; (vii) radon gas; and (viii) any additional substances or materials which are now or hereafter classified or considered to be hazardous or toxic under Environmental Requirements (as hereinafter defined) or the common law, or any other applicable laws relating to the Licensed Property. Hazardous Materials shall include, without limitation, any substance, the presence of which on the Licensed Property, (A) requires reporting, investigation or remediation under Environmental Requirements; (B) causes or threatens to cause a nuisance on the Licensed Property or adjacent property or poses or threatens to pose a hazard to the health or safety of persons on the Licensed Property or adjacent property; or (C) which, if it emanated or migrated from the Licensed Property, could constitute a trespass.

#### **2.2.22. HOLIDAYS**

The following days: New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, and Christmas Day.

#### **2.2.23. INVITATION TO NEGOTIATE**

The document (which may be electronic) issued by the JEA Procurement Department to solicit Responses from Companies that includes, but not limited to, the Minimum Qualifications Form, samples of contract documents and addenda. Also referred to as "Solicitation".

#### **2.2.24. INVOICE**

A document seeking payment to the Company from JEA for all or a portion of the Work, in accordance with the Contract Documents, and including at a minimum the following items: the Company's name and address, a description of the product(s) or service(s) rendered, a valid JEA PO number, the amount payable, the Unit Price, the payee name and address, any associated JSEB forms and any other supporting documentation required by the Contract Documents.

#### **2.2.25. JEA**

JEA on its own behalf, and when the Work involves St. Johns River Power Park (SJRP), as agent for Florida Power and Light Company (FPL). JEA and FPL are co-owners of SJRP.

#### **2.2.26. JEA REPRESENTATIVES**

The Contract Administrator, Contract Inspector, Contract Administrator's Representative, JEA Engineer, Field Engineer, Project Manager, and other persons designated by the Contract Administrator as JEA Representatives acting in a capacity related to the Work or Contract under the authority of the Contract Administrator.

#### **2.2.27. LUMP SUM BULK BID PRICE**

The total amount payable to the Company under the Contract Documents for performing the bulk bid Work.

#### **2.2.28. MILESTONE**

A point in time representing a key or important intermediate event in the Work. A Milestone is to be capable of validation by meeting all of the items prescribed in a defining checklist as agreed to in writing by JEA.

#### **2.2.29. NOTICE TO PROCEED**

The written notice, duly authorized and delivered by JEA, that authorizes the Company to begin the Work. The Notice to Proceed is normally issued in the form of a Purchase Order, unless otherwise specified in the Contract Documents.

#### **2.2.30. PERFORMANCE - ACCEPTABLE PERFORMANCE/PERFORMER**

The Respondent averages more than 2.80 and less than 4.0 across all performance scorecard evaluation metrics, and does not receive a score of less than 2.0 on any metric.

#### **2.2.31. PERFORMANCE - TOP PERFORMANCE/PERFORMER**

The Respondent averages 4.0 or more across all scorecard evaluation metrics and does not receive a score of less than 4.0 on any one metric.

#### **2.2.32. PERFORMANCE - UNACCEPTABLE PERFORMANCE/PERFORMER**

The Company averages less than 2.80 across all scorecard evaluation metrics, or scores a 1.0 on any one metric regardless of average, or receives a score of 2.0 on the same metric on two sequential performance evaluations.

#### **2.2.33. PURCHASE ORDER (PO)**

A commercial document issued by JEA, authorizing work, indicating types, quantities, and agreed prices for products or services the Company will provide to JEA. Sending a PO to a Company constitutes a legal offer to buy products or services. The words "Purchase Order" are clearly marked across the top, a PO number is used for reference and invoicing purposes, includes an authorized JEA signature, and states the dollar amount of the lawfully appropriated funds.

#### **2.2.34. RESPONSE**

The document describing the Company's offer submitted in response to this ITN.

#### **2.2.35. RESPONDENT**

The respondent to this Solicitation.

#### **2.2.36. SCHEDULE**

All documentation related to the planning and scheduling of the Work as described in these Terms and Conditions.

#### **2.2.37. SUBCONTRACTOR**

The legal person, firm, corporation or any other entity or business relationship that provides a portion of the work, or provides supplies and materials, to the Company which has an executed Contract with JEA. JEA is not in privity of contract with the Subcontractor.

#### **2.2.38. SUBSTANTIAL COMPLETION (DEFINITION)**

The time when JEA determines that the Work (or a specified part thereof) is substantially complete, in accordance with the Contract Documents. Additionally, all work other than incidental corrective and incidental punch list work items shall be completed. Substantial Completion shall not have been achieved if all systems and parts are not

functional, if utilities are not connected and operating normally, if all required regulatory permits and approvals have not been issued, or if all vehicular and pedestrian traffic routes affected by the Work have not been restored. The date of Substantial Completion shall be established in writing by JEA. Recognition of the Work as Substantially Complete, as evidenced by issuance of a Certificate of Substantial Completion, does not represent JEA's Acceptance of the Work.

#### **2.2.39. TASK AUTHORIZATION**

A document that describes the Work or describes a series of tasks that the Company will perform in accordance with the Contract Documents.

#### **2.2.40. TERM**

The period of time during which the Contract is in force or until the Contract's Maximum Indebtedness is reached, whichever occurs first.

#### **2.2.41. UNIT PRICES**

The charges to JEA for the performance of each respective unit of Work as stated in the Response Workbook, Response Form, or Proposal Form, and incorporated into the the Contract Documents.

#### **2.2.42. WORK OR SCOPE OF SERVICES**

Work includes as defined in the Contract Documents all actions, products, documentation, electronic programs, reports, testing, transport, administration, management, services, materials, tools, equipment, and responsibilities to be furnished or performed by the Company under the Contract, together with all other additional necessities that are not specifically recited in the Contract, but can be reasonably inferred as necessary to complete all obligations and fully satisfy the intent of the Contract.

### **2.3. CONTRACT DOCUMENTS**

#### **2.3.1. ORDER OF PRECEDENCE**

The Contract shall consist of JEA's Contract and/or Purchase Order together with the Solicitation including, but not limited to, the executed Response Documents, which shall be collectively referred to as the Contract Documents. This Contract is the complete agreement between the parties. Parol or extrinsic evidence will not be used to vary or contradict the express terms of this Contract. The Contract Documents are complementary; what is called for by one is binding as if called for by all. The Company shall inform JEA in writing of any conflict, error or discrepancy in the Contract Documents upon discovery. Should the Company proceed with the Work prior to written resolution of the error or conflict by JEA, all Work performed is at the sole risk of the Company. JEA will generally consider this precedence of the Contract Documents in resolving any conflict, error, or discrepancy:

- o Executed Contract Documents
- o Contract Amendments
- o Exhibits to Contract Documents
- o Addenda to JEA ITN
- o Drawings associated with this ITN
- o Exhibits and Attachments to this ITN
- o Technical Specifications associated with this ITN
- o Response Documents
- o References

The figure dimensions on drawings shall govern over scale dimensions. Contract and detailed drawings shall govern over general drawings. The Company shall perform any Work that may reasonably be inferred from the Contract as being required whether or not it is specifically called for. Work, materials or equipment described in words that, so applied, have a well-known technical or trade meaning shall be taken as referring to such recognized standards.

## **2.4. PRICE AND PAYMENTS**

### **2.4.1. PAYMENT METHOD- TASK AUTHORIZATION**

When JEA issues a Task Authorization (TA) with an associated Purchase Order, the Company shall invoice JEA in accordance with the instructions set forth on the Purchase Order. JEA may pay the Company for the work described on the Task Authorization either upon the Company's completion of and JEA's Acceptance of the entirety of the Task Authorization work, or at JEA's Acceptance of predetermined Milestones in the Task Authorization work as specified by the Purchase Order.

Pursuant to the type of work authorized by the TA, JEA will either choose to bid the Work among the companies currently under Contract for these Asbestos Removal and Lead Abatement Services, or the Work will be assigned to a specific Company based on time and materials pricing (T&M).

### **2.4.2. COST SAVING PLAN**

During the Term of this Contract, JEA and Company are encouraged to identify ways to reduce the total cost to JEA related to the Work provided by the Company ("Cost Savings Plan"). JEA and Company may negotiate Amendments to this Contract that support and allow such reductions in total costs including, but not limited to, the sharing of savings resulting from implementation of cost-reducing initiatives between JEA and Company. The decision to accept any cost savings plan shall be in the sole discretion of JEA, and JEA shall not be liable to Company for any cost that may be alleged to be related to a refusal to accept a Cost Savings Plan proposed by Company.

### **2.4.3. PRICE ADJUSTMENT-FIXED THREE YEARS, ANNUAL THEREAFTER**

Contract prices for labor rates will remain fixed through the first three (3) years of the Contract. Thereafter, the Company may request a CPI adjustment annually for its labor rates. **ALL OTHER RATES AND MARK UPS SHALL BE FIXED FOR THE TERM OF THE CONTRACT.**

Each request for a price adjustment, after the three (3) year period must be made within thirty (30) days after the completion of each year from the date (Anniversary Date).

When a timely price adjustment request is received, JEA will recognize the price adjustment within thirty (30) days after the Anniversary Date. No retroactive price adjustments will be allowed.

Unless the Company and JEA make other agreements, the annual price adjustment for the Contract shall be in accordance with the Consumer Price Index for all urban consumers published monthly by the U.S. Department of Labor, Bureau of Labor Statistics. The index used will be the unadjusted percent change for the previous 12 months of the Company's written CPI adjustment request is received by JEA.

In the event the applicable price index publication ceases, the Company and JEA shall mutually agree on a replacement index. If the Company and JEA fail to agree on a replacement index, the Contract shall terminate effective on the next Anniversary Date.

#### **2.4.4. DISCOUNT PRICING**

JEA offers any or all of the following option payment terms, one of which may be executed at the request of the Respondent by sending an email to the JEA Buyer listed in this Solicitation:

- o 1% 20, net 30
- o 2% 10, net 30

Respondent may request alternate payment terms for JEA's consideration, however, alternate payment terms are not effective until acceptance by JEA in writing. Please note, all payment dates are calculated from the date of the Invoice receipt by JEA's Accounts Payable.

#### **2.4.5. INVOICING AND PAYMENT TERMS**

Within sixty (60) days from completion of the Work, the Company shall submit all Invoices in accordance with the payment method agreed upon in these Contract Documents. Invoices shall be submitted to the following address: JEA Accounts Payable, P.O. Box 4910, Jacksonville, FL 32201-4910.

JEA will pay the Company the amount requested within thirty (30) calendar days after receipt of an Invoice from the Company subject to the provisions stated below.

JEA may reject any Invoice or Application for Payment within twenty (20) calendar days after receipt. JEA will return the Invoice or Application for Payment to the Company stating the reasons for rejection.

Upon receipt of an acceptable revised Invoice or Application for Payment, JEA will pay the Respondent the revised amount within ten (10) days.

JEA may withhold payment if the Respondent is in violation of any conditions or terms of the Contract Documents.

In the case of early termination of the Contract, all payments made by JEA against the Contract Price prior to notice of termination shall be credited to the amount, if any, due the Company. If the parties determine that the sum of all previous payments and credits exceeds the sum due the Company, the Company shall refund the excess amount to JEA within ten (10) days of determination or written notice.

#### **2.4.6. PROMPT PAYMENT TO SUBCONTRACTORS, SUB-SUBCONTRACTORS AND SUPPLIERS**

When the Company receives payment from JEA for labor, services or materials furnished by Subcontractors and suppliers that are hired by the Company, the Company shall remit payment due (less proper retainage) to those Subcontractors and suppliers within ten (10) days after the Company's receipt of payment from JEA. Nothing herein shall prohibit the Company from disputing, pursuant to the terms hereof, all or any portion of a payment alleged to be due to its Subcontractors and suppliers. In the event of such dispute, the Company may withhold the disputed portion of any such payment only after the Company has provided written notice to JEA and to the Subcontractor and supplier whose payment is in dispute, stating the amount in dispute and specifically describing the actions required to cure the dispute. The Company shall deliver such notice to JEA and to the said Subcontractor or supplier within ten (10) days following the Company's receipt of payment from JEA. The Company shall pay all undisputed amounts due within the time frames specified herein.

The prompt payment requirements herein shall, in no way, create any contractual relationship or obligation between JEA and any Subcontractor, supplier, JSEB, or any third-party, nor create any JEA liability for the Company's failure to make timely payments as required. The Company's failure to comply with the prompt payment requirements, however, shall constitute a material breach of its contractual obligations to JEA. As a result of such

breach, JEA, without waiving any other available remedy it may have against the Company, may issue joint checks and charge the Company a 0.2% daily late payment interest charge or charges as specified within the Florida Statutes, whichever is greater.

#### **2.4.7. JSEB - INVOICING AND PAYMENT**

If the Company utilizes JSEB certified firms, regardless of whether these Contract Documents require or encourage the use of such firms, the Company shall Invoice for and report the use of JSEB certified firms according to the format and guidelines established by the City of Jacksonville.

#### **2.4.8. OFFSETS**

In case the Company is in violation of any requirement of the Contract, JEA may withhold payments that may be due the Company, and may offset existing balances with any JEA incurred costs against funds due the Company under this and any other Company Contract with JEA, as a result of the violation, or other damages as allowed by the Contract Documents and applicable law.

#### **2.4.9. TAXES**

JEA is authorized to self-accrue the Florida Sales and Use Tax and is exempt from Manufacturer's Federal Excise Tax when purchasing tangible personal property for its direct consumption.

### **2.5. WARRANTIES AND REPRESENTATIONS**

#### **2.5.1. WARRANTY**

The Company represents and warrants that it has the full corporate right, power and authority to enter into the Contract and to perform the Work, and that the performance of its obligations and duties hereunder does not and will not violate any Contract to which the Company is a party or by which it is otherwise bound.

The Company represents and warrants that it will conduct the Work in a manner and with sufficient labor, materials and equipment necessary to affect a diligent pursuance of the Work.

The Company represents and warrants that it has the responsibility and capacity to train and supervise its employees, Subcontractors and suppliers to ensure the Work complies with all safety requirements of the Contract Documents.

The Company represents and warrants that its employees and Subcontractors shall exercise the degree of skill and care required by customarily accepted good practices and procedures.

The Company warrants that all items provided under the Contract shall be in accordance with the requirements of this Contract and services shall be performed in a professional manner and with professional diligence and skill, consistent with the prevailing standards of the industry. The Company warrants that the Work will meet the service levels, functional and performance requirements defined in the Contract.

The Company warrants all Work for a period of one year following Acceptance of the Work. If any failure to meet the foregoing warranty appears within one year after Acceptance, the Company shall again perform the Work directly affected by such failure at the Company's sole expense.

## **2.6. INSURANCE, INDEMNITY, RISK OF LOSS & BONDING**

### **2.6.1. INSURANCE**

#### **INSURANCE REQUIREMENTS**

Before starting and until acceptance of the Work by JEA, and without further limiting its liability under the Contract, Company shall procure and maintain at its sole expense, insurance of the types and in the minimum amounts stated below:

##### Workers' Compensation

Florida Statutory coverage and Employer's Liability (including appropriate Federal Acts); Insurance Limits: Statutory Limits (Workers' Compensation) \$500,000 each accident (Employer's Liability).

##### Commercial General Liability

Premises-Operations, Products-Completed Operations, Contractual Liability, Independent Contractors, Broad Form Property Damage, Explosion, Collapse and Underground, Hazards (XCU Coverage) as appropriate; including Pollution Liability; Insurance Limits: \$1,000,000 each occurrence, \$2,000,000 annual aggregate for bodily injury and property damage, combined single limit.

##### Automobile Liability

All autos-owned, hired, or non-owned; including Pollution Liability; Insurance Limits: \$1,000,000 each occurrence, combined single limit.

##### Excess or Umbrella Liability

**(This is additional coverage and limits above the following primary insurance: Employer's Liability, Commercial General Liability, and Automobile Liability);** Insurance Limits: \$4,000,000 each occurrence and annual aggregate.

Company's Commercial General Liability, Excess or Umbrella Liability policies shall be effective for two (2) years after Work is complete. The above Indemnification provision is separate and is not limited by the type of insurance or insurance amounts stated above.

Company shall specify JEA as an additional insured for all coverage except Workers' Compensation, Employer's Liability, and Professional Liability. Such insurance shall be primary to any and all other insurance or self-insurance maintained by JEA. Company shall include a Waiver of Subrogation on all required insurance in favor of JEA, its board members, officers, employees, agents, successors and assigns.

Such insurance shall be written by a company or companies licensed to do business in the State of Florida and satisfactory to JEA. Prior to commencing any Work under this Contract, certificates evidencing the maintenance of the insurance shall be furnished to JEA for approval. Company's and its subcontractors' Certificates of Insurance shall be mailed to JEA (Attn. Procurement Services), Customer Care Center, 6<sup>th</sup> Floor, 21 West Church Street, Jacksonville, FL 32202-3139.

The insurance certificates shall provide that no material alteration or cancellation, including expiration and non-renewal, shall be effective until thirty (30) days after receipt of written notice by JEA.

Any subcontractors of Company shall procure and maintain the insurance required of Company hereunder during the life of the subcontracts. Subcontractors' insurance may be either by separate coverage or by endorsement under insurance provided by Company. Note: Any JSEB firms identified by Proposers for this Solicitation are considered

"Subcontractors" under the direct supervision of the Prime or General Contractor (herein referred to as "Company"). Companies should show good faith efforts in providing assistance to JSEB firms in the securing of the Subcontractors' insurance requirements stated herein. Company shall submit subcontractors' certificates of insurance to JEA prior to allowing Subcontractors to perform Work on JEA's job sites.

#### **2.6.2. INDEMNIFICATION**

For ten dollars (\$10.00) acknowledged to be included and paid for in the contract price and other good and valuable considerations, the Company shall hold harmless and indemnify JEA against any claim, action, loss, damage, injury, liability, cost and expense of whatsoever kind or nature (including, but not by way of limitation, reasonable attorney's fees and court costs) arising out of injury (whether mental or corporeal) to persons, including death, or damage to property, arising out of or incidental to the negligence, recklessness or intentional wrongful misconduct of Company and any person or entity used by the Company in the performance of this Contract or Work performed thereunder. For purposes of this Indemnification, the term "JEA" shall mean JEA as a body politic and corporate and shall include its governing board, officers, employees, agents, successors and assigns. This indemnification shall survive the term of a Contract entered into pursuant to this solicitation, for events that occurred during the Contract term. This indemnification shall be separate and apart from, and in addition to, any other indemnification provisions set forth elsewhere in this Contract.

#### **2.6.3. TITLE AND RISK OF LOSS**

Ownership, risks of damage to or loss of the Work shall pass to JEA upon Acceptance. The Company shall assume all risk of loss or damage to the Work while items are in transit and/or in the Company's custody until such time that JEA issues written notice of Acceptance.

JEA's receipt or delivery of any equipment or other materials will not constitute JEA's Acceptance of the Work and will not constitute a waiver by JEA of any right, claim or remedy. In the event of loss or damage to the Work, the Company shall bear all costs associated with any loss or damage until Acceptance by JEA.

For equipment and materials removed from JEA sites or the Work locations for repairs, service or duplication, JEA will retain the title to equipment and materials removed.

### **2.7. TERM AND TERMINATION**

#### **2.7.1. TERM OF CONTRACT – DEFINED DATES**

This Contract shall commence on the effective date of the Contract, and continue and remain in full force and effect as to all its terms, conditions and provisions as set forth herein for five (5) years, or until the Contract's Maximum Indebtedness is reached, whichever occurs first. It is at JEA's sole option to renew the Contract.

It is at JEA's sole option to renew the Contract for an additional one (1) year period.

This Contract, after the initial year shall be contingent upon the existence of lawfully appropriated funds for each subsequent year of the Contract.

#### **2.7.2. TERMINATION FOR CONVENIENCE**

JEA shall have the absolute right to terminate the Contract in whole or part, with or without cause, at any time after the Award effective date upon written notification of such termination.

In the event of termination for convenience, JEA will pay the Company for all disbursements and expenses that the Company has incurred, or has become obligated prior to receiving JEA's notice of termination.

Upon receipt of such notice of termination, the Company shall stop the performance of the Work hereunder except as may be necessary to carry out such termination and take any other action toward termination of the Work that JEA may reasonably request, including all reasonable efforts to provide for a prompt and efficient transition as directed by JEA.

JEA will have no liability to the Company for any cause whatsoever arising out of, or in connection with, termination including, but not limited to, lost profits, lost opportunities, resulting change in business condition, except as expressly stated within these Contract Documents.

### **2.7.3. SUSPENSION OF WORK**

JEA may suspend the performance of the Work by providing the Company with five (5) days' written notice of such suspension. Schedules and compensation for performance of the Work shall be amended by mutual agreement to reflect such suspension. In the event of suspension of Work, the Company shall resume full performance of the Work when JEA gives written direction to do so. Suspension of Work for reasons other than the Company's negligence or failure to perform, shall not affect the Company's compensation as outlined in the Contract Documents.

### **2.7.4. TERMINATION FOR DEFAULT**

JEA may give the Company written notice to discontinue all Work under the Contract in the event that:

- The Company assigns or subcontracts the Work without prior written permission;
- Any petition is filed or any proceeding is commenced by or against the Company for relief under any bankruptcy or insolvency laws;
- A receiver is appointed for the Company's properties or the Company commits any act of insolvency (however evidenced);
- The Company makes an assignment for the benefit of creditors;
- The Company suspends the operation of a substantial portion of its business;
- The Company suspends the whole or any part of the Work to the extent that it impacts the Company's ability to meet the Work schedule, or the Company abandons the whole or any part of the Work;
- The Company, at any time, violates any of the conditions or provisions of the Contract Documents, or the Company fails to perform as specified in the Contract Documents, or the Company is not complying with the Contract Documents;
- The Company attempts to willfully impose upon JEA items or workmanship that are, in JEA's sole opinion, defective or of unacceptable quality;
- The Company breaches any of the representations or warranties;
- The Company is determined, in JEA's sole opinion, to have misrepresented the utilization of funds or misappropriate property belonging to JEA; or
- Any material change in the financial or business condition of the Company.

If within fifteen (15) days after service of such notice upon the Company an arrangement satisfactory to JEA has not been made by the Company for continuance of the Work, then JEA may declare Company to be in default of the Contract.

Once Company is declared to be in default, JEA will charge the expenses of completing the Work to the Company and will deduct such expenses from monies due, or which at any time thereafter may become due, to the Company. If such expenses are more than the sum that would otherwise have been payable under the Contract, then the Company shall pay the amount of such excess to JEA upon receipt of notice of the expenses from JEA. JEA shall

not be required to obtain the lowest price for completing the Work under the Contract, but may make such expenditures that, in its sole judgment, shall best accomplish such completion. JEA will, however, make reasonable efforts to mitigate the excess costs of completing the Work.

The Contract Documents shall in no way limit JEA's right to all remedies for nonperformance provided under law or in equity, except as specifically set forth herein. In the event of termination for nonperformance, the Company shall immediately surrender all Work records to JEA. In such a case, JEA may set off any money owed to the Company against any liabilities resulting from the Company's nonperformance.

JEA has no responsibility whatsoever to issue notices of any kind, including but not limited to deficient performance letters and scorecards, to the Company regarding its performance prior to default by Company for performance related issues.

JEA shall have no liability to the Company for termination costs arising out of the Contract, or any of the Company's subcontracts, as a result of termination for default.

#### **2.7.5. SHIPPING TO AND STORAGE AT WORK LOCATION**

Shipping Materials and equipment to be installed by the Company shall be delivered by the Company to the Work Location or such other place as may be designated by the Contract Administrator. Insofar as transportation conditions will allow, items shall be shipped complete and ready for installation.

Where applicable, the Company shall be responsible for obtaining any permits required for transportation to the Work Location. The Company shall provide an Advance Ship Notice to the Contract Administrator or designated Work Location manager.

Storage: Under arrangement with the JEA Engineer, and upon his approval, a limited amount of temporary indoor storage space may be made available, but only for the equipment that must be protected from the weather. Equipment, for which arrangements have been made for indoor storage, shall be packed separately and the container clearly marked "For Indoor Storage." For equipment that will be stored indoors and that will require special storage precautions, the storage instructions shall be shown on the outside of each container, or in a durable envelope identified as containing storage instructions and attached to the container.

### **2.8. PRELIMINARY MATTERS**

#### **2.8.1. WORK LOCATION**

Work shall be performed at the following location(s): Main St – Sara Drive to Noah Road, Jacksonville FL.

#### **2.8.2. UNFORESEEN CONDITIONS**

The Company understands and agrees that it is its responsibility to conduct due diligence prior to the Work. Such due diligence includes, but is not limited to, verifying all Work conditions, measurements, dimensions and latent and patent obstructions, the accuracy of drawings, test results, inspections and other informational materials provided in the Contract Documents, and any other causes for existing or potential changes to the Work prior to initiating the Work. In the event that the Work must be changed due to the Company's failure to fulfill the above requirements, the Company understands and agrees that it will be responsible for all costs associated with the changed condition.

In the event, however, that the Company exercises the requisite due diligence and a change to the Work becomes necessary resulting from conditions that are clearly unforeseen and that could not have been discovered, the costs for adjusting the Work in response to such unforeseen conditions shall be addressed in a Change Order or an

amendment to the Contract executed by JEA and Company. Any Work the Company performs prior to receipt of such Change Order or approved Contract amendment will be at the Company's sole risk.

## **2.9. CONFIDENTIALITY AND OWNERSHIP OF DOCUMENTATION**

### **2.9.1. PUBLIC RECORDS LAWS**

#### **Access to Public Records**

All Documents, data and other records received by JEA in connection with the Contract are public records and available for public inspection unless specifically exempt by law. The Company shall allow public access to all documents, data and other records made or received by the Company in connection with the Contract unless the records are exempt from Section 249(a) of Article I of the Florida Constitution or subsection 119.07(1), Florida Statutes. JEA may unilaterally terminate the Contract if the Company refuses to allow public access as required under the Contract.

#### **Redacted copies of Confidential Information**

If the Company believes that any portion of any documents, data or other records submitted to JEA are exempt from disclosure under Chapter 119, Florida Statutes, the Florida Constitution and related laws ("Florida's Public Records Laws"), Company must (1) clearly segregate and mark the specific sections of the document, data and records as "Confidential", (2) cite the specific Florida Statute or other legal authority for the asserted exemption, and (3) provide JEA with a separate redacted copy of the documents, data, or records (the "Redacted Copy"). The Redacted Copy shall contain JEA's contract name and number, and shall be clearly titled "Redacted Copy". Respondent should only redact those portions of records that Respondent claims are specifically exempt from disclosure under Florida's Public Records Laws. If the Company fails to submit a redacted copy of documents, data, or other records it claims is confidential, JEA is authorized to produce all documents, data, and other records submitted to JEA in answer to a public records request for these records.

#### **Request for Redacted Information**

In the event of a public records or other disclosure request under Florida's Public Records Laws or other authority to which the Company's documents, data or records are responsive, JEA will provide the Redacted Copy to the requestor. If a Requestor asserts a right to any redacted information, JEA will notify the Company that such an assertion has been made. It is the Company's responsibility to respond to the requestor to assert that the information in question is exempt from disclosure under applicable law. If JEA becomes subject to a demand for discovery or disclosure of the redacted information under legal process, JEA shall give the Company prompt notice of the demand prior to releasing the redacted information (unless otherwise prohibited by applicable law). The Company shall be responsible for defending its determination that the redacted portions of the information are not subject to disclosure.

#### **Indemnification for Redacted Information**

The Company shall protect, defend, and indemnify JEA from and against all claims, demands, actions, suits, damages, liabilities, losses, settlements, judgments, costs, and expenses (including but not limited to reasonable attorney's fees and costs) arising from or relating to the Company's assertion that all or any portion of its information is not subject to disclosure.

#### **Public Records Clause for Service Contracts**

If, under the Contract, the Company is providing services and is acting on behalf of JEA as contemplated by subsection 119.011(2), Florida Statutes, the Company shall:

- Keep and maintain public records that ordinarily and necessarily would be required by JEA in order to perform service;

- Provide the public with access to public records on the same terms and conditions that JEA would provide the records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or otherwise prohibited by law;
- Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law; and
- Meet all requirements for retaining public records and transfer, at no cost, to JEA all public records in possession of the Company upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically shall be provided to JEA in a format that is compatible with the information technology systems of JEA.

**IF THE COMPANY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE COMPANY'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**

**JEA**

**Attn: Public Records**

**21 West Church Street**

**Jacksonville, Florida 32202**

**Ph: 904-665-8606**

**publicrecords@jea.com**

#### **2.9.2. PROPRIETARY INFORMATION**

The Company shall not copy, reproduce, or disclose to third parties, except in connection with the Work, any information that JEA furnishes to the Company. The Company shall insert in any subcontract a restriction on the use of all information furnished by JEA. The Company shall not use this information on another project. All information furnished by JEA will be returned to JEA upon completion of the Work.

#### **2.9.3. PUBLICITY AND ADVERTISING**

The Company shall not take any photographs, make any announcements or release any information concerning the Contract or the Work to any member of the public, press or official body unless prior written consent is obtained from JEA.

### **2.10. LABOR**

#### **2.10.1. NONDISCRIMINATION**

The Company represents that it has adopted and will maintain a policy of nondiscrimination against employees or applicants for employment on account of race, religion, sex, color, national origin, age or handicap, in all areas of employee relations, throughout the Term of this Contract. The Company agrees that on written request, it will allow JEA reasonable access to the Company's records of employment, employment advertisement, application forms and other pertinent data and records for the purpose of investigation to ascertain compliance with the nondiscrimination provisions of this Contract; provided however, the Company shall not be required to produce, for inspection, records covering periods of time more than one (1) year from the effective date of this Contract.

The Company shall comply with the following executive orders, acts, and all rules and regulations implementing said orders or acts, which are by this reference incorporated herein as if set out in their entirety:

- The provisions of Presidential Order 11246, as amended, and the portions of Executive Orders 11701 and 11758 as applicable to Equal Employment Opportunity;
- The provisions of section 503 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA); and
- The provisions of the Employment and Training of Veterans Act, 38 U.S.C. 4212 (formerly 2012).

The Company agrees that if any of the Work of this Contract will be performed by a Subcontractor, then the provisions of this subsection shall be incorporated into and become a part of the subcontract.

#### **2.10.2. LEGAL WORKFORCE**

JEA shall consider the Company's employment of unauthorized aliens a violation of section 274A(e) of the Immigration and Nationalization Act. Such violation shall be cause for termination of the Contract for default upon thirty (30) days' prior written notice of such termination, notwithstanding any other provisions to the contrary in the Contract Documents.

#### **2.10.3. PROHIBITED FUTURE EMPLOYMENT**

It shall be unlawful and a class C offense for any person, who was an officer or employee of JEA, after his or her employment has ceased, to be employed by or enter into any contract for personal services, with a person or company who contracted with, or had a contractual relationship with JEA, while the contract is active or being completed, or within two years of the cessation, completion, or termination of the person's or company's contractual relationship with JEA, where (1) the contract with JEA had a value that exceeded \$250,000.00, and (2) the officer or employee had a substantial and decision-making role in securing or negotiating the contract or contractual relationship, or in the approval of financial submissions or draws in accordance with the terms of the contract; except that this prohibition shall not apply to an employee whose role is merely as a review signatory, or to contracts entered into prior to January 1, 2008, or to contracts that have been competitively procured. With respect to this subsection a contract is competitively procured if it has been obtained through a sealed low bid award. A "substantial and decision-making role" shall include duties and/or responsibilities that are collectively associated with: (i) approving solicitation or payment documents; (ii) evaluating formal bids and proposals; and (iii) approving and/or issuing award recommendations for JEA Awards Committee approval. The contract of any person or business entity that hires or contracts for services with any officer or employee prohibited from entering into said relationship shall be voidable at the pleasure of JEA. This prohibition shall not apply to any former officer or employee after two years from cessation from JEA employment.

#### **2.10.4. HIRING OF OTHER PARTY'S EMPLOYEES**

Each party recognizes that the other party has incurred or will incur significant expenses in training its own employees and agrees that it will not pursue or hire, without the other party's consent, the other party's employees or the employees of its subsidiaries for a period of two (2) years from the termination date of this Contract.

#### **2.10.5. COMPANY'S LABOR RELATIONS**

The Company shall negotiate and resolve any disputes between the Company and its employees, or anyone representing its employees. The Company shall immediately notify JEA of any actual or potential labor dispute that may affect the Work and shall inform JEA of all actions it is taking to resolve the dispute.

## **2.11. COMPANY'S RESPONSIBILITIES AND PERFORMANCE OF THE CONTRACT**

### **2.11.1. JEA ACCESS BADGES**

If the scope of work described in this Contract requires a Company to access JEA facilities, each Company employee shall apply for a JEA access badge through JEA's Security Department. An appointment to obtain a JEA access badge can be made by contacting JEA Security at securitybadge@jea.com. Finally, JEA does not allow Company employees to share JEA access badges. A Company, whose employees are found to be sharing JEA access badges, will result in the Contract being terminated immediately for default. Additionally, JEA shall be notified within six (6) hours of a lost or stolen JEA security badge or when an employee leaves the Company. Report badge termination notifications to JEA Security at (904) 665-8200.

### **2.11.2. CHANGE IN SCOPE OF SERVICES**

From time to time, JEA may direct changes and modifications to the scope of the services to be performed under this Contract. The Company is willing and agreeable to accommodate such changes. Such changes shall be in the form of a written amendment. The JEA Representative directly responsible for this Contract will make the final determination as to whether any compensable change to the Company exists.

### **2.11.3. CHANGE IN THE WORK**

To request or claim any change in the Work including, but not limited to change in scope, quantities, pricing, or schedules, the Company shall submit a letter to the Contract Administrator stating such request or claim. JEA shall have the right to approve or disapprove any request or claim for change as it deems necessary and in its best interests consistent with the other Contract requirements. Whether requested by the Company, claimed by the Company, or contemplated by JEA, no change shall be authorized unless made on a JEA Change Order signed by the Contract Administrator or through a formal written amendment to this Contract.

In the event of an emergency endangering life or property where it is appropriate for the Company to take action, the Company shall undertake such actions to preserve life and property. JEA and the Company will determine after emergency is concluded, the extent of out-of-scope work performed by Company, and the Contract Administrator will issue a Change Order or amend the Contract for such work, if any and as necessary.

All requests for changes filed by the Company shall be in writing delivered to the Contract Administrator within ten (10) working days of when the event that prompted the claim was discovered or should have been discovered. Upon receipt of the Company's claim notification, Contract Administrator will provide written direction as to the procedures that will be used to address the request. The Company's request shall be sufficiently detailed including itemized costs, condition and work descriptions and other information necessary to evaluate the merits of the claim. The Contract Administrator may reject requests providing insufficient supporting information. Any change in the Contract resulting from the request will be incorporated into the Contract via a Change Order or Purchase Order. Where JEA and the Company are unable to reach a mutually acceptable resolution of request, JEA's determination will be final.

Where necessary, JEA will determine the value of work covered by a Change Order using one (1) of the following methods:

- Where the work is covered by established Unit Prices contained in the Contract, the Unit Price will be applied to the quantity of work;
- By mutual acceptance of lump sum price;
- By actual cost and a mutually acceptable fixed amount for overhead and profit, or

- Where Bid Price was based on estimates quantities, prior to making final payment, JEA will determine actual quantities using sampling, surveying and other industry recognized means and prepare a Change Order adjusting the price to reflect actual volumes.

The Company shall immediately notify the Contract Administrator in writing of any unauthorized change in the scope of the Work or significant change in the quantities of the Work that may increase the Contract Price, require an extension of Work schedule, or negatively impact permitting or other regulatory requirements.

The Work schedule may be changed only by a Change Order or Purchase Order. The Company's request or claim for a Work schedule adjustment shall be in writing delivered to the Contract Administrator within five (5) working days following the discovery of the event that prompted the claim or when the event should have been discovered. Where accepted by JEA, changes to Work schedule will only adjust for critical path impacts. Failure to include the necessary critical path analysis with request shall be grounds for rejecting the claim. The path of critical events mentioned herein means the series of interdependent Work events that must be sequentially performed and that require a longer total time to perform than any other such series. Upon receipt of the Company's request for a change in the Work schedule, the Contract Administrator will provide any additional directions in writing detailing the procedures that will be used to resolve the request, including provision of time impact or manpower and equipment loading schedules. Where JEA and the Company are unable to reach a mutually acceptable resolution of request, JEA will make a commercially reasonable determination, made in accordance with JEA's Procurement Code, which shall be final.

All Work defined on Change Orders shall be subject to the conditions of the Contract, unless specifically noted on the Change Order.

#### **2.11.4. CONFLICT OF INTEREST (CONSTRUCTION)**

This conflict of interest policy applies to all JEA construction projects ("Project"). Any company bidding the construction phase of a Project cannot at the time of Response submittal, be affiliated with or have any direct or indirect ownership interest in the architect/engineer ("Designer") of record. The company will also be prohibited from bidding if the Designer has any direct or indirect ownership interest in the Contractor. Should JEA erroneously award a contract in violation of this policy, JEA may terminate the contract at any time with no liability to company, and company shall be liable to JEA for all damages, including but not limited to the costs to rebid the Project. The purpose of this policy is to encourage bidding and eliminate any actual or perceived advantage that one Respondent may have over another.

#### **2.11.5. CONSTRUCTION AND DEMOLITION DEBRIS**

The Respondent shall complete and submit the Construction and Demolition Debris Disposal form which is available at [www.jea.com](http://www.jea.com). The Respondent shall identify, by the Certificate of Necessity number and Public Works number, the sites to which it will remove for disposal debris resulting from the Work. A list of approved sites may be obtained from the JEA Office Section or [jea.com](http://jea.com).

#### **2.11.6. UNABLE TO SUBMIT BID FORMS**

If you elect not to submit a Response in response to this Solicitation, please complete the Unable to Submit Response Form, available for download at [www.jea.com](http://www.jea.com), or by obtaining a hardcopy from the JEA Bid Office, 21 West Church St., Customer Center 1<sup>st</sup> Floor, Room 002, Jacksonville, FL 32202. The Respondent may contact the Bid Office by phone at (904) 665-6740.

Send the completed Unable to Submit Response Form to:

JEA Bid Office

21 West Church St., CC-1, Room 002  
Jacksonville, FL 32202

or fax the Unable to Submit Bid Form to: (904) 665-7095.

Do not return the entire Solicitation package; simply return the Unable to Submit Bid Form.

#### **2.11.7. MINIMUM QUALIFICATION OF COMPANY PERSONNEL**

At a minimum, all Company personnel shall be qualified for the tasks they are assigned. All Company personnel assigned to work at a JEA facility or job site shall be able to read, write, speak and understand English. All Company personnel shall act in a professional manner, with due sensitivity to other persons at the Work Location. If JEA, at its sole discretion, determines that a Company person is unqualified, unfit, or otherwise unsuitable for the tasks assigned, the Company shall immediately stop the person from performing the tasks, and replace the person with a qualified individual. The Company shall pay all costs associated with replacing the unqualified person including, but not limited to, termination, recruiting, training, and certification costs.

The Company personnel assigned supervisory roles, and those with increased authority shall be held to strict scrutiny of their qualifications and suitability for their positions. In addition to the other provisions of this Section, the Company shall provide written documentation as to experience, education, licenses, certifications, professional affiliations, and other qualifications of the individual, within one day of request from the Contract Administrator. Any changes to such personnel after approval shall require the written permission of the Contract Administrator.

#### **2.11.8. SHOW-UP PAY**

In the event that inclement weather prevents the Company from performing Work, the Company may be obligated to pay its crew a show-up pay. The Company shall be solely responsible for providing this pay.

#### **2.11.9. COMPANY'S LABOR RELATIONS**

The Company shall negotiate and resolve any disputes between the Company and its employees, or anyone representing its employees. The Company shall immediately notify JEA of any actual or potential labor dispute that may affect the Work and shall inform JEA of all actions it is taking to resolve the dispute.

#### **2.11.10. COMPANY REPRESENTATIVES**

The Company shall provide JEA with the name and responsibilities of the Company Representative, in writing after Award of the Contract and before starting the Work under the Contract. Should the Company need to change the Company Representative, the Company shall promptly notify JEA in writing of the change.

#### **2.11.11. COMPANY REVIEW OF PROJECT REQUIREMENTS**

The Company shall review the Work requirements and specifications prior to commencing Work. The Company shall immediately notify the Contract Administrator in writing of any conflict with applicable law, or any error, inconsistency or omission it may discover. JEA will promptly review the alleged conflicts, errors, inconsistencies or omissions, and issue a Change Order or Purchase Order as appropriate if JEA is in agreement with the alleged conflict, and issue revised specifications. Any Work the Company performs prior to receipt of approved Change Order will be at the Company's sole risk.

#### **2.11.12. LICENSES**

The Company shall comply with all licensing, registration and/or certification requirements pursuant to applicable laws, rules and regulations. The Company shall secure all licenses, registrations and certifications as required for the

performance of the Work and shall pay all fees associated with securing them. The Company shall produce written evidence of licenses and other certifications immediately upon request from JEA.

#### **2.11.13. SAFETY AND PROTECTION PRECAUTIONS**

The Company shall comply with all applicable federal, state and local laws, ordinances, all JEA procedures and policies including any orders of any public body having jurisdiction for the safety of persons or protection of property. **The Company understands and agrees that a violation of any provision of this clause is grounds for a Termination for Default, with no requirement to provide Company with a notice to cure.** Additionally, the Company shall be responsible for all JEA damages associated with such termination.

The Company understands and agrees that JEA Representatives may stop Work at any time that JEA, at its sole discretion, considers the Company's Work to be unsafe or a risk to property, and to direct the Company to, at a minimum, perform as directed in such a way as to render the Work environment safe. The Company understands and agrees that it is responsible for paying all costs associated with providing a safe work environment including, but not limited to, any costs associated with any JEA directed safety improvements. The Company further understands and agrees that it is solely responsible for the safety of personnel and property associated with the Work, and that any actions taken by JEA to prevent harm to persons or damage to equipment does not, in any way, relieve the Company of this responsibility.

The Company Representative, or alternatively, the Company Supervisor, shall be designated as the Company's individual responsible for the prevention of accidents.

### **2.12. VENDOR PERFORMANCE EVALUATION**

#### **2.12.1. VENDOR PERFORMANCE EVALUATION**

##### **Use of Vendor Performance Evaluation Scorecards**

JEA may evaluate the Company's performance using the evaluation criteria shown on the vendor scorecard available online at JEA.com.

Scores for all metrics shown on the evaluation range from a low of 1, meaning significantly deficient performance, to a high of 5, meaning exceptionally good performance. The Company's performance shall be classified as Top Performance, Acceptable Performance, or Unacceptable Performance, as defined herein. The evaluator will be a designated JEA employee. The evaluator's supervisor and the Chief Purchasing Officer will review deficient performance letters and Unacceptable Performance scorecards, as described below, prior to issuance. When evaluating the Company's performance, JEA will consider the performance of the Company's Subcontractors and suppliers, as part of the Company's performance.

##### **Frequency of Evaluations**

JEA may conduct performance evaluations and prepare scorecards in accordance with the procedures described herein at any time during performance of the Work or soon after the completion of the Work. JEA may conduct one or more evaluations determined solely at the discretion of JEA.

##### **Unacceptable Performance**

- If at any time, JEA determines, using the criteria described on the scorecard, that the performance of the Company is Unacceptable, the Contract Administrator and Chief Procurement Officer or his designated alternate will notify the Company of such in a letter. The Company shall have ten (10) days to respond to the Contract Administrator. Such response shall include, and preferably be

delivered in-person by an officer of the Company, the specific actions that the Company will take to bring the Company's performance up to at least Acceptable Performance.

- Within thirty (30) days from date of the first Unacceptable Performance letter, the Contract Administrator and Chief Purchasing Officer or his designated alternate will notify the Company by letter as to whether its performance, as determined solely by JEA, is meeting expectations, or is continuing to be Unacceptable. If the Company's performance is described in the letter as meeting expectations, no further remedial action is required by the Company, as long as Company's performance continues to be Acceptable.
- If the Company's performance as described in the letter continues to be Unacceptable, or is inconsistently Acceptable, then the Company shall have fifteen (15) days from date of second letter to demonstrate solely through its performance of the Work, that it has achieved Acceptable Performance. At the end of the fifteen (15) day period, JEA will prepare a scorecard documenting the Company's performance from the start of Work, or date of most recent scorecard, whichever is latest, and giving due consideration to improvements the Company has made in its performance, or has failed to make. If the scorecard shows Company's performance is Acceptable, then no further remedial action is required by Company as long as Company's performance remains Acceptable. If the scorecard shows the Company's performance is Unacceptable, JEA will take such actions as it deems appropriate including, but not limited to, terminating the Contract for breach, suspending the Company from bidding on any JEA related solicitations, and other remedies available in the JEA Purchasing Code and in law. Such action does not relieve the Company of its obligations under the Contract, nor does it preclude an earlier termination.
- In the event that the Contract Term or the remaining Term of the Contract does not allow for the completion of the deficient performance notification cycles described above for those in danger of receiving an Unacceptable Performance scorecard, JEA may choose to accelerate these cycles at its sole discretion.
- If the Company receives five (5) or more letters of deficiency within any twelve (12) month period, then JEA will prepare a scorecard describing the deficiencies and the Company's performance will be scored as Unacceptable.

#### **Acceptable Performance**

JEA expects the Company's performance to be at a minimum Acceptable.

#### **Disputes**

In the event that the Company wants to dispute the results of its scorecard performance evaluation, the Company must submit a letter to the Chief Procurement Officer supplying supplemental information that it believes JEA failed to take into account when preparing the scorecard. Such letter, along with supplemental information, must be submitted no later than ten (10) days following the Company's receipt of the scorecard. If the Chief Procurement Officer decides to change the scorecard, the Company will be notified and a revised scorecard will be prepared, with a copy issued to the Company. If the Chief Procurement Officer decides that no change is warranted, the decision of the Chief Procurement Officer is final. If the Company is to be suspended from consideration for future Award of any contracts, the Company may appeal to the Procurement Appeals Board as per JEA Procurement Code.

#### **Public Records**

There can be no expectation of confidentiality of performance-related data in that all performance-related data is subject to disclosure pursuant to Florida Public Records Laws. All scorecards are the property of JEA.

## **2.13. JEA RESPONSIBILITIES**

### **2.13.1. COORDINATION OF SERVICES PROVIDED BY JEA**

The JEA Representative for the Work will, on behalf of JEA, coordinate with the Company and administer this Contract. It shall be the responsibility of the Company to coordinate all assignment related activities with the designated JEA Representative. The JEA Representative will be assigned to perform day-to-day administration and liaison functions, and to make available to the Company appropriate personnel, to the extent practical, and to furnish records and available data necessary to conduct the Work. The JEA Representative will also authorize the Company to perform work under this Contract.

## **2.14. COMPANY RESPONSIBILITIES**

### **2.14.1. STORAGE OF EQUIPMENT**

The Company shall be responsible for all storage of materials, equipment, vehicles, tools, and all other items associated with the Work. Such storage shall comply with applicable regulations appropriate for the items being stored to ensure suitable care for items and protection from theft, vandalism, or inappropriate use. The Company is solely responsible for the costs for such storage, unless otherwise indicated in the Contract Documents, and any costs associated with noncompliant storage including, but not limited to, loss and damage to items. In the event that JEA directs the Company to stop the Work, costs associated with storing equipment or materials will be compensated in accordance with the Contract Documents. The Company shall ensure that JEA Representatives have access to Work-related storage on an as needed basis during regular work hours and Overtime.

### **2.14.2. STORM PREPAREDNESS**

In the event of a Hurricane Warning, Tropical Storm Warning, or other large storm affecting the Work Location, the Company shall secure, or shall remove and store all equipment and materials at the Work Location including, but not limited to, cones, barricades, lights and signs. The Company shall begin taking such precautions necessary to secure the Work Location upon official issuance of mandatory evacuation of the area of the Work Location and no later than twenty-four (24) hours prior to predicted arrival of tropical storm or hurricane force winds, or when notified by a JEA Representative to do so. These activities are considered a regular part of the Work; regardless of the frequency they are required.

## **2.15. MISCELLANEOUS PROVISIONS**

### **2.15.1. AMBIGUOUS CONTRACT PROVISIONS**

The parties agree that this Contract has been the subject of meaningful analysis and/or discussions of the specifications, terms and conditions contained in this Contract. Therefore, doubtful or ambiguous provisions, if any, contained in this Contract will not be construed against the party who physically prepared this Contract.

### **2.15.2. AMENDMENTS**

This Contract may not be altered or amended except in writing, signed by JEA Chief Procurement Officer, or designee, and the Company Representative, or each of their duly authorized representatives.

### **2.15.3. APPLICABLE STATE LAW; VENUE; SEVERABILITY**

The rights, obligations and remedies of the parties as specified under the Contract will be interpreted and governed in all respects exclusively by the laws of the State of Florida without giving effect to the principles of conflicts of laws thereof. Should any provision of the Contract be determined by the courts to be illegal or in conflict with any law of the State of Florida, the validity of the remaining provisions will not be impaired. Litigation involving

this Contract or any provision thereof shall take place in the State or Federal Courts located exclusively in Jacksonville, Duval County, Florida.

#### **2.15.4. CUMULATIVE REMEDIES**

Except as otherwise expressly provided in this Contract, all remedies provided for in this Contract shall be cumulative and in addition to and not in lieu of any other remedies available to either party at law, in equity or otherwise.

#### **2.15.5. DELAYS**

Neither party shall be considered in default in the performance of its obligations hereunder to the extent that the performance of such obligation is prevented or delayed by any cause beyond the reasonable control of the affected party, and the time for performance of either party hereunder shall be extended for a period of equal to any time lost due to such prevention or delay.

#### **2.15.6. ENTIRE AGREEMENT**

This Contract constitutes the entire agreement between the parties. No statement, representation, writing, understanding, or agreement made by either party, or any representative of either party, which are not expressed herein shall be binding. All changes to, additions to, modifications of, or amendment to this Contract, or any of the terms, provisions and conditions hereof, shall be binding only when in writing and signed by the authorized officer, agent or representative of each of the parties hereto.

#### **2.15.7. EXPANDED DEFINITIONS**

Unless otherwise specified, words importing the singular include the plural and vice versa and words importing gender include all genders. The term "including" means "including without limitation", and the terms "include", "includes" and "included" have similar meanings. Any reference in this Contract to any other agreement is deemed to include a reference to that other agreement, as amended, supplemented or restated from time to time. Any reference in the Contract to "all applicable laws, rules and regulations" means all federal, state and local laws, rules, regulations, ordinances, statutes, codes and practices.

#### **2.15.1. FORCE MAJEURE**

No party shall be liable for any default or delay in the performance of its obligations under this Contract due to an act of God or other event to the extent that: (a) the non-performing party is without fault in causing such default or delay; (b) such default or delay could not have been prevented by reasonable precautions; and (c) such default or delay could not have been reasonably circumvented by the non-performing party through the use of alternate sources, work-around plans or other means. Such causes include, but are not limited to: act of civil or military authority (including but not limited to courts or administrative agencies); acts of God; war; terrorist attacks; riot; insurrection; inability of JEA to secure approval, validation or sale of bonds; inability of JEA or the Company to obtain any required permits, licenses or zoning; blockades; embargoes; sabotage; epidemics; fires; hurricanes, tornados, floods; or strikes.

In the event of any delay resulting from such causes, the time for performance of each of the parties hereunder (including the payment of monies if such event actually prevents payment) shall be extended for a period of time reasonably necessary to overcome the effect of such delay, except as provided for elsewhere in the Contract Documents.

In the event of any delay or nonperformance resulting from such causes, the party affected shall promptly notify the other in writing of the nature, cause, date of commencement and the anticipated impact of such delay or

nonperformance. Such written notice, including Change Orders, shall indicate the extent, if any, to which it is anticipated that any delivery or completion dates will be thereby affected within seven (7) calendar days.

#### **2.15.2. HEADINGS**

Headings appearing herein are inserted for convenience or reference only and shall in no way be construed to be interpretations of text.

#### **2.15.3. INDEPENDENT CONTRACTOR**

Company is performing this Contract as an independent contractor and nothing in this Contract will be deemed to constitute a partnership, joint venture, agency, or fiduciary relationship between JEA and Company. Neither Company nor JEA will be or become liable or bound by any representation, act, or omission of the other.

#### **2.15.4. LANGUAGE AND MEASUREMENTS**

All communication between the Company and JEA, including all documents, notes on drawings, and submissions required under the Contract, will be in the English language. Unless otherwise specified in the Contract, the US System of Measurements shall be used for quantity measurement. All instrumentation and equipment will be calibrated in US System of Measures.

#### **2.15.5. MEETINGS AND PUBLIC HEARINGS**

The Company will, upon request by JEA, attend all meetings and public hearings as required, in any capacity, as directed by JEA.

#### **2.15.6. NEGOTIATED CONTRACT**

Except as otherwise expressly provided, all provisions of this Contract shall be binding upon and shall inure to the benefit of the parties, their legal representatives, successors and assigns. The parties agree that they have had meaningful discussion and negotiation of the provisions, terms and conditions contained in this Contract. Therefore, doubtful or ambiguous provisions, if any, contained in the Contract shall not be construed against the party who physically prepared this Contract.

#### **2.15.7. NONEXCLUSIVE**

Notwithstanding anything contained herein that may appear to be the contrary, this Contract is "non-exclusive" and JEA reserves the right, in its sole discretion, to retain other companies to perform the Work, and/or JEA may self-perform the Work itself.

#### **2.15.8. REFERENCES**

Unless otherwise specified, each reference to a statute, ordinance, law, policy, procedure, process, document, drawing, or other informational material is deemed to be a reference to that item, as amended or supplemented from time to time. All referenced items shall have the enforcement ability as if they are fully incorporated herein.

#### **2.15.9. RIGHT TO AUDIT AND FINANCIAL REPORTING**

##### Accounting System

The Company shall establish and maintain a reasonable accounting system that enables JEA to readily identify the Company's assets, expenses, cost of goods, and use of funds.

##### Audited Financial Statements

The Company shall provide to JEA audited financial statements for the most recent fiscal year upon JEA's request, not later than five (5) days after receipt of written request.

#### Content and Retention of Records

Such records shall include, but not be limited to, accounting records, written policies and procedures; subcontract files (including proposals of successful and unsuccessful Respondents, bid recaps, etc.); all paid vouchers including those for out of pocket expenses; other reimbursement supported by invoices; ledgers; cancelled checks; deposit slips; bank statements; journals; original estimates; estimating work sheets; contract amendments and change order files; backcharge logs and supporting documentation; insurance documents; payroll documents; timesheets; memoranda; and correspondence. Company shall, at all times during the term of this Contract and for a period of five years after the completion of this Contract, maintain such records, together with such supporting or underlying documents and materials.

#### Inspection /Audit of Records

Upon JEA's request, the Company agrees to allow JEA to audit, to examine, and to make copies of or extracts from its financial and operating records (in whatever form they may be kept, whether written, electronic, or other) kept by the Company, its employees, agents, assigns, successors, and subcontractors, for the purpose of determining invoice accuracy, or otherwise assessing compliance with the Contract Documents.

The Company shall at any time requested by JEA, whether during or after completion of this Contract, and at Company's own expense make such records available for inspection and audit (including copies and extracts of records as required) by JEA. Such records shall be made available to JEA during normal business hours at the Company's office or place of business in a workspace suitable for the audit and [subject to a three day written notice/without prior notice]. In the event that no such location is available, then the financial records, together with the supporting or underlying documents and records, shall be made available for audit at a time and location that is convenient for JEA. The Company agrees to have knowledgeable personnel available to answer questions for the auditors during the time they are performing the audit and for a period of two weeks thereafter. Company shall ensure JEA has these rights with Company's employees, agents, assigns, successors, and subcontractors, and the obligations of these rights shall be explicitly included in any subcontracts or agreements formed between the Company and any subcontractors to the extent that those subcontracts or agreements relate to fulfillment of the Company's obligations to JEA.

#### Cost of Audits

Costs of any audits conducted under the authority of this right to audit and not addressed elsewhere will be borne by JEA unless certain exemption criteria are met. If the audit identifies overpricing or overcharges (of any nature) by the Company to JEA in excess of one-half of one percent (.5%) of the total contract billings, the Company shall reimburse JEA for the total costs of the audit. If the audit discovers substantive findings related to fraud, misrepresentation, or nonperformance, JEA may recoup the costs of the audit work from the Company.

#### Billing Adjustments and Recoveries

Any billing payment recoveries to JEA that must be made as a result of any such audit or inspection of the Company's invoices and/or records shall be made within a reasonable amount of time (not to exceed 90 days) from presentation of JEA's findings to Company.

#### Failure to Comply

If Company fails to comply with the requirements contained in this clause, the Company may be found to be in breach of the Contract, be subject to debarment or suspension of bidding privileges with JEA, and/or JEA may exercise any other remedies available by law.

#### **2.15.10. SEVERABILITY**

In the event that any provision of this Contract is found to be unenforceable under applicable law, the parties agree to replace such provision with a substitute provision that most nearly reflects the original intentions of the parties and is enforceable under applicable law, and the remainder of this Contract shall continue in full force and effect. With regard to any provision in this agreement pertaining to damages, equitable or otherwise, it is the intent of the Parties that under no circumstances shall there be recovery for home office overhead. Any damages claimed shall be proven by discreet accounting of direct project costs and no theoretical formula or industry estimating reference manuals shall be permissible.

#### **2.15.11. SUBCONTRACTING OR ASSIGNING OF CONTRACT**

Each party agrees that it shall not subcontract, assign, delegate, or otherwise dispose of the Contract, the duties to be performed under the Contract, or the monies to become due under the Contract without the other party's prior written consent.

The assignment of the Contract will not relieve either of the parties of any of its obligations until such obligations have been assumed in writing by the assignee. If the Contract is assigned by either of the parties, it will be binding upon and will inure to the benefit of the permitted assignee. The Company shall be liable for all acts and omissions of its assignee or its Subcontractor.

In the event the Company obtains JEA approval to use Subcontractors, the Company is obligated to provide Subcontractors possessing the skills, certifications, registrations, licenses, training, tools, demeanor, motivation and attitude to successfully perform the work for which they are subcontracted. The Company is obligated to remove Subcontractors from performing Work under this Contract when the Company recognizes that a Subcontractor is failing to work in a manner consistent with the requirements of this Contract, or when JEA notifies the Company that JEA has determined a Subcontractor is failing to work in a manner consistent with the requirements of this Contract.

#### **2.15.12. SURVIVAL**

The obligations of JEA and the Company under this Contract that are not, by the express terms of this Contract, to be performed fully during the Term, shall survive the termination of this Contract.

#### **2.15.13. TIME AND DATE**

Unless otherwise specified, references to time of day or date mean the local time or date in Jacksonville, FL. If under this Contract any payment or calculation is to be made, or any other action is to be taken, on or as of a day that is not a regular business day for JEA, that payment or calculation is to be made, and that other action is to be taken, as applicable, on or as of the next day that is a regular business day. Where reference is made to day or days, it means calendar days. Where reference is made to workday, workdays, business day, or business days, it means regular working days for JEA Procurement.

#### **2.15.14. TIME OF ESSENCE**

For every material requirement of this Contract, time is of the essence.

#### **2.15.15. WAIVER OF CLAIMS**

A delay or omission by JEA to exercise any right or power under this Contract shall not be construed to be a waiver thereof. A waiver by JEA under this Contract shall not be effective unless it is in writing and signed by the party granting the waiver. A waiver by a party of a right under or breach of, this Contract shall not be construed to operate as a waiver of any other or successive rights under, or breaches of, this Contract.

The Company's obligations to perform and complete the Work in accordance with the Contract shall be absolute. None of the following will constitute a waiver of any of JEA's rights under the Contract: approval of payments, including final payment; Certificate of Contract Completion; any use of the Work by JEA; nor any correction of faulty or defective work by JEA.

### **3. TECHNICAL SPECIFICATIONS/DETAILED SCOPE OF WORK**

The Technical Specifications and a Detailed Scope of Work are located in **Appendix A** of this document.

### **4. FORMS**

Forms required to be submitted with this solicitation are provided in **Appendix B** or can be obtained on the JEA website at [www.jea.com](http://www.jea.com).

## APPENDIX A – CT BORESCOPE INSPECTION SERVICES

### TECHNICAL SPECIFICATIONS

#### 1.0 **SCOPE OF WORK**

- 1.1. JEA is seeking a qualified Company to perform combustion turbine borescope inspection services at its plant facilities. JEA intends to award a single contract for this work.

#### 2.0 **PLANT LOCATIONS AND FRAME TYPES**

- 2.1 The list of JEA plant locations and frame types to be inspected are listed below. All plant facilities are located in Jacksonville, Florida.

##### **Plant Locations**

- 2.1.1 Brandy Branch Generating Station (BBGS)  
15701 West Beaver Street  
Jacksonville, FL 32234
- 2.1.2 Kennedy Generating Station (KGS)  
4215 Talleyrand Avenue  
Jacksonville, FL 32206
- 2.1.3 Greenland Energy Center (GEC)  
6850 Energy Center Drive  
Jacksonville, FL 32256
- 2.1.4 Northside Generating Station (NGS)  
4377 Heckscher Drive  
Jacksonville, FL 32226

##### **Frame Types**

Plant Name	GE Frame Type
BrandyBranch CT1	7FA
BrandyBranch CT2	7FA
BrandyBranch CT3	7FA
Kennedy CT 7	7FA
Kennedy CT 8	7FA
Greenland CT1	7FA
Greenland CT2	7FA
Northside CT3	7B
Northside CT4	7B
Northside CT5	7B
Northside CT6	7B

#### 3.0 **COMPANY SAFETY**

**3.0 IT IS EXTREMELY IMPORTANT THAT THE COMPANY AND JEA WORK TOGETHER TO ADDRESS ANY SAFETY CONCERNS SUCH THAT POTENTIAL ACCIDENTS ARE AVOIDED.**

- 3.1** All employees of the Company, who perform work on JEA property, shall be JEA Safety Qualified. Company Supervisors/Foremen will be required to attend the Safety Leadership Development program offered through the Northeast Florida Safety Council (NEFSC) or an equivalent program as required by the JEA Company Safety Program.
- 3.2** Site specific training shall be required to work at each electric plant location. The JEA Safety Department or JEA Representatives shall provide a PowerPoint Training module for the site location. Company is responsible for ensuring ALL personnel have received the appropriate safety training, as required by JEA Company Safety Program, and shall submit a roster of the employees who received the training.
- 3.3** Contractor employees are required to wear Personal Protective Equipment (**PPE**) at all times while on all JEA electric plant sites. **PPE** shall include, but not be limited to, the following; safety glasses, hard hats, hearing protection, safety-toed boots, etc. **The cost of all PPE shall be included in the pricing.**
- 3.4** Company shall abide by the JEA Hot Work Permit Program, Lock Out/Tag Out Procedure and the Confined Space Entry Procedure.
- 3.5** Company shall abide by the JEA Company's Safe Work Practices Manual.

**4.0 SECURITY**

- 4.0** Company shall supply a list of names of the personnel they will be using during a given inspection project to the JEA Representative one (1) week prior to start of the project so they can secure their access into the plant. **Photo ID's are required for all personnel that will be working on JEA property.**
- 4.1** Only authorized Company personnel shall have drive-on plant access. Company shall be responsible for transporting their personnel from the JEA designated parking area to their work area.
- 4.2** A JEA issued security badge shall be visible at all times while on JEA property.
- 4.3** Background checks and mandatory training may be required for entry to NERC regulated spaces.
- 4.4** Parking on JEA property shall be approved through the JEA Representative. Parking for Company vehicles and Company personnel vehicles is limited to four (4) vehicles within the NGS facility. All Company vehicles driven onto plant sites must be properly identified with Company placards. Additional parking for personnel is available off-site in the designated Company parking area.

## **5.0 ENVIRONMENTAL**

- 5.1** JEA is under strict environmental standards with respect to all construction activities, including purchasing, delivery, erection, and operation / maintenance of equipment.
- 5.2** Violations of standards may result in fines against and/or imprisonment of the guilty parties. The Company's work shall be in compliance with all applicable environmental standards. The Company is liable for breeches of permit conditions instigated by its personnel.
- 5.3** JEA shall assist the Company in environmental compliance by providing information upon request and monitoring the work. Environmental standards are contained in permits, permit application materials, Conditions of Certification, stipulations, and compliance documents. Copies of these documents are available for inspection at the JEA Environmental Compliance office. The Company shall cooperate fully with JEA in insuring compliance.

## **6.0 7FA BORESCOPE INSPECTION TYPES**

A STANDARD comprehensive borescope inspections shall include, but not be limited to, the following components:

### **6.0.1 Inlet Bellmouth and Compressor**

- A general inspection of the Inlet Bellmouth area.
- A general inspection of the Variable Inlet Guide Vanes and Bushings.
- An inspection of stage 0 through 13 rotor blades and stator vanes at four cardinal locations via access through the Variable Inlet Guide Vanes.
- A cursory stator vane segment shim inspection performed per IAW TIL 1562.
- Inspection of the stage 14 through 17 rotor blades and stator vanes through the borescope ports in the compressor case.
- An inspection of the stage R-13 through R-17 rotor blades per IAW TIL 1502-2.
- A cursory inspection of the stage 17 compressor wheel per IAW TIL 1971 and 1972.
- An inspection of the stage S-17 stator vanes and the Exit Guide Vanes per IAW TIL 1315-2R1.

### **6.0.2 Combustion Section**

- An inspection of the fuel nozzles along with the "hot side" of the combustion liners, crossfire tubes and transition pieces (including the floating and side seals) with access as follows:
  - Liner and Transition Piece numbers 2, 3, 11-14 are inspected through the igniter and flame scanner ports.
  - Liner and Transition Piece numbers 1, 4-10 are inspected through either the DLN probe ports or through fuel blank ports (Gas Only). Alternate access to these liners can be obtained through adjacent crossfire tubes.
- An inspection of the "Cold Side" Transition Piece when the manways or air extraction flanges are opened.

### **6.0.3 Turbine and Exhaust Section**

- An inspection of the turbine stage 1 through 3 Nozzles and Buckets through the borescope ports in the turbine case and via the exhaust section.
- An inspection of the stage 1 nozzles are inspected per IAW TIL 1108-R1.
- An inspection of the stage 1 bucket platforms for cracks and wear on the tip shrouds.
- A cursory inspection of the stage 2 bucket tip shrouds per IAW TIL 1858/59/63.
- A general inspection of the exhaust section including the flex seal and exterior of the struts.

- 6.0.4** The Weekday Rate shall typically include work performed on Monday-Friday from 0700-1900. The Weekend Rate will include Saturdays and Sunday, while the Nightly Rate shall cover work performed Monday-Friday from 1900-0700.

- 6.1 7FA TIL 1303-1R4 (R0 Molds)**
- R-0 erosion molds shall be taken at the leading edge of 4 stage R-0 rotor blades.
  - Price shall include Mold evaluation to include four (4) samples.
- 6.2 7FA TIL 1509-R3 (In-Situ R-1 Only Visible Dye Penetrant)**
- A visible dye penetrant examination through the VIGV's **without unit disassembly** is performed on the stage R-1 rotor blade tips to identify radial cracks.
  - Price includes up to ten hours per shift to complete the inspection.
- 6.3 7FA TIL 1509-R3- (In-Situ R-0 and R-1 Visible Dye Penetrant)**
- A visible dye penetrant examination through the VIGV's **without unit disassembly** is performed on the stage R-0 and R-1 rotor blade tips to identify radial cracks and the leading edge of the R-0 rotor blade platforms to identify root distress.
  - Price shall include up to ten hours per shift to complete the inspection.
- 6.4 7FA TIL 1509-R3 (In-Situ R-0, R-1 and S-0 Visible Dye Penetrant)**
- A visible dye penetrant examination through the VIGV's **without unit disassembly** is performed on the stage R-0 and R-1 rotor blade tips to identify radial cracks and on the trailing edge of the stage S-0 stator vanes to identify axial cracks.
  - Price shall include up to ten hours per shift to complete the inspection.
- 6.5 7FA TIL 1638-R2 (In-Situ R0 and R1 Platform Phased Array Ultrasonic)**
- A phased array ultrasonic examination is performed through the VIGV's **without unit disassembly** on the stage R-0 and R-1 rotor blade platforms to identify cracks.
- 6.6 7FA TIL 1638-R2 (In-Situ R1 Only Platform Phased Array Ultrasonic)**
- A phased array ultrasonic examination is performed through the VIGV's **without unit disassembly** on the stage R-1 rotor blade platforms to identify cracks in the dovetail area.
- 6.7 7FA TIL 1907 (In-Situ Stage R-0 Rotor Forward Shaft Phased Array Ultrasonic)**
- A phased array ultrasonic examination is performed through the VIGV's **without unit disassembly** on the stage R-0 rotor forward shaft to identify cracks.
- 6.8 7FA In-Situ Stage S-0 and S-1 Stator Vane Eddy Current Exam**
- An eddy current examination is performed on the leading and trailing edge of the stage S-0 stator vanes and the four inches (4") closest to the leading edge tips of the stage S-1 stator vanes where cracks have been identified in the fleet. This inspection should include the area deemed suspect to harmonic induced cracking.
- 6.9 7FA In-Situ Stage S-0 Stator Vane Eddy Current Exam**
- An eddy current examination is performed on the leading and trailing edge of all the stage S-0 stator vanes. This covers the area deemed suspect to harmonic induced cracking.

## **7.0 WORK HOURS**

- 7.1** Straight Time (ST) hours are performed from eight (8) to twelve (12) hours per day (the “Normal Work Day”), not to exceed forty (40) hours per week (the “Work Week”). A Normal Work Day may take place during the day, afternoon, or night shift.
- 7.2** Overtime (OT) hours are performed outside of a Normal Work Day or Work Week, including weekends and holidays. Overtime shall be approved in advance by the JEA Representative and shall be paid after an employee has worked forty (40) hours for the Work Week or worked more than the Normal Work Day.
- 7.3** Company shall not be permitted to perform overtime work without prior approval of the JEA Representative.

## **8.0 PAYMENT METHODS**

### **8.1 Lump Sum Payment Method**

- 8.1.1** JEA will pay the Company a Lump Sum amount for each borescope inspection that is performed. Payment amounts will be in accordance with the inspection rates established in the Respondents Rates Workbook. During the course of contract term, any new types of inspection or specialty type inspections for which rates have not been established may be performed as long as the parties come to a mutually agreeable cost for these inspections.
- 8.1.2** Borescope inspection prices shall remain fixed during the five (5) year contract duration..
- 8.1.3** Upon completion of each borescope inspection, the Company shall submit an invoice per the JEA Purchase Order instructions.

### **8.2 Cost Reimbursable / Time & Material (T&M) Payment Method**

#### **8.2.1 T&M Pricing**

- 8.2.1.1** JEA shall pay the Company for T&M work in the manner set forth below and the compensation provided shall constitute full payment for the work.
- 8.2.1.2** Pricing of all T&M work shall be based on the Labor, Travel, and Material unit prices and markups established in the Respondent Rates Workbook.
- 8.2.1.3** The Company and the JEA Representative shall compare records of the work performed on a T&M basis at the end of each day, or as appropriate. These records containing time sheets, material receipts, etc. shall be prepared the next day by the Company and signed by the Company Representative. A copy of these records shall be submitted to JEA the same day, but no later than the next day, for approval and signed by the JEA Representative. A complete copy of these records for the work shall be submitted with the invoice.

### **8.3 T&M Invoice Details**

- 8.3.1** Upon completion of each borescope inspection, the Company shall submit a Preliminary Invoice to the JEA Representative for approval. The preliminary invoice shall contain, at a minimum, the following backup documentation:
- 8.3.2** JEA Purchase Order number
- 8.3.3** JEA Plant Description, i.e., plant location and unit #
- 8.3.4** Invoice number
- 8.3.5** Invoice billing period

- 8.3.6 JEA Task Manager
- 8.3.7 Borescope Inspection Type(s)
- 8.3.8 Invoice summary for each borescope inspection, to include line item expenses for overtime, materials, travel, and miscellaneous job-related expenses with totals for each.
- 8.3.9 Daily timesheet and material usage sheet signed off by the JEA Representative.
- 8.3.10 Per Diem & Travel expense sheet for each employee. All Per Diem & Travel requests shall be compliant with the JEA Company Travel Procedure.
- 8.3.11 Receipts for Material purchases.
- 8.3.12 Other backup documentation, as deemed necessary to verify accuracy of billing.
- 8.3.13 Upon approval by the JEA Representative, a final invoice shall be submitted per the JEA Purchase Order instructions.
- 8.3.14 Final invoicing shall be submitted within sixty (60) days of task completion.

#### **8.4 Hourly Overtime Labor Rate**

- 8.4.1 The Hourly Overtime Labor Rate will be utilized for work performed in excess of a Normal Work Day, including weekends and holidays.

#### **8.5 Per Diem and Travel**

- 8.5.1 All Per Diem and Travel reimbursement shall be in accordance with the JEA Company Travel Procedure.

#### **8.6 Hourly Travel Rate**

- 8.6.1 An Hourly Travel Rate shall be allowed for emergent work or work which requires immediate dispatch of Company employees to the JEA jobsite.
- 8.6.2 The Hourly Travel Rate shall represent the actual travel hours spent by the employee(s) to get to the JEA jobsite.

#### **8.7 Materials Mark Up**

- 8.7.1 For materials purchased by the Company and used in the execution of the Work, the Company shall be paid the actual cost of such materials, including sales taxes, if required, and freight and delivery charges as shown by original receipted bills. A mark-up amount shall be added to these costs, but shall not be added to applicable sales tax, expedite charges, delivery or freight charges. The mark up amount shall equal the "Materials Mark Up" as stated in the Respondent Rates Workbook. The Mark Up amounts for each shall not exceed 10%.

### **9.0 EXIT INTERVIEW**

An exit interview with plant personnel shall be conducted to review any and all findings on each day of the borescope inspection(s).

### **10.0 INSPECTION REPORTS**

Following each borescope inspection, the Company shall supply a detailed written report to include the following:

- 10.1** A description of the inspections performed and any GE TIL's that are satisfied per the inspections.

- 10.2** Hi-resolution digital photographs (minimum resolution of 1290 x 960) of each stage of the compressor and turbine including any problem or potential problem areas. These photographs shall be laid out in a way that orients the unit from compressor to exhaust with all pictures aligned as if you were looking straight at the blade/bucket.
- 10.3** A summary of urgent findings as a result of the inspection and recommendations for follow up inspections.
- 10.4** The report shall be submitted in electronic format, preferably via email or file drop utility, complete with digital images embedded in the report. Copies of the report shall be submitted to the CT Operations & Maintenance Managers.
- 10.5** Final reports shall be turned in within fourteen (14) days of completing the borescope inspection.

**APPENDIX B MINIMUM QUALIFICATIONS FORM  
007-18 COMBUSTION TURBINE BORESCOPE INSPECTION SERVICES**

**GENERAL**

**THE MINIMUM QUALIFICATIONS SHALL BE SUBMITTED ON THIS FORM. IN ORDER TO BE CONSIDERED A QUALIFIED BIDDER BY JEA YOU MUST MEET THE MINIMUM QUALIFICATIONS LISTED BELOW, AND BE ABLE TO PROVIDE ALL THE SERVICES LISTED IN THIS SOLICITATION.**

**THE BIDDER MUST COMPLETE THE BIDDER INFORMATION SECTION BELOW AND PROVIDE ANY OTHER INFORMATION OR REFERENCE REQUESTED. THE BIDDER MUST ALSO PROVIDE ANY ATTACHMENTS REQUESTED WITH THIS MINIMUM QUALIFICATIONS FORM.**

**PLEASE SUBMIT THE ORIGINAL AND THREE (3) COPIES OF THIS FORM AND ANY REQUESTED ADDITIONAL DOCUMENTATION WITH THE BID SUBMISSION.**

**BIDDER INFORMATION**

COMPANY NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

PRINT NAME OF AUTHORIZED REPRESENTATIVE: \_\_\_\_\_

SIGNATURE OF AUTHORIZED REPRESENTATIVE: \_\_\_\_\_

NAME AND TITLE OF AUTHORIZED REPRESENTATIVE: \_\_\_\_\_

**MINIMUM QUALIFICATIONS:**

- The Company submitting the shall have successfully completed or be in the performance of two (2) similar service contracts in the United States in the past five (5) years date ending the Response Due Date. A similar service contract is defined as combustion turbine borescope inspection services contract totaling \$20,000.00 or more for any one-year period for each contract. The service contracts submitted shall be from different customers and the services shall have been performed the work on GE 7FA or GE 7EA/B combustion turbine units.

Description of Services Provided \_\_\_\_\_

[illegible]

## APPENDIX B – FORMS

### 007-18 Combustion Turbine Borescope Inspection Services for JEA

#### MINIMUM QUALIFICATION INFORMATION

The minimum qualifications shall be submitted in the format attached. The report shall be presented in the order described below. In order to be considered a qualified supplier by JEA you must meet all the criteria listed and be able to provide all the services listed in this specification.

The supplier must complete **one (1) original and three (3) duplicate (copy)** of the following information and any other information or attachments.

#### RESPONDENT INFORMATION

COMPANY NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

- The Company submitting the Response shall have successfully completed or be in the performance of two (2) similar service contracts in the United States, in the past five (5) years date ending the Response Due Date.
  - A similar service contract is defined as combustion turbine borescope inspection services contract totaling \$20,000.00 or more for any one (1) year period for each contract. If the contract is currently being performed, one (1) year of spend totaling \$20,000 or more must have already been completed to meet the minimum qualification.
  - Additionally, the service contracts submitted shall be from different customers and the services shall have performed the work on GE 7FA or GE 7EA/B combustion turbine units.

Primary Nature of Service Provided\_\_\_\_\_

Geographic Location \_\_\_\_\_

Client \_\_\_\_\_

Reference Name\_\_\_\_\_

Reference Phone Number \_\_\_\_\_

Service Work greater than \$20,000.00 in a service year. ☐ Yes ☐ No

Completed in the last five years of the Bid Due Date.    ☐ Yes    ☐ No

Work Performed on 7FA, GE 7EA/B combustion turbines. ☐ Yes ☐ No

## Description of Project

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



**APPENDIX B  
PROPOSAL FORM**

**007-18 Combustion Turbine Borescope Inspection Services for JEA**

**COMPANY INFORMATION:**

COMPANY NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL OF CONTACT: \_\_\_\_\_

**PROXIMITY TO JEA** (list address to be used for proximity evaluation)

\_\_\_\_\_

☐ **I have read and understood the Sunshine Law/Public Records clauses contained within this solicitation. I understand that in the absence of a redacted copy my proposal will be disclosed to the public “as-is”.**

**Company's Certification**

By submitting this Proposal, the Proposer certifies that it has read and reviewed all of the documents pertaining to this RFP and agrees to abide by the terms and conditions set forth therein, that the person signing below is an authorized representative of the company, that the company is legally authorized to do business in the State of Florida, and that the company maintains in active status an appropriate license for the work. The company certifies that its recent, current, and projected workload will not interfere with the company's ability to Work in a professional, diligent and timely manner.

The Proposer certifies, under penalty of perjury, that it holds all licenses, permits, certifications, insurances, bonds, and other credentials required by law, contract or practice to perform the Work. The Proposer also certifies that, upon the prospect of any change in the status of applicable licenses, permits, certifications, insurances, bonds or other credentials, the Company shall immediately notify JEA of status change.

We have received addenda \_\_\_\_\_ through \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorize Officer of Company or Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Phone Number