

0781-9 APPENDIX A - TECHNICAL SPECIFICATIONS

JEA OVERHEAD CRANE & HOIST INSPECTION AND MAINTENANCE

1.0 SCOPE OF WORK

- 1.1 The scope of work for this contract includes the labor, supervision, materials, and tools & equipment necessary to perform repair, maintenance, and certification of hoists, cranes, chainfalls and come-alongs (lever ratcheting chain hoists). The work scope shall include scheduled annual inspections and load testing with each Business Unit, as necessary.

2.0 CODES, STANDARDS, AND REGULATIONS

- 2.1 Contractor shall perform all work in accordance with established federal standards and regulations, local codes and regulations, and the current issues of the following codes and regulations.

- 2.1.1 American Society of Mechanical Engineers (ASME)
- 2.1.2 American Society for Nondestructive Testing (ASNT)
- 2.1.3 Occupational Safety and Health Administration (OSHA)
- 2.1.4 Crane Manufacturers Association of America (CMAA)
- 2.1.5 Manufacturer's Operations and Maintenance Manuals
- 2.1.6 State/Local Codes
- 2.1.7 Applicable Industry Standards

In case of a conflict between the above codes and regulations, Contractor will perform all work in accordance with the more stringent code or regulation.

3.0 BUSINESS UNITS / CUSTOMER CONTACTS

- 3.1 The JEA responsible Cost Center Manager or their designated JEA Representative shall be the primary contact and authorization for any service performed in accordance with this specification. Designated JEA Representatives for each Cost Center will be provided to the Contractor at the time of award. In order to facilitate communication, the Contractor shall, upon award, provide a contact to the respective JEA Cost Center managers responsible for implementation in their respective Cost Center.

- 3.1 The responsible Business Units and the respective Customer Contacts are as follows:

- 3.1.1 Northside Generating Station
Chris Pruitt; Senior Manager, Electric Production Maintenance
Ph. 904-665-4090
Email: prucin@jea.com
4377 Heckscher Drive, Jacksonville, FL 32226
- 3.1.2 Greenland Energy Center
Roy Knight; Manager, Combustion Turbine Operations and Maintenance
904-665-8370
Email: knigre@jea.com
6850 Energy Center Drive, Jacksonville, FL 32256
- 3.1.3 Kennedy Generating Station

Roy Knight; Manager, Combustion Turbine Operations and Maintenance
904-665-8370
Email: knigre@jea.com
4215 Talleyrand Avenue, Jacksonville, FL 32206

- 3.1.4 Brandy Branch Generating Station
Kristin Anderson; Manager, Combustion Turbine Operations and Maintenance
904-665-7841
Email: andekm@jea.com
15701 West Beaver Street, Jacksonville, FL 32234
- 3.1.5 Water Treatment Plants (WTP)
Jay Barry; Manager, Water Treatment
904-665-7815
Email: barrjm@jea.com
102 Kernan Blvd., Jacksonville, FL 32225
- 3.1.6 North Grid
Kent Williamson; Manager, WW Treatment Reuse – Cedar Bay WRT
904-665-8383
Email: willkc@jea.com
1840 Cedar Bay Road, Jacksonville, FL 32218
- 3.1.7 West Grid
Mike Jones; Manager, WW Treatment Reuse – Southwest WRF
904-665-8333
Email: joneml2@jea.com
5420 118th Street, Jacksonville, FL 32244
- 3.1.8 South Grid
John Sgambeterra; Manager, WW Treatment Reuse – Mandarin WRF
904-665-7916
Email: sgamjj@jea.com
10828 Hampton Road, Jacksonville, FL 32257
- 3.1.9 East Grid
Dan Weaver; Manager, WW Treatment Reuse – Arlington East WRF
904-665-4485
Email: weavds2@jea.com
1555 Millcoie Road, Jacksonville, FL 32225
- 3.1.10 Core City Grid
Michael Durrett, Manager, WW Treatment & Reuse – Buckman WRF
904-665-8319
Email: durrme@jea.com
2400 Talleyrand Avenue, Jacksonville, FL 32206
- 3.1.11 Bio-Solids
Michael Durrett, Manager, WW Treatment & Reuse – Buckman WRF
904-665-8319
Email: durrme@jea.com
2400 Talleyrand Avenue, Jacksonville, FL 32206
- 3.1.12 St Johns Grid
Andrei Ranga, Manager, WW Treatment & Reuse – Blacksford WRF

904-665-5728
Email: rangac@jea.com
1245 Reclamation Dr, St Johns, FL 32259

3.1.13 Nassau Grid

Paul Yarger; Manager, Nassau Regional WRF
904-665-6611
Email: yargp@jea.com
96237 Amelia Concourse, Yulee, FL 32097

4.0 **GENERAL REQUIREMENTS**

- 4.1 Contractor shall provide labor, materials, equipment, and subcontracts on an “as needed” basis for overhead crane & hoist inspection and maintenance services.
- 4.2 The Contractor shall be qualified to perform all aspects of overhead crane & hoist inspection and maintenance services, including, but not limited to, the work scope listed herein.
- 4.3 All overhead crane & hoist inspection and maintenance services shall be accomplished utilizing standard industry procedures and practices. Workmanship will be performed in accordance with all applicable Federal and State regulations and per the conditions set forth within these guidelines.
- 4.4 Contractor shall comply with all Federal, State, and Local industrial safety rules, regulations, codes, and standards. Contractor shall also abide by all JEA Safety and Security Policies and Procedures, as a minimum requirement.
- 4.5 Contractor shall employ certified technicians capable of performing the kind of work assigned. All workers employed by the Contractor shall have thorough knowledge of their craft and have experience in an industrial environment. Any worker employed by the Contractor who exhibits inadequate experience, or inability in their field, shall be discharged at the discretion of the JEA Representative. Contractor shall maintain documentation verifying employees’ skills in the form of resumes, certifications, training, etc., which will document an employee's ability in their field(s). Documentation will be made available to the JEA Representative upon request. See Paragraph 20.3 for additional information concerning the minimum requirements for each Labor Classification.
- 4.6 Contractor shall not initiate ‘out of scope’ services without obtaining prior authorization from the JEA Representative. For example, if during the course of the Work, a potential problem or issue is identified by the Contractor, the JEA Representative shall be notified immediately of the problem/issue and may then initiate an authorization to the Contractor for ‘out of scope’ services.
- 4.7 Pricing of all work shall be based on the Fixed Price Inspection Rates and Labor and Material unit prices and markups submitted in the Respondent Rates Workbook.
- 4.8 Estimates for all overhead crane & hoist inspection and maintenance services shall be submitted in writing to JEA Representative and must, at a minimum, include the estimated labor hours, materials, and equipment costs associated with the Work. Unless otherwise directed, the cost proposal shall include all items necessary to perform a turnkey job.
- 4.9 The Contractor is advised that other projects may be in progress at the various plant sites during this agreement period. Coordination and cooperation with other Contractors, JEA personnel and others working in the plant area will be required to insure the work will be completed safely and on schedule.

- 4.10 All materials and workmanship supplied by the Contractor shall be first quality in every respect in accordance with the best modern practice. Whenever there is a reasonable doubt about what is permissible and when the quality of any work is not stated, the interpretation which requires the best quality work is to be followed. All final decisions will be the responsibility of the JEA Representative.
- 4.11 Contractor shall be responsible for all labor and material costs associated with the replacement of any existing plant equipment, etc. components that may be damaged by the Contractor during the course of the Work.
- 4.12 JEA will supply 110V and 220V power, and may supply 80 PSI plant service air for the Contractor's use, when and where available.
- 4.13 JEA, upon request, will provide general arrangement drawings for the Contractor to use for the purpose of this contract.

5.0 **SPECIAL REQUIREMENTS**

- 5.1 Contractor's scope shall be directed by the JEA Representative so that overhead crane & hoist inspection and maintenance services are coordinated with other contractors performing work so that impacts to plant operations or construction progress is minimized.
- 5.2 Contractor shall, if needed, visit the site of the Work and become thoroughly informed of all conditions and factors which would affect the execution and completion of such Work. It is understood and agreed that all conditions and factors pertaining to the work sites have been properly investigated and considered in the preparation of the Contractor's quotation.
- 5.3 JEA requires the Contractor to notify the JEA responsible Cost Center Manager or JEA Representative when any material, tooling, equipment, etc., is required to leave JEA property so that a Property Custody Pass can be issued. JEA policy states that whenever their tools and/or equipment leave the plant site a "Gate Pass" shall be issued.
- 5.4 JEA may request, at any time, the Contractor to provide an electronic copy of the Contractor's corporate Quality Control Manual for review and verification.
- 5.5 Contractor shall provide a Primary Contact to be assigned to the contract that will be accessible twenty-four (24) hours per day, seven (7) days per week, inclusive of Holidays. This person shall act as the primary interface between JEA and the Contractor. Should there be a change in employment for the Primary Contact (i.e., promotion, resignation, termination, etc.) the Contractor shall notify the JEA Representative within twenty-four (24) hours of the event.
- 5.6 Contractor shall provide a Secondary Contact in the event the Primary Contact is not available for any reason.
- 5.7 Contractor shall provide around the clock on-site / off-site communication capabilities.
- 5.8 Upon arrival at the plant site, the Contractor shall check-in with the JEA Representative who will provide a description and location of the required inspection and/or maintenance services. Upon check-out from the plant site, the Contractor shall provide the JEA Representative with a daily briefing of the work activities and a written Field Service Report.
- 5.9 Contractor's employees shall have the Contractors' name and an employee number on their hard hat.
- 5.10 Contractor shall verify existing conditions and dimensions prior to starting work. Any discrepancies must be brought to the attention of the JEA Representative.

- 5.11 Contractor shall be solely responsible and assume all liability for the disposal of all waste products (such as chemicals, industrial waste water, general trash, and sanitary waste) that are generated by the Contractor, unless prior arrangements are made with the JEA Representative.
- 5.12 In the event that any service performed under this specification is deemed unacceptable by JEA or any regulatory agency to which JEA is subject, for reasons which are reasonably under the control of the Contractor, all fines and/or penalties assessed against the JEA by any regulatory agency which are due to actions/inactions fully attributable to the Contractor shall be paid in full by the Contractor.
- 5.13 Good communications foster good relationships and benefit all parties. The Contractor may be required to attend and actively participate in pre-construction meetings as well as weekly or daily status meetings. The Contractor shall provide a knowledgeable person for in-person or teleconference meetings. Labor or service charges related to meeting attendance will be permitted upon prior approval by the JEA Representative.

6.0 **ADDITIONAL REQUIREMENTS**

- 6.1 The Contractor may, from time to time, be asked to provide a Lump Sum cost proposal for the upgrade or replacement of an existing overhead crane or hoist, as well as, the installation of a new crane or hoist.
- 6.2 Upon request, the Contractor shall provide a Lump Sum cost proposal in writing to the JEA Representative for approval. Solicitation of a Lump Sum cost proposal from the Contractor shall not preclude the JEA Representative from seeking alternate cost proposals from other sources.
- 6.3 Upon receipt of a Lump Sum cost proposal, the JEA Representative may request the Contractor's Lump Sum cost proposal be broken down into a Schedule of Values to include, but not be limited to, Labor, Material, and Equipment costs. The Contractor shall comply with this request.

7.0 **SPECIFIC REQUIREMENTS – OVERHEAD CRANE & HOIST INSPECTIONS**

- 7.1 Overhead crane & hoist crane inspections/certifications may be scheduled over the calendar year due to the number of hoists and cranes and their usage requirements. If repairs are required before certification can be completed, Contractor shall obtain pre-approval from the JEA responsible Cost Center Manager or JEA Representative prior to proceeding.
- 7.2 Items to be inspected shall include, but not be limited to, the following if applicable:
 - 7.2.1 Building supports columns, foundations and roof assembly.
 - 7.2.2 Structural supporting ties and gussets between the bridge, end trucks and structure of the trolley frame.
 - 7.2.3 External parts of hoists, trolley frames catwalks, and handrails for loose bolts, broken parts/welds, misalignments, or any other unusual/deficient condition.
 - 7.2.4 Load blocks, hooks, side plates, frames, bolts and rivets.
 - 7.2.5 Runway rails and alignments.
 - 7.2.6 Wheels wear pattern and adjustment on the bridge and trolley.

- 7.2.7 Hoist ropes, hoist brakes and load brakes.
- 7.2.8 Cable/wire rope for signs of kinking, crushing, cutting, bird caging corrosion or any sign of unusual or excessive wear.
- 7.2.9 Lift cables out of sheaves to inspect contact surfaces for excessive wear and rope gouges.
- 7.2.10 The motor drives and gears on bridge trolley and hoist.
- 7.2.11 The sheaves and drums. Special considerations should be given to the equalizer sheave if installed in the reeving system.
- 7.2.12 The sheaves, drums, wheels, and bearings for general condition and proper lubrication.
- 7.2.13 All couplings should be checked for tight bolts, elongation of holes and tightness of keys in keyways.
- 7.2.14 All wheels should be checked for excessive flanging and flat spots.
- 7.2.15 All welds should be visually inspected for cracks; NDT of welds shall be to manufactures specifications and OSHA requirements.
- 7.2.16 Check the camber in girders, using transit and rod or tight piano wire on top of the girder.
- 7.2.17 All sheaves, upper and lower, should be checked for excessive wear and be sure that all cables are engaged in sheaves.
- 7.2.18 Ensure that all bumpers are intact and securely bolted to trucks, springs are not damaged or broken and safety cables are intact. All spring bumpers should be equipped with a safety cable fastened to truck in case bolts break.
- 7.2.19 Check all bearing housings for leaks or damage.
- 7.2.20 Inspect trolley rail clips and trolley rails for tightness, excessive wear and alignment.
- 7.2.21 The trolley and bridge should be free of debris, including such things as bolts, rags, boxes, planks, loose wire and used parts.
- 7.2.22 Check to see that the capacity signs are visible from the floor and are clean.
- 7.2.23 Check hoist drums for wear, such as grooves worn deeper or sides of grooves worn to a point. If the groove diameter is $\frac{1}{4}$ or more of the rope diameter, drum should be replaced.
- 7.2.24 Crane blocks should be inspected regularly for worn or broken sheaves or bent housings, pay particular attention to the hook. Check for excessive wear, gouging or cracks in palm or hook opening. Make sure hook eye has not spread or shank has not stretched. If hook is twisted more than ten degrees, hook shall be replaced. No cracks are permitted; Hook is to be replaced.
- 7.2.25 Inspect stub shafts pressed into drums and welded. If cracks are detected, consult factory for recommended procedure for correction.
- 7.2.26 Check all steel fabricated members for cracks, with particular emphasis on bridge girders near end trucks and shelf angles where trucks are fastened to girders. If cracks are detected consult manufacturer specification for correct procedure for repairs.

- 7.2.27 Inspect external motors, couplings and wiring for wear and deterioration.
- 7.2.28 Check motor stator, windings and operations of all motors, in general.
- 7.2.29 Inspect motor brakes for proper operation and adjustment or replacement of brake discs, studs, coils, shoes, etc.
- 7.2.30 Inspect collector shoes, brushes or wheels for signs of arcing, wear, etc.
- 7.2.31 Open control boxes. Check all contactors, relays, timers, etc. for proper operation and loose or broken connections.
- 7.2.32 Inspect condition of end stops, rail sweeps, drop lugs and shock absorbing bumpers.
- 7.2.33 Check for smoothness of operation and proper pendant identifications.
- 7.2.34 Inspect all equipment oil and lube reservoir levels. Report any leakage to the JEA Representative.
- 7.2.35 Inspect all safety devices (e.g. limit switches, etc.) for proper operation.
- 7.2.36 Perform all maintenance recommended by the manufacturer.

8.0 **CONTRACTOR SAFETY**

- 8.1 **IT IS EXTREMELY IMPORTANT THAT THE CONTRACTOR AND JEA WORK TOGETHER TO ADDRESS ANY SAFETY CONCERNS SUCH THAT POTENTIAL ACCIDENTS ARE AVOIDED.**
- 8.2 All employees of the Contractor, who perform work on JEA property, shall be JEA Safety Qualified. Contractor 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 Contractor Safety Program.
- 8.3 Site specific training shall be required to work at each electric plant location. The JEA Safety Department or JEA Representatives will provide a PowerPoint Training module for the site location. Contractor is responsible for ensuring ALL personnel have received the appropriate safety training, as required by JEA Contractor Safety Program, and shall submit a roster of the employees who received the training.
- 8.4 Contractors 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, all types of work gloves, etc. **The cost of all PPE shall be included in the Hourly Labor Rates.**
- 8.5 Hearing protection is required while working in electric plant power block areas and when operating machinery or equipment (including saws).
- 8.6 Contractor employees are not permitted to wear ripped jeans, shorts, tennis shoes, sleeveless shirts, or shirts with offensive logos or messages.
- 8.7 Contractor shall provide warning signs and barricade tape at all approaches when overhead crane & hoist inspection and maintenance services are being performed in the plant areas.
- 8.8 Contractor shall maintain a safe work environment at all times. Contractor shall keep their work areas free of trip hazards/overhead hazards daily and shall maintain excellent housekeeping through the completion date of each task.
- 8.9 If any safety deficiency that could pose a threat to personnel utilizing the device and/or

equipment, the Contractor must install a tag on the device noting that the device cannot be used and immediately notify the JEA responsible Cost Center Manager, JEA Representative or Site Supervisor. NOTE: "Device" is meant to include all hoists, cranes, chainfalls and come-alongs (lever ratcheting chain hoists) specified herein.

- 8.10 Contractor shall utilize barricades or other processes necessary to keep the job site clean and isolated from JEA employees or other workers.
- 8.11 JEA utilizes numerous chemicals, industrial gases, and fuel types in the electric production process. During the course of work, the Contractor may encounter or come in close proximity with these hazardous elements. The Contractor and JEA Representative shall work closely to identify these hazards prior to entering a work area through the use of Safety Task Assignment, Job Hazard Analysis, or similar template. Should the Contractor detect a gas leak or chemical spill in the work area, the JEA Representative shall be notified immediately and all Contractor employees relocated to a safe distance upwind of the leak or spill.
- 8.12 Contractor shall abide by the JEA Hot Work Permit Program, Lock Out/Tag Out Procedure and the Confined Space Entry Procedure.
- 8.13 Contractor shall abide by the JEA Contractor's Safe Work Practices Manual.

9.0 **ENVIRONMENTAL**

- 9.1 JEA is under strict environmental standards with respect to all construction activities, including purchasing, delivery, erection, and operation / maintenance of equipment.
- 9.2 Violations of standards may result in fines against and/or imprisonment of the guilty parties. The Contractor's work shall be in compliance with all applicable environmental standards. The Contractor is liable for breeches of permit conditions instigated by its personnel.
- 9.3 JEA shall assist the Contractor 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 Contractor shall cooperate fully with JEA in insuring compliance, including participating in meetings, implementing the JEA Contract Administrator's instructions, and performing other actions as requested.
- 9.4 Contractor shall be responsible for the control and disposal of any hazardous materials. Contractor shall supply JEA with Safety Data Sheets (SDS) for all hazardous materials that are utilized during the execution of the work.
- 9.5 Asbestos or other toxic materials are prohibited and are not to be brought on any JEA site. Should the Contractor encounter materials within the plant sites that are suspected to contain asbestos, the Contractor shall immediately notify the JEA Representative for appropriate action.

10.0 **SECURITY**

- 10.1 Contractor shall supply a list of names of the personnel they will be using for overhead crane & hoist inspection and maintenance services to the JEA Representative one (1) week prior to start of a task so that they can secure their access into the plant. **Photo ID's are required for all personnel that will be working on JEA property.**

- 10.2 Only authorized Contractor personnel shall have drive-on plant access. Contractor shall be responsible for transporting their personnel from the JEA designated parking area to their work area.
- 10.3 A JEA issued security badge shall be visible at all times while on JEA property.
- 10.4 Background checks and mandatory training may be required for entry to NERC regulated spaces.
- 10.5 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 and emergency contact information placed on the dashboard when vehicle is parked or left unattended. Additional parking for personnel is available off-site in the designated Contractor parking area.
- 10.6 Certain work for JEA may entail entering maritime facilities, such as the fuel loading docks and/or the adjoining JAXPORT properties, all of which are governed by the Transportation Security Administration (TSA). In order to gain access these facilities, the Contractor must obtain, in advance and at their own cost, a Transportation Worker Identification Credential (TWIC). The estimated cost is \$125.00 and is valid for five (5) years. Eligibility for a TWIC is subject to certain immigration and criminal background check requirements. Additional details may be found at www.TSA.gov.

11.0 **TOOLS AND EQUIPMENT**

- 11.1 Contractor shall provide their own tools and equipment necessary to perform overhead crane & hoist inspection and maintenance services, as directed by JEA. The cost of tools and equipment shall be included in the rates identified in the Respondent Rates Workbook. No additional compensation will be provided for specialty tools or equipment, unless specifically authorized by the JEA Representative.
- 11.2 Contractors are responsible for ensuring all tools and equipment used in JEA facilities and job sites are in safe operating condition.
- 11.3 Tools should be inspected before use to identify and repair any damage.
- 11.4 Tools should not be left in aisles, corridors or on ladders or other walkway surfaces.
- 11.5 Tools used on raised platforms should be secured with a safety line, or other method to prevent them from falling.
- 11.6 Use of tools or equipment, which produces dust or other particulate, must have adequate controls in place to minimize/prevent particulate fallout.
- 11.7 Non-sparking or explosion-proof tools/equipment must be used in flammable liquid storage areas or where concentrations of flammable vapors or combustible dusts may exist.

12.0 **WORK HOURS**

- 12.1 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.
- 12.2 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.

- 12.3 Contractor shall not be permitted to perform overtime work without prior approval of the JEA Representative.

13.0 **RESPONSE TIME**

- 13.1 Contractor shall provide a monitored 24 hours a day, 7 days a week telephone number, in the event the Company's primary contact is not available for any reason.
- 13.2 The Contractor agrees to a maximum of a thirty (30) minute call back.
- 13.3 **The Contractor shall have a technician on-site within two (2) hours for an Emergency Service Call and within eight (8) hours for a Standard Service Call.**

14.0 **STANDARD SERVICE CALL**

- 14.1 All service requests performed during a Normal Work Day will be defined as a "Standard Service Call" and shall be invoiced at the Straight Time Hourly Rates indicated in the Respondent Rates Workbook. Upon notice of a Standard Service Call, the Contractor shall be on-site within eight (8) hours of the request. The service request by JEA will typically be made by phone call, by email, or by both.
- 14.2 In some instances, a service request may be mutually scheduled between the JEA Representative and the Contractor. In the event, the Contractor is not able to fulfill the scheduled appointment time, the Contractor shall notify the JEA Representative as soon as they are aware of the change.
- 14.3 Upon arrival at the plant site, the Contractor shall check-in with the JEA Representative who will provide a description and location of the problem, to the extent possible. Upon troubleshooting the problem, the Contractor will either place the system back into normal operation or provide the JEA Representative with a detailed explanation of the problem and verbal estimate to complete to the repair. Upon check-out from the plant site, the Contractor shall provide a Field Service Report to the JEA Representative. The Contractor shall follow up the verbal estimate with a written estimate to the JEA Representative within 24 hours.

15.0 **EMERGENCY SERVICE CALL**

- 15.1 Contractor shall be required to respond within two (2) hours for an emergency call-out. An "Emergency Service Call" is defined as a call-out which occurs outside of (before or after) normal work hours (i.e. after 5 PM), Monday through Friday, excluding Holidays as defined herein.
- 15.2 An Emergency Service Call shall be invoiced at the Overtime Hourly Rates indicated in the Respondent Rates Workbook. The minimum billable hours for an Emergency Service Call shall be four (4) hours. The Contractor shall demonstrate that they have capable personnel and established procedures in place to respond to an Emergency Service Call 24 hours per day, 7 days per week, inclusive of all holidays.
- 15.2.1 JEA may request, and the Contractor shall provide within 48 hours, a local roster of personnel, emergency contact list (on-call list) and communication plan with an hourly work schedule.
- 15.3 When emergency repair services are requested, the JEA employee making the request must be able to obtain voice contact with a person capable of assuring that the request has been received and that an appropriate response will be initiated. The Contractor shall provide a telephone response to the JEA employee making the request within 30 minutes. **Contractor**

personnel must be on-site ready to perform required services within two (2) hours, after the 30 minute call back of the initial request. JEA retains the right to assess the Contractor for any damages caused by the Contractor's failure to respond within the specified time limitations. Company may be excused for not meeting a Response Time if the delay was due to Force Majeure evenest as defined in the Contract Documents. Conditions such as employee illness, vehicle problems or similar situations are not acceptable reasons for an untimely response.

- 15.4 If the Contractor receives a request for an Emergency Service Call due to an issue that could have reasonably been detected during the periodic inspections, but was not reported by the Contractor, the Contractor shall be required to bear the full cost to resolve the emergency repair services.

16.0 **FIELD SERVICE REPORTS**

- 16.1 Field Service Reports shall be submitted to the JEA Representative upon completion of a maintenance service call.
- 16.2 Upon check-out, the Contractor shall submit a legible Field Service Report describing, at a minimum, the work performed, parts replaced, hours worked, date worked, time-in, time-out, and Technician's name. Upon approval by the JEA Representative will sign and date the acceptance of the Field Service Report.
- 16.3 The Field Service Report shall serve as part of the backup documentation for payment invoicing and shall be submitted with the invoice.
- 16.4 If the Field Service Report uncovers a problem that has the potential to be a major problem, or if it may be the cause for plant shutdown repairs, this problem must be immediately brought directly to the attention of the JEA Representative so that a plan of action can be formulated for the timeliest repair to the equipment or system.

17.0 **INSPECTION REPORTS**

- 17.1 Inspection Reports shall be submitted in both hard copy and electronically to the JEA Representative after the completion of each inspection. The report shall be in sufficient detail describing all work that was performed and all corrective work necessary to be performed
- 17.2 The Contractor shall indicate on the first page of the report, the frequency period (i.e., Annual, etc.) the date of the inspection, the Inspector's Name, the building # or location, crane and hoist manufacturer, model #, serial #, crane and hoist capacities, lifting height, span, etc. Sample inspection reports can be furnished by JEA upon request.
- 17.3 A verbal account of the inspection shall be provided to the JEA Representative at check-out for the day(s) prior to submission of the final written Inspection Report. The turnaround time for the Inspection Report shall not exceed one (1) week from completion of the inspection. The Inspection Report shall serve as part of the backup documentation for payment invoicing.
- 17.4 If a problem is found that has the potential to be a major problem, or if it may be the cause for plant shutdown repairs, this problem must be immediately brought directly to the attention of the JEA Representative so that a plan of action can be formulated for the timeliest repair to the equipment or system.

18.0 **INSPECTION SCHEDULE**

18.1 The Contractor and JEA shall work together to develop an inspection/certification schedule that will accommodate each JEA Business Unit. In general, schedules will be based on previous inspection periods for each plant site, but are subject to change at any time based on SOCC dispatch needs, unit outage availability, etc. It is understood that the Contractor will need to exercise flexibility in this scheduling. JEA will, to the extent possible, try to notify the Contractor of changes to the schedule at least 48 hours in advance.

19.0 **FIXED RATES (INSPECTIONS)**

19.1 **Inspections – see tabs in the Respondent Rates Workbook**

- 19.1.1 Overhead crane & hoist inspections shall be performed annually at a Fixed Rate. Compensation will be made for each inspection that is performed per the bid costs indicated in the Respondent Rates Workbook.
- 19.1.2 The rates of all overhead crane & hoist inspections shall remain fixed during the entire contract duration. Any adjustments to the pricing, due for example, to system expansions, errors in the estimated quantities, etc., shall be negotiated with the JEA Representative before the inspections are initiated.
- 19.1.3 The Inspection Report shall serve as part of the backup documentation for payment invoicing and shall be itemized as a line item on the invoice.
- 19.1.4 Any inspections not covered by a Fixed Rate under this contract must be approved by the JEA Contract Administrator prior to the start of Work.
- 19.1.5 Maintenance and repairs determined to be over and above the industry requirements for routine inspections will be invoiced utilizing the T&M rates established in the Respondent Rates Workbook.

20.0 **TIME & MATERIAL (T&M) COST METHOD**

20.1 **Payment**

- 20.1.1 JEA will pay the Contractor for T&M work in the manner set forth below and the compensation provided shall constitute full payment for the work.

20.2 **Invoicing**

- 20.2.1 On a monthly basis, the Contractor shall submit a preliminary invoice to the JEA Representative for approval. The preliminary invoice shall contain, at a minimum, the following backup documentation:
 - 20.2.1.1 JEA Purchase Order number.
 - 20.2.1.2 Invoice number.
 - 20.2.1.3 Task Title.
 - 20.2.1.4 Invoice billing period.
 - 20.2.1.5 JEA Representative.
 - 20.2.1.6 Task Order description.
 - 20.2.1.7 Invoice summary for each task order to include line item expenses for labor and materials with totals for each. (See Attachment A).

- 20.2.1.8 Field Service Report approved by the JEA Representative that indicates the number of labor hours worked each day.
- 20.2.1.9 Per Diem & Travel expense will not be permitted under this contract.
- 20.2.1.10 Receipts for Material purchases.
- 20.2.1.11 Other backup documentation, as deemed necessary to verify accuracy of billing.
- 20.2.2 Any markups for equipment or third party services not covered under this contract must be submitted and approved by the JEA Contract Administrator prior to the start of Work.
- 20.2.3 Upon approval by the JEA Representative, a final invoice shall be submitted per the JEA Purchase Order instructions.
- 20.2.4 Final invoicing shall be submitted within sixty (60) days of project task completion.

20.3 Labor Classifications

20.3.1 Key Personnel Minimum Requirements

- 20.3.1.1 **Technician** – Qualified Technicians perform preventive maintenance not requiring compliance inspections, corrective maintenance, retrofits, and crane installation or commissioning. Technicians shall have a minimum of 4 years of field experience, including training and certifications that are compliant with applicable industry standards.
- 20.3.1.2 **Inspector** - Inspectors perform inspections and preventive maintenance. Duties are restricted to those who have been certified to perform compliance inspections and/or preventive maintenance that incorporate compliance inspections. Qualified Inspectors shall have a minimum of 4 years of field experience, including applicable training and certifications that are compliant with applicable industry standards.

20.4 Hourly Labor Rates

- 20.4.1 Overhead crane and hoist maintenance and inspection services will be performed on a per-hour basis with a minimum of one (1) hour. Hourly Labor Rates shall be provided in the Respondent Rates Workbook and **will begin when the Technician arrives at the job site.**
- 20.4.2 Hourly Labor Rates shall be all-inclusive such that each job classification shall include wages, taxes, benefits, workers compensation, general & administrative costs, profit and overhead, mileage to and from the JEA plant sites (unless Per Diem is applicable) and any other salary burdens for the worker's employment.
- 20.4.3 Hourly Labor Rates shall be quoted inclusive of ALL Personal Protective Equipment (**PPE**). See Paragraph 8.4 of this specification for additional details.
- 20.4.4 Hourly Labor Rates shall be quoted inclusive of ALL applicable training, certifications, and approvals required to operate vehicles and/or equipment and to safely perform the Work at the specified job sites in an environmentally responsible manner.

- 20.4.5 Hourly Labor Rates shall remain fixed for the three (3) year contract duration. Thereafter, the Contractor may request a Consumer Price Index (CPI) adjustment annually per the Contract Terms & Conditions.
- 20.4.6 Contractor shall make arrangements to allow all work as defined in this specification to be completed during Straight Time work hours.
- 20.4.7 Contractor will be paid at the “Hourly Labor Rate” indicated in the Respondent Rates Workbook for all classifications of labor that are engaged in the Work.
- 20.4.8 The Overtime Hourly Rate shall not exceed 1.5 times the Straight Time Hourly Rate for work performed after normal work hours, including weekends and holidays. Double time will not be paid.
- 20.4.9 Contractor’s employees shall be assigned a single job classification and shall be invoiced at that Labor Rate. In no instance shall an employee be invoiced at a higher paying job classification, unless a promotion has taken place. In this instance, the JEA Contract Administrator and JEA Representative shall be informed of the change within 48 hours.
- 20.4.10 Any Labor Classifications not covered by Fixed Rates under this contract must be approved by the JEA Contract Administrator prior to the start of Work.

20.5 **Materials Mark Up**

- 20.5.1 For materials (Maintenance, Repair & Overhaul MRO materials) purchased by the Contractor and used in the execution of the Work (i.e. materials that will become a part of the fire protection or alarm system), the Contractor 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 or emergency charges, delivery or freight charges. The mark up amount shall equal the "Material Mark Up" as stated in the Respondent Rates Workbook. The Materials Mark Up amount shall not exceed 10%.
- 20.5.2 The calculation for “Materials Mark Up” shall be expressed as follows:

Example: Cost of Material = \$2,000.00
“Materials Mark Up” = 5%
Total Material Cost plus Mark Up = \$2,000.00 x 1.05 = \$2,100.00
- 20.5.3 JEA reserves the right to select and approve, or to reject the materials to be used and the sources of supply of any materials furnished by the Contractor.
- 20.5.4 **PPE** shall not be invoiced as a material, as this cost is to be included in the Hourly Labor Rates.
- 20.5.5 The cost of food, drinks, ice, and snacks, etc. of any type, shall not be permitted as a reimbursable cost.

20.6 **Administrative, Safety Equipment and Consumables Costs**

- 20.6.1 Administrative, personnel tools, equipment (meters, harness’s, hard hats, boots, et) and consumable (tape, batteries, dust masks, etc) costs will not be permitted as a separate billable cost. These costs must be included in the Hourly Labor Rates bid.

20.6.2 Time spent by the Contractor developing an estimate for a job will not be permitted as a separate billable cost. These costs must be included in the Hourly Labor Rates bid.

APPENDIX B PROPOSAL FORM
078-19 JEA OVERHEAD CRANE & HOIST MAINTENANCE

The Proposer shall submit one (1) original Proposal, three (3) duplicates (hardcopies), and one (1) CD or Flash Drive. The electronic version shall have the word tracked changes version of any terms and conditions comments and excel quotation of rates workbook. If there is a discrepancy between the electronic copy and hard copy, the hard copy will prevail. JEA will not accept Proposals transmitted via email.

PROPOSER INFORMATION:

COMPANY NAME: _____

BUSINESS ADDRESS: _____

CITY, STATE, ZIP CODE: _____

TELEPHONE: _____

FAX: _____

EMAIL ADDRESS: _____

Address of Proposed Office:

The address above will be utilized to verify Minimum Qualifications

Proposer's Certification

By submitting this Response, the Respondent certifies (1) that it has read and reviewed all of the documents pertaining to this ITN and agrees to abide by the terms and conditions set forth therein, (2) that the person signing below is an authorized representative of the Respondent, and (3) that the Respondent is legally authorized to do business and maintains an active status in the State of Florida. The Respondent certifies that its recent, current, and projected workload will not interfere with the Respondent's ability to work in a professional, diligent and timely manner.

The Respondent 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 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.

Quotation of Rates Totals

Total From Quotation of Rates Workbook	\$
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We have received addenda _____ through _____

Signature of Authorize Officer of Respondent or Agent

Date

Printed Name & Title

Phone Number

APPENDIX B MINIMUM QUALIFICATION FORM
078-19 JEA OVERHEAD CRANE & HOIST MAINTENANCE

The minimum qualifications shall be submitted in the format attached. The references 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. Submit with Bid or Proposal in accordance with the requirements of the solicitation.

Company shall ensure listed references can be contacted to verify minimum qualifications compliance. If JEA cannot contact the submitted reference, JEA may request an additional point of contact from the same reference, however, will not allow the Company to change references. If the reference cannot be verified, JEA may reject the submitted Bid or Proposal.

RESPONDENT INFORMATION

COMPANY NAME: _____

BUSINESS ADDRESS: _____

CITY, STATE, ZIP CODE: _____

TELEPHONE: _____

FAX: _____

E-MAIL: _____

- Respondent must supply the address of the office where the administration of the Contract will be located. The address must reside within the JEA Service Territory (Duval, Clay, Nassau or St Johns counties) for the life of contract. Enter address on the Response Form.
- Respondent must have successfully self-performed and completed at least three (3) similar service contracts during the last five (5) years ending March 31, 2019. A similar service contract is defined as performing the inspection, maintenance, repair, and certification services on cranes, hoists, chainfalls and come-alongs.
- The three (3) service contracts must EACH be valued at \$100,000.00 or greater.

Reference ____ of ____

Primary Nature of Service Provided: _____

Location: _____

Customer: _____

Reference Name: _____

Reference Phone Number: _____

Email Address: _____

Project Value: _____

Description of Project:
