

**TECHNICAL SPECIFICATIONS
ELECTRIC GENERAL CONTRACTOR (GC) SERVICES**

1. SCOPE OF WORK

The scope of work includes providing labor and subcontracts necessary for these Technical Specifications, together with other Contract Documents will cover the performance of related Work for the JEA. The intent of this document is to obtain an independent contractor to provide specific electrician trades needs to perform electrical contractor services and to supplement JEA's work force.

The scope of work shall include, but not necessarily be limited to, furnishing of all supervision, labor, and tools required to perform work described below.

All personnel shall meet the qualifications required by this Contract for the job classification assigned. Required work force will be used throughout the year as well as during scheduled outages. Supervision will provide day to day work activity direction to the contractor's working foreman. All documentation, administrative, and disciplinary activities relative to Contractor's employees shall be performed by the Contractor.

All unit pricing as set forth on the "Bid Form," will be guaranteed for the term of the contract.

2. FACILITY LOCATIONS

- 2.1 The JEA applicable Project Representative or their designee shall be the Primary Contact and authorizing agent for all work performed at the work site locations. The Contractor shall, upon contract execution, provide a Primary and Secondary Contact to the JEA. JEA may contract the Company to work at any JEA facility in the JEA territory. Generating facility locations are provided below.

Generating Facility Locations

- Northside Generating Station – 4377 Heckscher Blvd, Jacksonville, FL 32226
- Brandy Branch Generating Station – 15701 West Beaver Street, Jacksonville, FL 32234
- Greenland Energy Center – 6850 Energy Center Dr, Jacksonville, FL 32256
- Kennedy Generating Station – 4215 Talleyrand Ave, Jacksonville, FL 32206

3. GENERAL REQUIREMENTS

- 3.1 Contractor shall provide labor, materials, equipment, consumables, and subcontracts on an "as needed" basis for the services listed on the scope of work.
- 3.2 Contractor shall employ skilled craftsmen 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 environment as indicated in the scope of work. Any worker employed by the Contractor who exhibits inadequate experience or inability in their field, shall be discharged at the discretion of the JEA Project Representative. Contractor shall maintain documentation verifying employees' skills in the form of resumes, job applications, etc., which will document

an employee's ability in their field(s). Documentation shall be made available to the JEA Project Representative upon request.

- 3.3 Contractor shall not initiate 'out of scope' services without obtaining prior authorization from the JEA Project Representative. For example, if during the course of the Work, a potential problem or issue is identified by the Contractor, the JEA Project Representative shall be notified immediately of the problem/issue and may then initiate an authorization to the Contractor for 'out of scope' services.
- 3.4 Contractor shall observe all Federal, State, and Local industrial safety rules, regulations, codes, and standards. Contractor shall also observe all JEA Safety and Security Policies and Procedures, as a minimum requirement.
- 3.5 A Technical Consultant(s) may be retained by JEA to oversee the work.
- 3.6 Work performed shall be based on the Labor, Materials, Equipment, and Subcontract unit prices and markups submitted in the Bidder's Bid Workbook.
- 3.7 Budgetary estimates for services shall be submitted in writing to the JEA Project Representative and must include, at a minimum, the estimated labor hours and equipment costs associated with the Work.
- 3.8 Contractor shall not be required to provide an onsite office, if working on a Power Generating station or Water / Wastewater operating site, however, a space may be provided for an office trailer upon request.
- 3.9 The Contractor is advised that other projects may be in progress during this agreement period. Coordination and cooperation with other Contractors, JEA personnel, and others working in the work area shall be required to ensure the work will be completed safely, and on schedule.
- 3.10 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 shall be the responsibility of the JEA Project Representative.
- 3.11 Contractor shall be responsible for all labor and material costs associated with the replacement of any existing plant equipment components that may be damaged by the Contractor during the course of the Work.
- 3.12 When working on a Power Generation site, JEA may supply limited 110V and 480V power, and may supply 80 PSI plant service air for the Contractor's use, when and where available. When working at any other plant location, water, wastewater, pump and/or lift station, the Company shall be responsible for their own power and air. JEA may request the contractor rent and provide equipment for projects in accordance with the mark ups in the Bid Workbook.
- 3.13 JEA, upon request, may provide general arrangement drawings (when available) for the Contractor to use for the purpose of this contract.

4. CONTRACTOR REQUIREMENTS

- 4.1 Contractor shall provide a Primary Contact to be assigned that will be accessible twenty-four (24) hours per day, seven (7) days per week, inclusive of holidays, when JEA has activated the temporary staffing services. 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 Contract Administrator within twenty-four (24) hours of the event.

When JEA does not have the temporary staff mobilized on site, the Contractor shall provide an Overall Contract Management contact that will be available during normal business hours for providing notice to mobilize a crew of temporary electricians.

- 4.2 Contractor shall provide a Secondary Contact in the event the Primary Contact is not available for any reason.
- 4.3 Contractor shall provide all labor, materials, small hand tools and equipment, including Personal Protective Equipment (**PPE**) (i.e., safety glasses, hardhats, hearing protection, safety-toed boots, knee pads, safety vests, fall protection, and standard work gloves, as well as any other safety equipment applicable to the trade performing the work). Small hand tools shall include the kind and type commonly used in the industry and shall include portable radios and cell phones.
- 4.4 Contractor's employees shall have the company name, employee name, and an employee number on their hard hat.
- 4.5 Contractor shall supply all Safety Data Sheets (SDS) prior to any material arriving at the project laydown area.
- 4.6 Contractor shall verify existing conditions and dimensions prior to starting work. Any discrepancies must be brought to the attention of the JEA Project Representative.
- 4.7 Contractor and the JEA Project Representative may be responsible for arranging / coordinating all scaffold requirements, depending on the size of the project. The JEA Project Representative may, at their discretion, choose to cover scaffold needs with an existing JEA Scaffold Contract or may utilize the Contractor to provide for these services. If the scaffold work is to be subcontracted, then payment to the Contractor shall be per the rates specified in the Bidder's Bid Workbook for "Subcontract plus Mark Up". If the Contractor can provide scaffold services using in-house employees, then the price for these services shall be negotiated with the JEA Project Representative on a per task basis.
- 4.8 Contractor, while mobilized, shall provide an around the clock on-site communication point of contact in the event that JEA requires the Company to work early, late, or overtime.
- 4.9 Contractor shall provide all sanitary facilities for their employees. Furthermore, Contractor shall be responsible and assume all liability for the cost of disposal of all waste products (such as general trash and sanitary waste) that are generated by the Contractor, unless prior arrangements are made with the JEA Project Representative.
- 4.10 Contractor shall immediately notify the JEA Project Representative of any suspected Asbestos Containing Materials (ACM) found during the course of the Work.

- 4.11 Good communications foster good relationships and benefit all parties. The Company shall be required to attend and actively participate in pre-outage planning meetings as well as weekly or daily outage status meetings. The Company shall provide a knowledgeable person Leading Journeyman Electrician for in-person or virtual meetings. Labor rates for the trade for meetings will be charged in accordance with the rates in the Bid Workbook.

5. CONTRACTOR SAFETY

- 5.1 **IT IS EXTREMELY IMPORTANT THAT THE CONTRACTOR AND JEA WORK TOGETHER TO ADDRESS ANY SAFETY CONCERNS SUCH THAT POTENTIAL ACCIDENTS ARE AVOIDED.**
- 5.2 All Contractors who perform work on JEA property shall be JEA Safety Pre-Qualified. [Instructions for JEA Safety Qualification are found on jea.com.](http://jea.com)
- 5.3 Site specific training shall be required to work at each location. The JEA Safety Department or JEA Project Representatives shall provide a PowerPoint Training module for the site location; this training is also available on JEA.com under the link above. 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.
- 5.4 Contractors are required to wear proper Personal Protective Equipment (PPE). PPE minimums include safety footwear, hard hat, and safety glasses. Hearing protection is required while working in electric plant power block areas and when operating machinery or equipment (including saws). Ripped jeans, shorts, tennis shoes, sleeveless shirts, and shirts with offensive logos or messages are not permitted. Footwear must have safety toes.
- 5.5 Contractor shall maintain a safe work environment at all times. Contractor shall keep their work areas free of trip hazards daily and shall maintain excellent housekeeping through the completion date of the project. Contractor shall provide any and all dust curtains, temporary partitions, walk-off mats, or any other barricade or process necessary to keep the job site clean.
- 5.6 Contractor shall abide by the JEA Hot Work Permit Program, Lock Out/Tag Out Procedure and the Confined Space Entry Procedure, applicable to each work site location.
- 5.7 Contractor shall abide by the U.S. Occupational Safety and Health Act (OSHA) and JEA's [Contractor Safety Management Process \(CSMP\)](#).

6. ENVIRONMENTAL

- 6.1 JEA is under strict environmental standards with respect to all construction activities, including purchasing, delivery, erection, and operation / maintenance of equipment.
- 6.2 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 breaches of permit conditions instigated by its personnel.
- 6.3 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 ensuring compliance, including participating in meetings, implementing the JEA Contract Administrator's instructions, and performing other actions as requested.

7. MATERIALS / TOOLING

- 7.1 Contractor is expected to provide trades with all small hand tools and trade equipment, including job site safety equipment, for all personnel required to perform the work that is described in the scope of work.
- 7.2 Any tooling, materials, etc. that the Contractor is directed to purchase by the JEA Project Representative shall become JEA Property and shall be returned to JEA Project Representative at the end of the project or the end of the contract, whichever time is more appropriate. All purchased items shall be for the exclusive use of work performed on JEA equipment and shall be retained on JEA plant sites.

8. SECURITY

- 8.1 Contractor shall supply a list of names of the personnel they will be using during a given project to the JEA Project Representative one 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.**
- 8.2 Only authorized Contractor personnel shall have drive-on plant access. Contractor is responsible for transporting their personnel from the JEA designated parking area to their work area.
- 8.3 A JEA issued security badge shall be visible at all times while on JEA property.
- 8.4 Background checks and mandatory training may be required for entry to NERC regulated spaces.
- 8.5 Parking on JEA property shall be approved through the JEA Project Representative. Additional parking for personnel is available off-site in the designated Contractor parking area.
- 8.6 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). 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 and up-to-date details may be found at <https://www.tsa.gov/twic>.
- 8.7 Contractor shall abide by all safety requirements in JEA's [Contractor Safety Management Process \(CSMP\)](#).

9. WORK HOURS

- 9.1 Straight Time (ST) hours are eight (8) hours per day or as scheduled by the JEA Project Representative, not to exceed forty (40) hours per week. A normal work day may take place during the day, afternoon, or night shift.
- 9.2 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 Project Representative and shall be paid after an employee has worked forty (40) hours for the week or worked more than the normal work hours for that day.
- 9.3 Contractor shall not be permitted to perform work outside of the normal working hours (Overtime) without prior approval of the JEA Project Representative.

10. MOBILIZATION NOFIICATION

- 10.1 The Company shall have the ability to mobilize a number of trades (electricians) as follows:
 - 10.1.1 Normal Request = within two (2) weeks, up to six (6) electricians.
 - 10.1.2 Emergency Request = twenty-four (24) hours (forced outage), up to two (2) electricians
 - 10.1.3 If additional trades are requested beyond the requirements stated above, JEA and Company shall mutually agree to a reasonable mobilization time.

11. MOBILIZATION / DEMOBILIZATION

- 11.1 Mobilization will not be paid to trades for typical forty (40) hour a week temporary staffing scenarios.
- 11.2 Mobilization may be charged for special one off projects which require equipment delivery and set up.
- 11.3 The Mob/Demob charge may include transportation costs and/or set-up/take-down costs, these cost will be quoted on a project by project basis, when required. It is expected that the successful Bidder shall have most personnel and equipment housed within a short drive to the Work site and that there will be little or no set-up or take-down charges for most equipment. Mob/Demob charges may vary depending upon on the scope of services required for a particular plant outage or job task.

12. TIME & MATERIAL (T&M) COST METHOD

12.1 Time and Timesheet

- 12.1.1 The Contractor shall be responsible submitting daily timesheets for tracking purposes of personnel working on the assigned project (as directed by JEA). In smaller projects where JEA only requires the services of a limited number of trades on a standardized work week basis, this requirement may be waived, solely at JEA discretion.

12.2 Payment

- 12.2.1 JEA shall pay the Contractor for T&M work in the manner set forth below and in accordance with the rates workbook.

12.3 Invoicing

- 12.3.1 On a monthly basis, or as otherwise directed (weekly – for example), the Contractor shall submit a preliminary invoice to the JEA Project Representative for approval. The preliminary invoice shall contain, at a minimum, the following backup documentation:
 - 12.3.1.1 JEA Purchase Order number.
 - 12.3.1.2 Invoice number.
 - 12.3.1.3 Project or Task name and percent complete.
 - 12.3.1.4 Invoice billing period.
 - 12.3.1.5 Scope of Work or Task Order description, including, if applicable, # of units installed, i.e., square feet, linear feet, cubic feet, pounds, gallons, etc.
 - 12.3.1.6 Invoice summary for each project or task order to include line item expenses for labor, materials/consumables, equipment rental, and subcontracts with totals for each. For an example, see Attachment A.
 - 12.3.1.7 A timesheet summary for all labor, including employee name, job classification, hours worked, dates worked, and hourly labor rates.
 - 12.3.1.8 Daily timesheet and equipment usage sheet signed off by JEA Project Representative. For an example, see Attachment B.
 - 12.3.1.9 Receipts for Material & Consumable purchases.
 - 12.3.1.10 Receipts for Equipment Rental costs.
 - 12.3.1.11 Receipts for Subcontract costs.
 - 12.3.1.12 Other backup documentation, as deemed necessary to verify accuracy of billing.
- 12.3.2 Upon approval by the JEA Project Representative, a final invoice shall be submitted per the JEA Purchase Order instructions.
- 12.3.3 Final invoicing shall be submitted within sixty (60) days of project task completion.

12.4 **Labor Classifications**

- 12.4.1 Laborer: Six months or more of work experience in an industrial plant environment. Utilizes tools and equipment in a safe and efficient manner in order to minimize risk of injury, property damage, or loss of life. Exhibits good communication skills and works well in a team environment.
- 12.4.2 Electrician (Foreman): Four (4) years or more work experience as a journeyman electrician in an industrial environment performing construction scopes of work. Must have valid journeyman's card. Must have supervisory experience overseeing the work of other electricians. Provides professional and courteous customer service, exercises adequate safety, and implements effective communication skills.
- 12.4.3 Electrician (Industrial): Four (4) years or more work experience as a journeyman electrician in an industrial environment performing construction scopes of work. Must

have valid journeyman's card. Provides professional and courteous customer service, exercise safety adequately and effective communication skills, etc.

- 12.4.4 Electrician (I&C): Four (4) years or more work experience as a journeyman electrician in an industrial environment, performing as an Instrumentation & Controls (I&C) electrician. Must have valid journeyman's card. Provides professional and courteous customer service, exercises adequate safety, and implements effective communication skills.
- 12.4.5 Electrician (Fiber Optic): Four (4) years or more work experience as a journeyman electrician in an industrial environment and able to perform fiber optic scopes of work. Must have valid journeyman's card. Provides professional and courteous customer service, exercises adequate safety, and implements effective communication skills.
- 12.4.6 Electrician Apprentice: Shall meet the requirements to work as an apprentice (i.e. be enrolled in an apprenticeship program) to work with a licensed journeyman. Provides professional and courteous customer service, exercises adequate safety, and implements effective communication skills.

12.5 **Hourly Labor Rates**

- 12.5.1 Services costs shall be performed on an eight (8) hour day basis with a minimum of one (1) hour increments over eight (8) hours for any additional hours worked. Hourly Labor Rates shall be provided in the Respondent Rates Workbook and will begin when the worker arrives at the assigned daily work location.
- 12.5.2 Hourly Labor Rates shall be all-inclusive such that each job classification shall include wages, fringes, taxes, benefits, workers compensation, required Personal Protective Equipment (**PPE**), general & administrative costs, small hand tools, profit, and overhead.
- 12.5.3 Hourly Labor Rates shall be quoted inclusive of all applicable training, certifications, and approvals required to operate the subject vehicles and/or equipment and to safely perform the Work at the specified job sites in an environmentally responsible manner.
- 12.5.4 Hourly Labor Rates shall be quoted inclusive of all basic Personal Protective Equipment (**PPE**) and certain small tools. Basic PPE shall include, at a minimum, safety glasses, hardhats, hearing protection, steel-toed boots, knee pads, safety vests, and standard work gloves. Small hand tools shall include the kind and type commonly used in the industry and shall include portable radios and cell phones.
- 12.5.5 Contractor shall be paid at the "Hourly Labor Rate" indicated in the Respondent Rates Workbook for all classifications of labor that are engaged in the Work.
- 12.5.6 The Overtime Hourly Labor 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 shall not be paid.
- 12.5.7 Contractor's employees shall be assigned a single job classification and shall be invoiced at that Hourly 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 Project Representative shall be informed of the change within forty-eight (48) hours.

- 12.5.8 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.

12.6 **Materials Mark Up**

12.6.1 For materials purchased by the Contractor and used in the execution of the Work, the Contractor shall be paid the actual cost of such materials, including sales tax 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 "Material Mark Up" as stated in the Respondent Rates Workbook. The mark up amounts for each shall not exceed ten percent (10%).

12.6.2 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

12.6.3 For materials purchased in bulk quantity by the Contractor and utilized piece-meal over the life of the contract, it is understood that a receipted bill may not be possible. In these instances, the Contractor shall provide to the JEA Contract Administrator, a detailed list of the anticipated materials to be utilized during the contract, with current Unit Rates. Once the list is reviewed and approved, subsequent additions to the list would need to be submitted to the JEA Contract Administrator for approval prior to their use in the execution of the Work. 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. PPE, small hand tools, other safety equipment, mats, etc, shall not be invoiced as material, as this cost is to be included either in the Hourly Labor Rates or the overhead rate.

12.7 **Equipment Rental Mark Up**

12.7.1 For those instances in which equipment rental is necessary for maintenance repairs, JEA shall pay the actual equipment rental cost of such equipment, including sales taxes if required, and freight and delivery charges as shown by original receipted invoices. A mark-up amount shall be added to the equipment rental cost, but shall not be added to applicable sales tax, expedite charges, delivery, or freight charges. The mark-up amount shall equal the "Equipment Rental Mark Up" as stated in the Respondent Rates Workbook. The "Equipment Rental Mark Up" shall not exceed ten percent (10%).

12.7.2 The calculation for "Equipment Rental Mark Up" shall be expressed as follows:

Example: Cost of Equipment Rental = \$1,000.00
 "Equipment Rental Mark Up" = 10%
 Total Equipment Rental plus Mark Up = \$1,000.00 x 1.10 = \$1,100.00

12.7.3 JEA reserves the right to select and approve, or to reject the equipment to be used and the sources of supply of any equipment furnished by the Contractor.

12.8 Subcontract Mark Up

12.8.1 The Contractor may be permitted to utilize approved Subcontracts to assist with the execution of the Work, depending on the scope of work. When authorized, JEA shall pay the actual Subcontractor's cost as shown by copies of original receipted invoices. A mark-up amount shall be added to the Subcontractor cost. The mark-up amount shall equal the "Subcontract Mark Up" as stated in the Respondent Rates Workbook. The "Subcontract Mark Up" shall not exceed ten percent (10%).

12.8.2 The calculation for "Subcontract Mark Up" shall be expressed as follows:

Example: Cost of Subcontract = \$500.00
"Subcontract Mark Up" = 10%
Total Subcontract plus Mark Up = \$500.00 x 1.10 = \$550.00

12.8.3 In no instance shall the value of the Subcontractor's work exceed that of the Contractor, unless prior approval is obtained from the JEA Project Representative.

12.8.4 JEA reserves the right to select and approve, or to reject Subcontractors to be utilized by the Contractor. Subcontractors must meet all of the same requirements of the prime Contractor as stated in the Technical Specifications.

12.9 Administrative Costs

12.9.1 Administrative costs shall not be permitted as a separate billable cost. These costs must be included in the Hourly Labor Rates bid.

13. CODES AND REGULATIONS

13.1 Contractor shall perform all work in accordance with established federal standards and regulations and local codes and regulations.

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