

Technical Specifications

JEA Material Handling (MH) Operational Services

1.0 SCOPE OF WORK

- 1.1 The purpose of this Request for Proposal (RFP) is to evaluate and select an industrial contractor that possess the technical expertise to provide economical pricing for the scope of services for the **labor** necessary to perform Material Handling **operations** and **inspection**, as well as some **minor preventative maintenance** at the JEA Northside Generating Station power plant site. Specifically, operations and inspections regarding the handling of biomass, limestone, solid fuel (coal and petroleum coke), and ash disposal operations. The services performed will be those not already contracted for in other JEA service contracts. More details are provided in Section 1.4.
- 1.2 Scope of day-to-day work will vary based on JEA's operations. These operations are dictated by operating the most economical unit(s) first and the least economical last. There are times of the year that neither solid fuel unit will be online, and times of the year that either one or both are online. Normally at least one unit is online during winter months (December – February) and summer months (June – September) with the second unit compensating when needed (high or low temperatures).
- 1.3 Scope of work will vary based on generating unit operation, however, the manpower and general equipment required to complete the services will remain the same. Northside Generating Station (NGS) consists of two (2) Circulating Fluidized Bed (CFB) boilers. Operation of the unit(s) varies depending on system load demands and fuel prices.
 - 1.3.1 Daily limestone usage depends on the number of units online, the sulfur content of the petroleum coke fuel and the loading of the unit(s) (full load operation, minimum load operation or somewhere in between).
 - 1.3.2 Biomass reclamation to the units is expected to remain constant throughout a 24-hour day. However, biomass processing will vary with raw biomass deliveries currently being on a Monday through Friday day shift schedule.
 - 1.3.3 Solid fuel reclamation varies based on number of units online and fuel blend. However, reclamation normally occurs twice per day (24-hour period) regardless of number of units online.
 - 1.3.4 Ash production also varies based on units online, inherent ash content of the fuel, and limestone usage.
- 1.4 The scope of work shall include all limestone, solid fuel, and biomass handling operations to prepare the bulk products for delivery to the operating unit(s), including but not limited to reclaiming of the stored limestone, reclaiming of the stored biomass, reclaiming of the stored coal and petroleum coke, processing of the biomass, inspections of both the fixed and mobile equipment/machinery prior to, during, and after each operation, and the minor maintenance of the associated fixed and mobile equipment.
 - 1.4.1 Bulk Material Handling Limestone Operation and Inspection:
 - 1.4.1.1 JEA normally staffs one (1) limestone system operator per crew.

- 1.4.1.2 Movement of limestone as necessary to support room in the storage area for deliveries.
- 1.4.1.3 Movement of limestone from the storage pile(s) to the conveyor/reclaim system. Reclaim conveyor is located inside of the storage building.
- 1.4.1.4 Inspection and operation of the fixed limestone handling equipment from the storage area to the boiler limestone storage day-bin. To include, but not limited to:
 - Flight type conveyor(s)
 - Bucket elevator conveyor(s)
 - Roller Crusher Mill(s)
 - Rubber belt style conveyor(s)
 - Gas burners (for drying out crushed limestone)
 - Rotary air lock(s)
 - Bag House(s)
 - Fans and blowers
 - Air compressors
 - Standard Valves – globe, gate, butterfly, etc.
 - Pneumatic operated valves – primarily diverters on the conveyor system
 - Motor operated valves
 - Pneumatic piping (used for conveying limestone to day bins)
- 1.4.1.5 Inspection and operation of the mobile machinery necessary to move the limestone from the storage pile to the reclaim conveyor, which may include:
 - Wheeled front-end loader(s), such as or similar to Caterpillar 980 model
 - Excavator(s), such as or similar to Caterpillar 349 model
 - Dozer(s) such as or similar to Caterpillar D6 model
 - F450 Fuel Truck (used to fuel the mobile machinery)
- 1.4.2 Bulk Material Handling Biomass Operation and Inspection.
 - 1.4.2.1 JEA normally staff one (1) biomass operator per crew.
 - 1.4.2.2 Movement of the biomass as necessary for additional processing – such as screening prior to entry to reclamation system.
 - 1.4.2.3 Movement of the biomass as necessary to make room for new shipments.
 - 1.4.2.4 Preparation of oversized biomass for return to supplier for reprocessing.
 - 1.4.2.5 Directing of biomass deliveries to the appropriate storage pile(s).

1.4.2.6 Inspection and operation of installed equipment necessary for the introduction of biomass into the boiler or storage silo(s), to include, but not limited to:

- Screw style conveyor(s)
- Drag chain conveyor(s)
- Belt conveyor(s)
- Rotary airlock(s)
- Bag House(s)
- Fans and blowers
- Air compressors
- Standard Valves – globe, gate, butterfly, etc.
- Pneumatic operated valves – diverters
- Motor-operated valves
- Pneumatic piping used for conveying biomass to boiler(s)

1.4.2.7 Inspection and operation of the mobile equipment necessary to handle the biomass, which may include:

- Wheeled front-end loader(s), such as or similar to Caterpillar 980 model
- Excavator(s), such as or similar to Caterpillar 349 model
- Dozer(s), such as or similar two Caterpillar D6 model
- Mobile belt conveyor(s)
- Screener plant(s) for proper sizing
- F450 Fuel Truck (used to fuel the mobile machinery)

1.4.3 Bulk Material Handling Solid Fuel Reclamation System Operation and Inspection:

1.4.3.1 JEA normally staffs one (1) Solid Fuel reclaim operator per crew.

1.4.3.2 JEA owns and operates two solid fuel reclaimers located in one of each solid fuel storage domes. The fuel is reclaimed via a reclaim rake conveyor system and transported via conveyors through a hammer mill, a surge basin, to one of two tripper cars for deposit in the day-silos for the two circulating fluidized bed boilers.

1.4.3.3 While JEA owns and operates two reclaimers, only one is typically used at a time depending on whether reclaiming coal or petroleum coke. On rare occasions when the reclaimer is down for maintenance solid fuel is loaded via the emergency hopper using a front-end loader (Caterpillar 980 or equivalent).

1.4.3.4 Movement of solid fuel (coal and petroleum coke) as necessary to support room in the storage domes for deliveries.

- 1.4.3.5 Movement of solid fuel (coal and petroleum coke) from the storage pile(s) to the conveyor/reclaim system. Reclaim conveyors are located inside of the storage domes.
- 1.4.3.6 Inspection and operation of the fixed fuel handling equipment from the storage area domes to the boiler fuel storage day-bins. To include, but not limited to:
- Reclaimer system
 - Flight type conveyor(s)
 - Rubber belt style conveyor(s)
 - Crusher Mill(s)
 - Tripper car(s)
 - Chutes and hoppers
 - Diverter gates
 - Dust suppression equipment
 - Dust removal equipment
 - Standard Valves – globe, gate, butterfly, etc.
 - Pneumatic operated valves – primarily diverters on the conveyor system
- 1.4.3.7 Inspection and operation of the mobile machinery necessary to move the solid fuel (coal and petroleum coke) from the storage pile to the emergency reclaim hopper, which may include:
- Wheeled front-end loader(s), such as or similar to Caterpillar 980 model
 - Excavator(s), such as or similar to Caterpillar 349 model
 - Dozer(s) such as or similar to Caterpillar D6 model
 - F450 Fuel Truck (used to fuel the mobile machinery)
- 1.4.4 Bulk Material Handling Ash System Operations.
- 1.4.4.1 When slurried (pumping) ash is in Operation JEA normally staffs one (1) person per crew to monitor.
- 1.4.4.2 The ash, both fly and bed are collected in one of four storage silos. This is a temporary holding location prior to landfill or another disposal site.
- 1.4.4.3 Ash is either removed dry and loaded via a “load out spout” into trucks or rail cars, or removed wet, as a slurry and pumped to an onsite byproducts storage area.
- 1.4.4.4 The Contractor’s operator would be required to operate the pumping system, including inspection and minor maintenance not requiring skilled labor, and the loading of trucks and rail cars. Operator would NOT be required to drive the trucks or the rail car mover.

- 1.4.4.5 Operator may be requested to assist with rail car movement, including spotting, safety observing, gate and switch operation.
- 1.4.4.6 Pumping operations typically take in excess of 24-hours to empty a silo and are performed “around the clock” until complete.
- 1.4.4.7 Trucking and rail car movement are performed during day-shift hours only (6 AM – 6 PM).
- 1.4.4.8 Movement of ash as necessary to support making room in the temporary storage silos for continuous boiler operations.
- 1.4.4.9 Inspection and operation of the fixed ash handling equipment from the storage silos to the byproducts storage area (BSA) or to trucks and rail cars. To include, but not limited to:
 - Slurry pumps (GEHO – piston style pumps)
 - Piping
 - Mixing vessels
 - Bag House(s)
 - Fans and blowers
 - Air compressors
 - Standard Valves – globe, gate, butterfly, etc.
 - Pneumatic operated valves
 - Motor operated valves
 - Fluidizing blowers
 - Discharge spout (used for loading trucks and railcars)
- 1.4.4.10 Inspection and operation of the mobile machinery necessary to move the ash from the silo to the storage pile (BSA), which may include:
 - Dump truck (tandem axle or off-road)
 - Track-Mobile rail car mover
 - F450 Fuel Truck (used to fuel the mobile machinery)
- 1.4.5 **Continuous Ship Unloader (CSU) and Stack-Out System Operation and Inspection Assistant.**
 - 1.4.5.1 JEA owns a Thyssen-Krupp Continuous Ship Unloader (CSU) utilized to offload ocean going fuel vessels (top hatch cargo ships and barges) of bulk material – coal, petroleum coke and limestone.
 - 1.4.5.2 Solid fuel offloading requires up to three (3) operators, while limestone offloading normally requires no more than two (2).
 - 1.4.5.3 Offloading of vessels includes the operation and inspection of the CSU, the mile and one-half long conveyor belt system from the loading dock to the storage domes and limestone shed, and the use of a smaller wheeled front-end loader (Caterpillar 938 or equivalent).

- 1.4.5.4 Inspection of the CSU may also include minor, non-skilled labor preventative maintenance activities like greasing fittings and changing oil. On average it takes JEA operators around 48-hours to offload a vessel. Some vessels may take longer and some shorter depending on tonnage. Once offloading begins it continues around the clock until complete, including holidays and weekends. Upon request JEA will provide historical records on ship unloading (how many vessels per year and total tonnage). Historical operation is not indicative of future operations.
- 1.4.5.5 Contractor's supplied 'Assistant' would help JEA employees with the movement of limestone, coal and/or petroleum coke from the vessel to the storage areas – domes and shed.
- 1.4.5.6 Assistance may include INSPECTION ONLY of the CSU buckets, belts, chutes, hydraulics, stack-out system conveyors, and other components used in the stack-out system from the fuel dock to the fuel and limestone storage areas. To include, but not limited to:
- Continuous Ship Unloader components
 - Flight type conveyor(s)
 - Bucket elevator conveyor(s)
 - Rubber belt style conveyor(s)
 - Diverter valves
 - Transfer and other style of Chutes
 - Hydraulic power units
 - Air compressors
 - Dust suppression
- 1.4.5.7 JEA personnel will Operate the CSU.
- 1.4.5.8 Working on the dock requires a Terminal Workers Identification Card (TWIC) or working under an individual with a TWIC.
- Contractor is responsible for ensuring workers have a TWIC if so requested by JEA.
 - JEA may be billed for this expense if JEA mandates such.
- 1.4.5.9 JEA reserves the right to contract out all CSU operations separately.
- 1.4.5.10 Inspection and operation of the mobile machinery necessary to remove the fuel from the storage holds on the vessel, which may include:
- Wheeled front-end loader operation, such as or similar to Caterpillar 938 model
 - F450 Fuel Truck operation (used to fuel the mobile machinery)
- 1.4.6 Infrequently used mobile machinery includes:
- 1.4.6.1 Skid Steer(s)
- 1.4.6.2 Tandem axle OTR dump truck(s)

1.4.6.3 Off-Road Articulated Dump Truck(s)

1.4.6.4 Mini-Excavator (Cat CR-305 or similar)

1.4.7 Minor maintenance is in reference to preventative maintenance (PM) activities which normally do not require a skilled tradesperson. These activities are likely to include:

- Greasing bearings via installed grease fittings on fixed or mobile equipment.
- Changing oil on fixed and/or mobile equipment.
- Changing filters on fixed and/or mobile equipment.
- Changing bags in a bag house.

1.4.8 Any work requiring skilled tradespersons will be bid separately.

1.4.8.1 If at any point the Contractor believes their employees are being tasked with skilled work or work beyond that of minor maintenance the Contractor's onsite representative should immediately alert their JEA contact.

1.4.9 JEA has an inhouse maintenance department that performs skilled work on the fixed machinery.

1.4.10 JEA has General Contractors on contract to perform skilled trade maintenance activities on the fixed machinery.

1.4.11 JEA has contracts and maintenance agreements with heavy equipment repair firms for maintenance activities beyond the simple tasks of greasing fittings, adding fuel, changing filters, and similar.

1.4.11.1 Repair work on heavy/mobile equipment is bid separately.

1.4.12 JEA Bulk Material Handling OPERATIONS works the modified DuPont Schedule. It is JEA's expectation that the CONTRACTOR OPERATORS will work the same schedule alongside JEA employees. Schedule to be provided.

1.4.13 JEA works four operating crews, referred to as crews A, B, C and D. JEA currently has the need for two (2) OPERATORS on each of three (3) crews and three (3) OPERATORS on one (1) crew. **JEA is currently in need of the contractor to supply nine (9) OPERATORS in total.**

1.4.14 JEA personnel currently rotate through the various operational tasks (limestone, biomass, solid fuel, ash, heavy equipment operator, etc. as listed in sections 1.4.1 – 1.4.6). It is JEA's vision that the CONTRACTOR'S OPERATORS do the same, as they learn the various tasks. In other words, JEA is NOT requesting a separate limestone and solid fuel reclaim operator, as an example.

1.4.15 JEA will provide CONTRACTOR OPERATORS training on JEA fixed machinery systems.

1.4.16 JEA expects the CONTRACTOR to provide OPERATORS that have heavy equipment experience. However, it is NOT JEA's expectation that the OPERATORS have operated every piece of heavy equipment listed herein. JEA may assist the contractor in providing training on the heavy equipment specific to JEA's Northside Generating Station.

2.0 **CODES, STANDARDS, AND REGULATIONS**

2.1 Contractor shall perform all work in accordance with established local, state, and federal standards and regulations, permits, and local codes.

2.1.1 Occupational Safety and Health Administration (OSHA)

2.1.2 Environmental Protection Agency (EPA)

2.1.3 Florida Department of Environmental Protection (FDEP)

2.1.4 COJ Environmental Quality Division (EQD)

2.1.5 Department of Transportation (DOT)

2.1.6 National Fire Protection Association (NFPA)

2.1.7 Coast Guard Code of Federal Regulations

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 **POWER PLANT LOCATION**

3.1 The following JEA power plant location is where Bulk Material Handling operations and services will take place. Plant facility is located within Duval County in Jacksonville, Florida.

Plant Location

3.1.1 Northside Generating Station (NGS)
4377 Heckscher Drive
Jacksonville, FL 32226

4.0 **GENERAL REQUIREMENTS**

4.1 Contractor shall employ appropriately skilled labor, and some materials (PPE) (i.e., safety glasses, hardhats, hearing protection, steel-toed boots, knee pads, safety vests, splash goggles, standard work gloves, and rubber gloves) for Bulk Material Handling operations and inspections.

4.2 For any AD-HOC, non-standard operation or work requested outside the Bulk Material Handling operation and inspections in this specification, the Contractor shall provide the JEA Representative with a written budgetary cost proposal which must include, at a minimum, 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.

4.3 The Contractor shall be qualified to perform all aspects of the Bulk Material Handling operations and inspection services, including, but not limited to, the work scope listed herein.

4.4 All of the Bulk Material Handling operations and inspection services shall be accomplished utilizing standard industry procedures and practices, and within OEM technical specifications/limitations, and established Bulk Material Handling Department operating procedures. Workmanship will be performed in accordance with all applicable Federal and State regulations and in accordance with the Bulk Material Handling Department operating procedures.

- 4.5 Contractor shall employ similar certified operators and observers capable of performing the kind of work assigned in accordance with OSHA and DOT training requirements. 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 11.3 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 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 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.
- 4.8 A Technical Consultant(s) may be retained by JEA to oversee the work.
- 4.9 Pricing of all work shall be based on the Labor, Equipment unit prices submitted in the Respondent Rates Workbook.
- 4.10 Contractor will not be required to provide an onsite office, but space can be provided for a temporary office trailer. The Contractor shall be entirely responsible for all costs associated with this type of arrangement.
- 4.11 JEA will provide non-potable water service only. The Contractor shall be responsible for providing potable water for their employees.
- 4.12 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 plant area will be required to ensure the work will be completed safely and on schedule.
- 4.13 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.
- 4.14 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 Work, for which the contractor's employee was found to be at fault through negligence or purposeful destruction.
- 4.15 JEA will supply 110V and 220V power and may supply 80 PSI plant service air for the Contractor's use, when and where available.
- 4.16 JEA, upon request, will provide general arrangement drawings for the Contractor to use for the purpose of this contract.
- 4.17 JEA, upon request, will supply reuse and service water.

- 4.18 Due to this being a labor contract and that the workforce will be working alongside the JEA workforce, JEA is authorizing the CONTRACTOR'S OPERATORS use the JEA Material Handling breakroom, and locker room facilities.

5.0 **SPECIAL REQUIREMENTS**

- 5.1 **Critical Response Time** – For plant emergencies upon notification from JEA and in no greater than 4 hours, the Contractor Project Manager shall contact the JEA Contract Manager. If greater than standard working hours are required, the billable hours shall be used for additional working hours required. NOTE that it is JEA's intention that the CONTRACTOR'S OPERATORS be on shift with JEA employees, which will create overtime. The overtime as part of shift is not subject to section 5.1.
- 5.2 Power plant operations are continuous (24 hours every day, 7 days every week), and Bulk Material Handling is required on a near continuous basis. Therefore, Contractor will be requested to provide services as required on a 24-hour schedule. Contractor's scope shall be directed by the JEA Representative so that operation and inspection work is coordinated with JEA operations and impact to plant operation is minimized.
- 5.3 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.
- 5.4 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 Project Representative within twenty-four (24) hours of the event.
- 5.5 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 operation and/or inspection services. Upon check-out from the plant site, the Contractor shall provide the JEA Representative with a daily briefing of the work activities completed that shift.
- 5.6 Contractor shall provide a Secondary Contact in the event the Primary Contact is not available for any reason.
- 5.7 Contractor's employees shall have the Contractor's name and an employee number on their hard hat.
- 5.8 Contractor shall supply all Safety Data Sheets (SDS) prior to any material arriving onsite.
- 5.9 Contractor shall verify existing conditions and dimensions prior to starting work. Any discrepancies must be brought to the attention of the JEA Representative.
- 5.10 Contractor and the JEA Representative will be responsible for arranging / coordinating all scaffold requirements. JEA will provide scaffolding, as needed, through a separate contract.
- 5.11 Contractor shall provide 24-hour on-site / off-site communication capabilities.
- 5.12 Contractor shall be solely responsible and assume all liability for the disposal of all waste products (such as chemicals, industrial wastewater, general trash, and sanitary waste) that are generated by the Contractor, unless prior arrangements are made with the JEA Representative.

5.12.1 This does NOT include wastes that are part of the job being performed at JEA's request, such as oil and filter changes.

5.13 Good communications foster good relationships and benefit all parties. The Contractor may be required to attend and actively participate in operational or environmental 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 (meetings outside of the daily staff meetings).

5.14 Contractor's OPERATORS will be issued a JEA/COJ radio to communicate with the Material Control Room Operator and other on shift personnel. ALL JEA/COJ property MUST be returned to JEA upon completion of the contract.

6.0 **CONTRACTOR SAFETY**

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

6.2 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.

6.3 Site specific training shall be required to work at Northside Generating Station. 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 have received the training.

6.4 Additional, training on specific equipment used at/by JEA, including, but not limited to those items listed in Section 1.4. Training will be at JEA's expense, and may be provided by JEA employees as a combination of both classroom and on the job (OJT), or computer based (CBT). Contractor employees may be required to prove skill in the operation of the equipment prior to being allowed to operate the equipment. This may be done through the use qualification checks (Skill Evaluation Checksheets). Available for review and approval by the CONTRACTOR upon request.

6.5 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, dust masks and/or respirators, all types of work gloves, etc. **The cost of all PPE shall be included in the Standard Week Rate.**

6.6 Hearing protection is required while working in electric plant power block areas and when operating machinery or equipment and any other areas where noise exposures equal or exceed an 8-hour time-weighted average sound level (TWA) of 85 decibels..

6.7 Contractor employees are not permitted to wear ripped jeans, shorts, tennis shoes, sleeveless shirts, or shirts with offensive logos or messages. Footwear must meet American Society for Testing and Materials (ASTM) and Occupational Safety & Health Administration (OSHA) 29 CFR 1910.136.

- 6.8 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.
- 6.9 Contractor shall utilize barricades or other processes necessary to keep the job site clean and isolated from JEA employees or other workers as needed.
- 6.10 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 proximity with these hazardous elements. The Contractor and JEA Representative shall work closely to identify these hazards prior to entering a work area using 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.
- 6.11 Contractor shall abide by the JEA Hot Work Permit Program, Lock Out/Tag Out Procedure, and the Confined Space Entry Procedure.
- 6.12 Contractor shall abide by the JEA Contractor's Safe Work Practices Manual.

7.0 ENVIRONMENTAL

- 7.1 JEA is under strict environmental standards with respect to all activities, including purchasing, delivery, erection, and operation / maintenance of equipment.
- 7.2 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.
- 7.3 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.

8.0 SECURITY

- 8.1 Contractor shall supply a list of names of the personnel they will be using during a given project to the JEA Representative one (1) week prior to start of the project so they can secure their access into the plant. **Photo IDs 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 shall be responsible for transporting their personnel from the JEA designated parking area to their work area, if and when applicable.
- 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. Not likely to apply to this contract.
- 8.5 Background checks and mandatory training, e.g. Marine Security (MARSEC), will be required for entry to the Fuel Dock area.
- 8.6 Parking on JEA property shall be approved through the JEA Representative. Parking for Company vehicles and Company personnel vehicles is limited to four (5) vehicles at a time 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 personal vehicles is available on-site in the designated Contractor parking area.

9.0 **TOOLS AND EQUIPMENT**

- 9.1 Contractor shall provide their own tools and equipment necessary to perform Bulk Material Handling operational and inspection services as directed by JEA. JEA will not pay any additional cost for tools, equipment, consumables, MRO items for the base Bulk Material Handling operations, The only authorized payment will be the for the Equipment Standard Week Rate (ESWR) listed in the bid Workbook.
- 9.2 JEA is providing the mobile heavy equipment necessary to perform the operations (front end-loaders, excavators, dump trucks, bulldozer, etc.).
- 9.3 JEA is providing the fixed machinery/equipment necessary to perform the operations.
- 9.4 JEA is providing tools and consumables necessary to address plugs, such as air hose and lances, hammers, chipping guns, etc.
- 9.5 JEA will be providing small hand tools, such as grease guns, socket wrenches, screw drivers, and similar necessary to perform minor preventative maintenance.
- 9.6 JEA will be providing small consumable items, such as pens, paper, clipboards and flashlights necessary to perform equipment inspections.
- 9.7 Contractors are responsible for ensuring all tools and equipment used in JEA facilities and job sites are in safe operating condition, including those provided by JEA. Contractor is being requested to provide labor to operate JEA equipment, as an expectation of this labor resource is the inspection of JEA equipment prior to operation.
 - 9.7.1 JEA utilizes a computerized Operations Maintenance Management System (OMMS) wherein equipment deficiencies are entered and work orders, known as a Plant Work Orders (PWO) are created to plan and schedule repair work. The contractor should notify the JEA Representative of deficiencies for the creation of a PWO.
- 9.8 Tools and equipment should be inspected before use to identify and repair any damage.
- 9.9 Tools should not be left in aisles, corridors or on ladders or other walkway surfaces, or otherwise create an unsafe work environment.
- 9.10 Tools used on raised platforms should be secured with a safety line, or other method to prevent them from falling.
- 9.11 Use of tools or equipment, which produces dust or other particulate, must have adequate controls in place to minimize/prevent particulate fallout.
- 9.12 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.
- 9.13 The Contractor will use fuel provided from JEA's Northside Generating Station Diesel Fuel Station for onsite JEA-owned or rented equipment to perform on-site services only. JEA fuel may NOT be used for contractor vehicles or contractor personnel vehicles.
- 9.14 Current Equipment List (CEL): JEA uses several pieces of heavy equipment, listed below and in Section 1.4, to process material in the Bulk Material Handling products. JEA expects the Contractor to operate the JEA owned mobile equipment or similar equipment to process

the material. Similar equipment would be provided by JEA if the currently JEA owned asset were to break and be replaced with another owned asset or rental machine. JEA will pay for the general maintenance, breakdowns, repairs, overhauls, etc. of the JEA owned or rented machinery. Any suspicion of negligent mis-operation by the Contractor's employee will be investigated by the JEA Representative and potentially charged to the Contractor (See Section 4.14).

9.14.1 Three (3) Cat 980 wheeled front end-loaders

9.14.2 One (1) Cat D6T dozer

9.14.3 One (1) Cat 349E excavator

9.14.4 One (1) F450 Fuel and Lubrication Truck

9.14.5 Other mobile equipment as listed in Section 1.4

9.15 Rental Equipment – At times the JEA owned equipment may breakdown and JEA will rent the equipment listed in the CEL, or similar machines which perform the same function. It is JEA's expectation that the Contractor operate this rental equipment in lieu of the JEA owned equipment when unavailable.

9.15.1 JEA has contracts in place with local rental agencies for heavy equipment.

9.15.2 JEA may solicit the contractor for a quote for heavy equipment rental. However, the contractor is neither obligated nor required to maintain a fleet of equipment available for rental.

9.15.2.1 JEA will accept rental fees on this equipment for limited time use, which will be monitored by JEA. No Equipment Rental Mark-up will be accepted. Should the Contractor leave equipment on rental, where the equipment use is not required JEA will provide notice to the contractor that JEA will not pay additional rental invoices, after which point, the contractor will be responsible for the cost of the rental equipment.

10.0 **WORK HOURS & RATES**

10.1 **Labor Standard Week Rate** (LSWR) for Personnel – The contractor will enter in the Bid workbook the standard weekly summary rate based on providing a compliment of personnel to provide services as described herein:

10.1.1 JEA currently performs Bulk Material Handling Operations 24-hours a day, seven (7) days a week, including holidays. Shifts are from 6 AM – 6 PM and 6 PM to 6 AM. DuPont Schedule for 7-day coverage.

10.1.2 JEA Bulk Material staff work the DuPont schedule. It is JEA's intention that the Contractors work the same DuPont schedule (schedule to be provided upon request).

10.1.3 JEA's Current staffing per shift includes five (5) operators, with the potential for up to six (6) per shift. JEA is currently requesting the CONTRACTOR to provide

nine (9) OPERATORS. It is JEA's expectation that the need for additional OPERATORS will occur over the life of the contract. Possibly reaching the need for between 12 and 16 OPERATORS by contract end.

- 10.1.4 The Contractor shall provide the appropriate compliment to operate the equipment and maintain the Bulk Material Handling operations as directed by the JEA Contract Manager. This LSWR rate will be the only billable weekly rate that JEA will accept for manpower, unless JEA provides express direction to work additional hours over the schedule listed in 10.1.1, 10.1.2 and 10.1.3.

10.2 **Hourly Labor Rates**

- 10.2.1 The Contractor will provide each labor classification and their straight time rates and overtime rates for use when the Standard Weekly Summary rate does not apply, which will only be at the direction of JEA's Contract Manager. When JEA does request extended, hours, additional hours or shifts the Time and Material cost method requirements below shall apply.
- 10.2.2 Straight Time (ST) hours are performed from eight (8) to twelve (12) hours per day (the "Normal Workday"), not to exceed forty (40) hours per week (the "Work Week"). A Normal Workday may take place during the day, afternoon, or night shift.
- 10.2.3 Overtime (OT) hours are performed outside of a Normal Workday or Work Week, including weekends and holidays. Overtime shall be approved in advance by the JEA Project Representative with exception of the "built-in" OT as is common with 24-hour shift work (DuPont Schedule) and shall be paid after an employee has worked forty (40) hours for the Work Week or worked more than the Normal Workday.
 - 10.2.3.1 JEA NGS works the DuPont Shift Schedule. It is JEA's intent that the Contractor employees will work alongside JEA staff on the same schedule.
 - 10.2.3.2 JEA NGS DuPont shift schedule is comprised of four (4) operating crews to support 24x7 operations.
 - 10.2.3.3 The Contractor may apply their own OT policy as it relates to hours in excess of 40 hours per week or 12 hours per day, holidays, emergency call-out, etc. in compliance with section 12.3. However, these expenses should be included in the workbook.
- 10.2.4 Contractor shall not be permitted to perform overtime work without prior approval of the JEA Representative outside of the DuPont Schedule.
- 10.2.5 JEA will request Contractor employees be available and work overtime during their scheduled off days to support annual leave (vacation) and periods of higher workload (vessel offloads).

11.0 **TIME & EQUIPMENT (T&E) COST METHOD**

11.1 **TIME (LABOR RATES)**

- 11.1.1 At JEA's direction the contractor may be required to work additional hours or shifts that exceed the LSWR. If JEA requires additional shifts or extended hours, JEA

will pay the Contractor for Time worked in the manner set forth below and the compensation provided shall constitute full payment for the work.

11.1.1.1 The employee working outside of the LSWR rates must have a billable rate listed in the Bid Workbook, for a specified classification.

11.1.1.2 The employee's, name, badge number, hours worked, shall be on the time sheet and coincide with the badged in and out hours the employee worked.

11.1.1.3 JEA may elect to establish a Extended hours work.

12.0 Invoicing

12.1.1 On a monthly basis, 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:

12.1.1.1 JEA Purchase Order number or Contract Number

12.1.1.2 Invoice number.

12.1.1.3 Invoice billing period.

12.1.1.4 JEA Manager.

12.1.1.5 Invoice summary for the weeks on the invoices, LSWR and the ESWR, along with any Ad-Hoc service billing if any.

12.1.1.6 If JEA has requested the Contractor to run over the Standard Week Rate or requested alternate operations that require equipment rental, A timesheet summary for all labor and supervision, including employee name, job classification, hours worked, dates worked, and hourly labor rates.

12.1.1.7 Daily timesheet and equipment usage sheets signed off by JEA Project Representative.

12.1.1.8 JEA will not pay Per Diem & Travel.

12.1.1.9 Receipts for Equipment Rental costs.

12.1.1.10 Other backup documentation, as deemed necessary to verify accuracy of billing.

12.1.2 Upon approval by the JEA Project Representative, a final invoice shall be submitted per the JEA Purchase Order instructions.

12.1.3 Final invoicing shall be submitted within sixty (60) days of project task completion.

12.2 Labor Classifications

12.2.1 Key Personnel Minimum Requirements

12.2.1.1 Heavy Equipment and Plant Operator - Operator shall have a minimum of two (2) years of field experience as a heavy equipment operator, to include Bulk Material Handling, and stationary equipment commonly found in solid fuel power plants (conveyors, valves, pumps, fans, etc.). Personnel that have required training to conduct cleaning, fueling and oiling services,

and general tool usage and familiarization with heavy equipment operation as it pertains to Bulk Material Handling

12.3 Rates

- 12.3.1 Bulk Material Handling operation and inspection services will be performed on a the LSWR and ESWR, unless otherwise specified.
- 12.3.2 For Ad Hoc services, Rentals and 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 and any other salary burdens for the worker's employment.
- 12.3.3 Hourly Labor Rates shall be quoted inclusive of ALL Personal Protective Equipment (**PPE**).
- 12.3.4 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.
- 12.3.5 Contractor shall make arrangements to allow all work as defined in this specification to be completed during LSWR and ESWR 24-hour day.
- 12.3.6 For Ad Hoc work or extended working hours 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.
- 12.3.7 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.
- 12.3.8 Contractor's employees shall be assigned a single job classification and when performing Ad Hoc services or extended hours 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 Project Representative shall be informed of the change within 48 hours.
- 12.3.9 Any Labor Classifications not covered for LSWR or ad hoc services rates under this contract must be approved by the JEA Contract Administrator prior to the start of Work.

12.4 Overhead (Standard, General & Administrative (SG&A) Costs)

- 12.4.1 All SG&A and overhead costs will not be permitted as a separate billable cost. These costs must be included in the billable rate.