

RFQ 1410706646 2022 JEA Vegetation Management Storm & Emergency Restoration Agreement

In the event JEA requires the services of external “Off System” line clearance forces in response to a weather event or any other significant disaster, JEA and (Contractor) agree to the following terms and conditions for the importation of restoration crews. **On System Crews:** Crew equipment and personnel normally assigned to work on the JEA System are defined as “On System” crews. Labor and equipment rates for On System crews will be billed at the current contract rates established for JEA and the Contractor. Equipment utilized and billed during normal conditions, but not utilized for storm restoration, will be billed up to 40 hours per week. The standard normal working hours, overtime, double time, holidays, standby, and rest time will be observed for On System crews.

1. **Off System Crews:** “Off System” crews include equipment and personnel that normally work for other utilities, but the Contractor has an active agreement with JEA. Labor and equipment rates for Off System crews will be supplied by the Contractor in Appendix 1. Equipment or personnel left behind due to JEA crew and equipment specifications will not be billed. The standard work day for Off System crews will be billed at straight time rates for the first 10 hours each day, and overtime rates (time and one half) for any hours worked past 10 hours. When an employee exceeds 40 cumulative hours in a week (including hours worked on other properties and/or travel time) all additional hours will be billed at overtime (time and one half). Hours worked Sunday or on Contractor observed holidays will be billed at the overtime rate of time and one half.
2. **Timesheets:** Weekly timesheets will be submitted during storm restoration. Beginning and ending times will be for the Eastern Time zone. Crews can submit their company “Storm” timesheets, but will include the following:
 - a. Week Ending Date
 - b. Daily Billable Labor Hours and Pay Rate by Crew Member Including Name
 - c. Daily Billable Equipment Hours and Pay Rate
 - d. Daily Mileage During Travel
 - e. Per diem Line Items if Applicable
 - f. Signed Itemized Receipts if Applicable
 - g. FEMA codes and circuit numbers for equipment and personnel
3. **Travel Time:** Billable time during travel for equipment and/or personnel begins when personnel are considered “on duty”. On duty begins when the crew is fully staffed and equipped and begins travel to or from the JEA service territory. Sleeping or scheduled rest periods will not be considered on duty when traveling from or returning to the home utility or JEA. Timesheets covering travel periods will reflect the billable time for each day for each person and piece of equipment.
 - a. Mileage and billable travel time will be determined by using a publicly available web site based mapping service such as Google Maps or Bing. A print copy of these mapping and time estimates will be included with the timesheets. An additional hour will be added to this time estimate for each applicable meal (breakfast, lunch, or diner). Travel time may be impacted by traffic or other

unavoidable circumstances. If billable time exceeds 20% of the web site estimate; a written justification will need to be included with the timesheets.

- b. Mileage rates for equipment will be paid as supplied by the Contractor in Appendix 1.
- c. JEA approved per diem rates for meals are found in Appendix 2. Lodging expenses will be reimbursed with no mark up fees. Copies of receipts shall be submitted with weekly timesheets, and shall include the names of each room occupant.

4. Miscellaneous Expenses:

- a. Contractor will be responsible for all other expenses incurred during travel including fuel, safety equipment, repairs, tolls, and snacks.
- b. Primary responsibility for vehicles and equipment belonging to the tree crews rests with the Contractor. However, these vehicles and equipment may be returned to one of the designated Staging Areas at the end of each day and refueled by JEA if deemed necessary to support the restoration effort. In addition, repair work for these vehicles and equipment may be provided by JEA if necessary. Charges for these services, including applicable taxes, will be back-billed to the Contractor.
- c. Any miscellaneous expenses should always be based on prudent and sound business practices.

5. Standby and Staging: Depending on the severity of the event, JEA may elect to bring in crews prior to the storm to ensure that they are available for system restoration at the earliest opportunity.

- a. Per Diem will be paid for meals for each person each day if crews are required to stage prior to arrival in Jacksonville. JEA's current per diem rates are found in Appendix 2.
- b. Lodging expenses will be reimbursed with no mark up fees. Copies of receipts shall be submitted with weekly timesheets, and shall include the name of each room occupant.
- c. Personnel on standby or staging at a hotel, JEA staging area, or off system staging area may be considered billable for this standby time up to 10 hours per day. These 10 hours will be straight time if 40 hours time worked has not been reached for the week. These 10 hours include any already billable worked or travel time for that day, and is not in addition to already billable worked or travel time. Standby time ends once a crew is released from storm duty.
- d. In a severe event in which no hotel or suitable temporary lodging (tent city) is available; crew personnel required to sleep in their vehicles will be billed at

overtime (time and one half) for up to eight hours per day after they have a minimum of 10 hours of billable worked, travel, or standby time. This combined time shall not exceed 24 hours. Once suitable lodging is supplied by JEA this overtime will not be permitted.

6. **Meals:** Any crews brought in for storm restoration will be fed in the same manner as JEA crews. Tree crews should arrive prepared to be self-sufficient for the first three days. If JEA is unable to provide meals; per diem rates as listed in Appendix 2 will be paid for each person on the crew. Once JEA is able to supply meals; per diem will not be paid. If crew personnel are unable to obtain a JEA provided meal; meals will be reimbursed only if receipts are submitted with weekly timesheets, and include the date, time, and listing of all personnel fed. This will be a straight pass through expense with no mark-up.
7. **Laundry:** All tree crews from On System and Off System should be self-sufficient with clean clothing for the first five days of storm restoration. Off system crews may need laundry service in less time due to travel. Laundry service will be billable to JEA. The Contractor will be responsible for coordination of this service.
8. **Supervision:** Supervision consisting of one billable General Foreperson will be responsible for 5 – 7 tree crews. Administrative supervision, Safety Supervisors, or Mechanics will be non-billable and assigned at the discretion of the Contractor.
9. **Roster:** Prior to deployment Contractor will supply JEA with a list of all personnel and their classification and equipment for each crew, and at least one contact phone number for each tree crew and each General Foreperson. This information shall include the Supervision for each crew. Contractor should have one point of contact to fill in a JEA supplied roster in excel format. This roster will be supplied by JEA prior to tree crew deployment.
10. **Crew Composition:** Due to the nature of the JEA electric system no manual or climbing crews will be deployed for storm restoration unless specifically requested. *This request and acknowledgement must be in writing (email).*
 - a. Bucket crews will consist of two or three personnel based on their normal composition at their home utility. Composition shall include no more than one Foreman, a Trimmer, and/or a Ground Person and at least one contact cell phone number for each crew.
 - b. Each bucket crew shall have a hydraulic pole saw. Each bucket, manual, or climbing crew shall have one chainsaw for each person on the crew, and one spare. A hand held gasoline powered pole saw may be used as a spare. Bucket and manual crews shall have at least one big saw with a 28” bar, and no more than one climbing saw with a 14” bar. Climbing crews shall have one big saw and at least one climbing saw for each climber.
 - c. All crews shall have the basic industry standard compliment of tools consisting of push poles, pruner poles, hanger poles and extensions, ropes, cant hooks, etc.

- d. All crew personnel shall arrive prepared to work inclement weather and night conditions. Raingear, spot lights, and flashlights are considered standard crew equipment and are expected to be in working order.
- e. All safety equipment shall be on each crew prior to arrival. This safety equipment shall include, but not be limited to the following:
 - i. PPE basics: Hardhat, safety glasses, ear protection, work boots, gloves, first aid kits, etc.
 - ii. Traffic Control Tools: Safety vests, Men Working signs, Cones, Stop/Slow paddles, etc.

Appendix 1

<u>Storm Rates For Tree Crews</u>		
Labor Rates	Straight Time Rates	Overtime Rates
General Foreman		
Foreman/ Crew Leader		
Trimmer/Climber		
Ground Person		

Equipment Rates	Hourly Rate	Mileage Rate
50' - 55' Aerial Lift		
60' - 70' Aerial Lift		
50' - 55' Aerial Lift (4x4)		
60' - 70' Aerial Lift (4x4)		
Big Foot Aerial Lift (4x4)		
Pickup (2x4)		
Pickup (4x4)		
Manual Truck (2x4)		
Manual Truck (4x4)		
Loader Truck with knuckle boom		
Chain Saw		
Other (Additional Equipment Rates To Be Quoted Upon Request)		

Appendix 2

<u>Per Diem Rates For JEA</u>		
Meal Rates	Per Person	Daily Rate
	Breakfast	\$10.00
	Lunch	\$14.00
	Dinner	\$26.00