

APPENDIX A – TECHNICAL SPECIFICATIONS
RFQ 95725 CUBICLE BUILDOUT AND FURNITURE INSTALLATION

SCOPE OF WORK

This contract is executed between JEA and the Contractor to perform services including, but not limited to: furnishing management, installation, removal, and relocation, including all management, labor, tools, equipment, transportation, materials, and incidentals necessary to complete space planning services. Bid workbook represents estimated quantity and is to be used as a guideline and not a guarantee of work. JEA may take action to perform work in house and, thereby, reduce Contractor workload. These specifications are not intended to supersede Federal, State, or local regulations to which the Contractor must comply.

PART 1 GENERAL

- 1.1 DEFINITIONS**
- 1.2 SUBMITTALS**
- 1.3 QUALIFICATIONS**
- 1.4 QUALITY ASSURANCE**
- 1.5 DELIVERY, STORAGE, AND HANDLING**
- 1.6 SAFETY**
- 1.7 SECURITY**
- 1.8 ENVIRONMENTAL REQUIREMENTS**
- 1.9 WARRANTY**

PART 2 PARTS AND PRODUCTS

- 2.1 APPROVAL**
- 2.2 MARKUP**

PART 3 EXECUTION

- 3.1 GENERAL CONSTRUCTION REQUIREMENTS**
- 3.2 RESPONSE TIME**
- 3.3 PREPRATORY WORK**
- 3.4 PROJECT EXECUTION**
- 3.5 PROJECT COMPLETION**

APPENDIX A – TECHNICAL SPECIFICATIONS
RFQ 95725 CUBICLE BUILDOUT AND FURNITURE INSTALLATION

PART 1 GENERAL

1.1 DEFINITIONS

FLORIDA BUILDING CODE	Most recently published version (6 th Edition or later).
JEA STANDARDS	JEA Standards are identified on JEA's public website (www.JEA.com).
NATIONAL ELECTRIC CODE	Most recently published version (currently NEC 2017 or later).

1.2 SUBMITTALS

Contractor shall deliver the following submittal items in a timely manner to the JEA Contract Administrator for approval.

SUBMITTAL 01 – *QUOTE FOR PROJECT*

When requested by the JEA Contract Administrator, the Contractor shall provide a quote for estimated cost of upcoming work. The quoted prices shall match the unit prices in this bid workbook.

SUBMITTAL 02 – *SPACE DESIGN*

The Contractor shall provide space planning design that illustrates the cubicle installation plan.

SUBMITTAL 03 – *PHOTOGRAPHS OF COMPLETION*

When requested by the JEA Contract Administrator, the Contractor shall submit photographic documentation of completed work in accordance with this technical specification.

SUBMITTAL 04 - *INVOICING DOCUMENTS*

Following the completion of work, the Contractor shall submit invoicing documents in accordance with this technical specification.

1.3 QUALIFICATIONS

- 1.3.1 Technicians must have adequate experience and expertise working with cubicle furniture systems.
- 1.3.2 Technicians certified with that specific manufacturer's product will conduct maintenance for brand-specific installations.
- 1.3.3 Contractor shall meet all minimum qualifications as identified in JEA solicitation documents.
- 1.3.4 Subcontracting of work must be approved by the JEA Contract Administrator.

1.4 QUALITY ASSURANCE

- 1.4.1 Contractor shall ensure that all work is to JEA standards. It is the contractor's responsibility to review JEA standards for applicable work. Contractor shall be aware of all JEA Standards that apply to the tasks executed by the Contractor. Standards are available to the public on JEA's website, www.JEA.com.
- 1.4.1 On all repairs, the Contractor will confirm that the repairs comply with accepted practice as specified in the National Electric Code and Florida Building Code.
- 1.4.2 Work that does not conform to expected levels of craftsmanship or the specifications shall be redone at Contractor's expense.

APPENDIX A – TECHNICAL SPECIFICATIONS
RFQ 95725 CUBICLE BUILDOUT AND FURNITURE INSTALLATION

- 1.4.3 Any worker employed by the Contractor, who exhibits inadequate experience and knowledge or is incapable in his/her field, shall be removed from the work site at the discretion of the JEA Contract Administrator.
- 1.4.4 JEA reserves the right to add/delete quantities, as required. Pricing for added quantities will be set at the current bid price. JEA may take action to perform work in house and, thereby, reduce contractor workload.
- 1.4.5 The Contractor shall submit invoicing documents annotated on the contractor's letterhead. The invoice (containing company name and address) shall include JEA purchase order and work order numbers. The Contractor shall include the following information on the invoice: date, location, description of service provided, amount payable, JSEB forms (if applicable), and detailed unit cost for parts and labor including work order number, manufacturer's parts number, unit and quantity. JEA will not provide payment for deficient invoices that do not contain required information. Contractor shall ensure that unit prices and unit counts must be indicated on the invoice, as well as parts number, product, and labor description.
- 1.4.6 The contractor shall supply pricing on quoted and invoiced documents. Contractor's invoiced pricing must agree with the contract bid pricing established in the agreement between the Contractor and JEA.
- 1.4.7 The administrative cost, profit, travel time, and other indirect contractor costs will not be permitted as separate billable costs. These costs must be included in the bid price provided by the Contractor in the bid workbook.
- 1.4.8 JEA Contract Administrators will evaluate vendor performance through a Vendor Performance Scorecard. In the event of a deficiency, JEA will coordinate mandatory vendor conference and take any other steps required to resolve the performance deficiency.

1.5 DELIVERY, STORAGE, AND HANDLING

- 1.5.1 The Contractor must dispose of all waste generated as a result of the contract at an officially permitted location. Any fees and/or charges associated with this disposal should be included in bid price of work. JEA will not pay additional charges/fees for waste disposal.
- 1.5.2 The Contractor shall prevent access by the public to materials, tools, and equipment during the course of the work.

1.6 SAFETY

- 1.6.1 The Contractor shall become JEA Safety Qualified prior to beginning actual work at JEA. All employees of the Contractor, including Project Managers, who perform work on JEA property, shall be JEA Safety Qualified.
- 1.6.2 Supervisors may be required to have additional training. Site specific training may be required to work at certain job sites (i.e: substations). Contractor is responsible for ensuring ALL personnel have received the appropriate training prior to beginning work.
- 1.6.3 The Contractor shall familiarize all workers with all fire and safety regulations recommended by OSHA and other industry or local governmental groups at the Federal, State, and local levels.
- 1.6.4 Contractor shall maintain a safe work environment at all times.
- 1.6.5 The Contractor shall furnish JEA with material safety data sheets on all chemical products utilized.
- 1.6.6 The Contractor shall also adhere to current JEA Safety and Training regulations at all times.
- 1.6.7 Contract workers are required to wear proper Personal Protective Equipment (PPE). PPE minimums include safety footwear with steel toes, hard hat and safety glasses. Hearing protection is required while operating machinery or equipment (including saws). Ripped jeans,

APPENDIX A – TECHNICAL SPECIFICATIONS
RFQ 95725 CUBICLE BUILDOUT AND FURNITURE INSTALLATION

shorts, tennis shoes, sleeveless shirts, and shirts with offensive logos or messages are not permitted.

- 1.6.8 The Contractor shall keep the work area free from accumulation of waste materials or rubbish.
- 1.6.9 The nature of work (cutting, sanding and general work) to be performed may produce heat, smoke, steam, dust or vapors, which may result in the activation of an alarm. To avoid Contractor caused alarms, the Contractor shall notify the JEA Contract Administrator, whom will issue a hot work permit (permit valid for one (1) day only) before any procedure. After such procedures are concluded, Contractor shall notify the JEA Contract Administrator who will inspect, and re-arm the alarm system.
- 1.6.10 If the Contractor's negligence results in a release of a Clean Agent (i.e. FM 200), the Contractor shall be responsible for all costs incurred to refill and restore the fire suppression system.

1.7 SECURITY

- 1.7.1 A JEA issued security badge shall be visible at all times while on JEA property. Background checks and mandatory training may be required (during work hours) for entry to North American Electric Reliability Corporation (NERC) regulated spaces.
- 1.7.2 JEA issued security badges will become deactivated after 90 days of non-activity. It is the Contractor's responsibility to ensure all employees have active badges prior to commencement of work.
- 1.7.3 The Contractor shall contact the JEA Contract Administrator or authorized JEA personnel prior to entering and leaving any JEA facility on a daily basis.
- 1.7.4 Contractor shall wear uniforms/t-shirts displaying company logo whenever working for JEA.
- 1.7.5 The Contractor shall ensure subcontracted employees obtain background checks, training, and active badge status prior to the start of work.

1.8 ENVIRONMENTAL REQUIREMENTS

- 1.8.1 The Contractor shall conform to environmental regulations of public agencies, including local, state and Federal jurisdiction.
- 1.8.2 Contractor shall be accountable for timely clean-up and remediation associated with any contaminant spills, accidental or otherwise, including, but not limited to diesel fuel, gasoline, lubricants, and cleaning fluids, etc.

1.9 WARRANTY

- 1.9.1 Upon successful completion of work, the Contractor shall extend the manufacturer warranty on all parts to JEA.
- 1.9.2 The Contractor shall warrant workmanship for one (1) calendar year from the substantial completion date.

PART 2 PARTS AND PRODUCTS

2.1 APPROVAL

- 2.1.1 JEA shall provide parts and products for installation.
- 2.1.2 If parts and products are provided by the Contractor, JEA Contract Administrator shall approve all parts and products prior to use by the Contractor.
- 2.1.3 All parts and materials shall be new unless refurbished parts are specifically called for by JEA.
- 2.1.4 For parts and products not included in the bid workbook, JEA RESERVES THE RIGHT TO purchase from other dealers and/or parts warehouses, if advantageous. JEA will then turn the parts over to Contractor's service technicians to install.

APPENDIX A – TECHNICAL SPECIFICATIONS
RFQ 95725 CUBICLE BUILDOUT AND FURNITURE INSTALLATION

2.2 MARKUP

- 2.2.1 Any parts or equipment purchased shall be at manufacturer's published list prices plus the mark-up percentage stated in the bid form. For example, if the mark-up stated on the bid form is 5% and the purchase price is \$100, JEA will pay the Contractor \$105 for that part.
- 2.2.2 Receipt from parts purchase must be attached to invoice to document price paid or charge will be rejected.
- 2.2.3 JEA will provide payment of mark-up for parts and equipment or material that is not shown in the bid amount. If the part or product is itemized on the bid workbook, JEA will not provide mark-up costs.
- 2.2.4 Parts numbers must be included and itemized in the invoice.

PART 3 EXECUTION

3.1 GENERAL CONSTRUCTION REQUIREMENTS

- 3.1.1 Contractor shall provide all labor, tools and equipment needed for the scope of work. Unsafe tools and equipment are never permitted on JEA sites. Hand tools shall be secured with lanyard or safety device to prevent tools from falling off of swing scaffolding.
- 3.1.2 The Contractor shall obtain all permits required by local agencies and pay all fees which may be required for the performance of the work and removal/disposal of hazardous materials. Bid prices should include this cost.
- 3.1.3 Contractor shall verify existing conditions and dimensions prior to starting work. Any discrepancies must be brought to the attention of the JEA Contract Administrator. It is the Contractor's responsibility to remove and/or provide additional items as required to comply with the contract documents.
- 3.1.4 Job sites are to be kept clean at all times. Contractor shall supply necessary cleaning products.
- 3.1.5 All doors, lids, and gates shall be locked and secured at all times when unattended.
- 3.1.6 Parking is the responsibility of the Contractor, however, requests may be made to the Contract Administrator to park on JEA property, and shall be granted/denied at the sole discretion of the Contract Administrator.

3.2 RESPONSE TIME

- 3.2.1 JEA will be a priority for space planning services.
- 3.2.2 Non-emergency services may be requested by the JEA Contract Administrator (or his/her designee) during regular work hours (6:30am – 4:29pm, Monday – Friday). Non-emergency services may also be requested outside of regular work hours (4:30pm – 6:29am, Monday – Friday, including weekends and JEA Holidays) and billed at the after-hours rate as designated in the bid workbook. Contractor must respond to the Contract Administrator's call for non-emergency services within 24 hours and must be on site within five (5) business days.

3.3 PREPRATORY WORK

- 3.3.1 Contractor will perform necessary repairs only after written and or verbal authorization from the designated JEA Contract Administrator (or his/her designee).
- 3.3.1 When called upon by the JEA Contract Administrator, the Contractor shall verify site conditions prior to installation start date, and provide a quote (estimate) for anticipated services. The quoted prices shall meet the unit prices and hourly rates provided in the bid workbook.
- 3.3.2 The Contractor shall ensure an accurate installation which will meet the determined completion date. If the Contractor identifies alterations or unanticipated obstacles, they shall immediately notify the JEA Contract Administrator.

APPENDIX A – TECHNICAL SPECIFICATIONS
RFQ 95725 CUBICLE BUILDOUT AND FURNITURE INSTALLATION

3.4 PROJECT EXECUTION

- 3.4.1 Contractor shall perform furniture related services including minor repairs and maintenance on furniture as needed to complete installation. Cubicle installation and furniture moves are the most frequent type of work that shall be executed by the Contractor.
- 3.4.2 Contractor shall coordinate delivery of materials with appropriate JEA personnel and delivery service companies.
- 3.4.3 Repairs shall meet or exceed original manufacturer's recommended requirements for the size, type, usage, and location of all units. Unit prices quoted shall include small tools and consumables needed to perform the repairs.
- 3.4.4 Contractor shall protect existing site, existing materials, and installed materials from damage occurring from ongoing work. Any damage to existing site shall be immediately reported to JEA Contract Administrator.

3.5 PROJECT COMPLETION

- 3.5.1 The Contractor will insure proper operation of equipment once repairs have been completed. Final and complete operation of equipment must be verified by a JEA representative as approved the JEA Contract Administrator.
- 3.5.2 Contractor shall remove all debris, demolished items, and construction waste, including the proper and legal disposing of such. At the completion of the work, the building interior, exterior and landscaping, where affected by Contractor work, shall be restored.
- 3.5.3 Contractor shall coordinate final walk-throughs with the JEA Contract Administrator.
- 3.5.4 If required by the JEA Contract Administrator, the Contractor shall provide photographic documentation of completed work.
- 3.5.5 Prior to leaving the site, the contractor shall contact JEA Contract Administrator to confirm completion of work activities. Unless otherwise instructed by the JEA Contract Administrator, Contractor must fully exit JEA property following completion of work.

APPENDIX B – BID FORM
RFQ 95725 CUBICLE BUILDOUT AND FURNITURE INSTALLATION

Submit **Bid Form** along with other required documents in an email to:
Sherea Harper (harpsb@jea.com)

Company Name: _____

Company's Address _____

Phone Number _____ FAX No: _____ EMAIL Address: _____

BID SECURITY REQUIREMENTS

☒ **None required**
☐ Certified Check or Bond
_____ % \$ _____

TERM OF CONTRACT

☐ One-Time Purchase
☒ **Annual Requirements**
☐ Other, Specify _____

SAMPLE REQUIREMENTS

☒ **None required**
☐ Samples required prior to Bid Opening
☐ Samples may be required subsequent to Bid Opening

SECTION 255.05, FLORIDA STATUTES CONTRACT BOND

☒ **None required**
☐ Bond required \$ _____ % of Bid Award

QUANTITIES

☐ Quantities indicated are exacting
☒ **Quantities indicated reflect the approximate quantities to be purchased throughout**
Contract period and are subject to fluctuation in accordance with actual requirements

INSURANCE REQUIREMENTS

☐ None required
☒ **Insurance required**

Quote the following materials **F.O.B.: Jacksonville, FL**

Item No.	ENTER YOUR BID FOR THE FOLLOWING DESCRIBED ARTICLES OR SERVICES	TOTAL BID PRICE
1	Total Cost for Cubicle Buildout and Furniture Installation (as described in Appendix A – Technical Specifications)	\$ _____ (3 yr) \$ _____ (5 yr) Totals transferred from Appendix B - Workbook

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

Bidder's Certification

By submitting this bid, the bidder certifies that the bidder has read and reviewed all of the documents pertaining to this Request For Quote, that the person signing below is an authorized representative of the Company, that the Company is legally authorized to do business in the State of Florida, and that the Company maintains in active status an appropriate contractor's license for the work. The Bidder also certifies that the Bidder complies with all sections (including but not limited to Conflict Of Interest and Ethics) of this Request For Quote.

We have received addenda

_____ through _____

Handwritten Signature of Authorized Officer of Firm or Agent

Date

Printed Name and Title

APPENDIX B - MINIMUM QUALIFICATION FORM
RFQ 95725 CUBICLE BUILDOUT AND FURNINTURE INSTALLATION

GENERAL

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

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

BIDDER INFORMATION

COMPANY NAME:_____

BUSINESS ADDRESS:_____

CITY, STATE, ZIP CODE:_____

TELEPHONE:_____

FAX:_____

E-MAIL:_____

PRINT NAME OF AUTHORIZED REPRESENTATIVE:_____

SIGNATURE OF AUTHORIZED REPRESENTATIVE:_____

TITLE OF AUTHORIZED REPRESENTATIVE:_____

MINIMUM QUALIFICATIONS:

The Bidder shall meet the following Minimum Qualifications to be considered eligible to submit a Bid in response to this SOLICITATION. **JEA reserves the right to ask for additional back up documentation or additional reference projects to confirm the Respondent meets the requirements stated below.** A Bidder not meeting all of the following criteria will not have their Bid submissions considered for Award.

- The Contractor will ensure that adequate staffing coverage will be available. JEA considers adequate to consist of at least two (2) technicians available for necessary repairs that are located within the JEA Service area.
- Contractor must have successfully performed these services for two (2) commercial clients within the last three (3) years (ending September 30, 2018). The services performed must have been valued at \$25,000 annually or greater. Only one (1) of the two (2) projects can be work performed by JEA.

APPENDIX B - MINIMUM QUALIFICATION FORM
RFQ 95725 CUBICLE BUILDOUT AND FURNITURE INSTALLATION

- The account references for these projects must include the referenced company name, contact person, phone number, email address and a summary of the scope of work provided. JEA will contact and verify the account references.
- Bidder must have at least two (2) full time employees that are able to perform these services as described in the technical specifications. Evidence of certification(s) must be submitted with the bid by completing the affidavit below.

Affidavit declaring Contractor employs two (2) or more employees trained to provide services specified in this solicitation.

I declare that the forgoing is true and correct.

_____ Signature	_____ Company Name	
_____ Printed Name	_____ Title	_____ Date

Please provide the reference verification information requested below pertaining to this contract.

1. REFERENCE

Reference Name _____

Reference Phone Number _____

Reference Company Name _____

Address of Work _____

Reference E-Mail Address _____

Dates of Work/\$ Amount _____

Description of Work _____

APPENDIX B - MINIMUM QUALIFICATION FORM
RFQ 95725 CUBICLE BUILDOUT AND FURNINTURE INSTALLATION

2. REFERENCE

Reference Name _____

Reference Phone Number _____

Reference Company Name _____

Address of Work _____

Reference E-Mail Address _____

Dates of Work/\$ Amount _____

Description of Work _____
