

**APPENDIX A – TECHNICAL SPECIFICATIONS – LOCATION STANDISH PLACE  
RFQ 99275 FACILITIES PAINTING SERVICES FOR STANDISH PLACE MASTER PUMP  
STATION**

## **SCOPE OF WORK**

This contract is executed between JEA and the Contractor to perform interior and exterior Painting services at the JEA site with an estimated 20,000 square feet, **located at 718 Standish Place, Jacksonville, Florida 32204**. The contract work for this project includes, but not limited to: on site surface preparation, pressure washing, patching, scraping, caulking, sanding, priming and painting of interior and exterior surface. The Contractor shall provide all labor, supervision, materials, tools, personnel, equipment and rental of equipment required to accomplish this project. All cost should be included in response bid price. Samples of the color will be provided upon award. JEA may take action to perform portions of the work in house and, thereby, reduce Contractor workload and cost. The following specifications are not intended to supersede Federal, State, or local regulations to which the Contractor must comply; nor are they intended to supersede or contradict content in the contract documents between JEA and the Contractor.

## **GENERAL**

### **1.1 CODES AND STANDARDS**

OSHA 29 CFR 1926 – Construction Standard

OSHA 29 CFR 1910.134 – Respiratory Protection Standard

OSHA 29 CFR 1910.1200 – Hazard Communication

OSHA 29 CFR 1910.144 – Safety Color Code for Marking Physical Hazards

OSHA 29 CFR 1926.451 – General requirements - Scaffolding

### **1.2 SUBMITTALS**

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

#### **SUBMITTAL 01 – JEA SAFETY CERTIFICATION**

The Contractor shall submit applicable safety documents and receive approval from the JEA Contract Administrator or assigned designee prior to the start of work in accordance with Section [1.7.2](#) of this technical specification.

#### **SUBMITTAL 02 – MATERIAL LIST**

Contractor shall submit a material list for all painting materials to be used during duration of project. List shall include manufacturer's name, description, color chart and related information. All chemical must be authorize by JEA Contract Administrator or assigned designee prior to the start of work.

#### **SUBMITTAL 03 – PHOTOGRAPHS OF COMPLETION**

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The Contractor shall submit photographic documentation of completed work in accordance with Section [1.5.5](#) of this technical specification.

**SUBMITTAL 04 – INVOICING DOCUMENTS**

Following the completion of work, the Contractor shall submit invoicing documents in accordance with Section [1.5](#) of this technical specification.

**1.3 CONTRACTOR REQUIREMENTS**

- 1.3.1 Contractor shall also possess a current business license issued by the City of Jacksonville/Duval County.
- 1.3.2 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. Response bid prices should include this cost.
- 1.3.3 Contractor shall meet all minimum qualifications as identified in JEA solicitation documents.
- 1.3.4 Contractor is responsible for verifying estimated project square footage prior to submitting bid response.
- 1.3.5 The Contractor shall conform to environmental regulations of public agencies, including local, state and Federal jurisdiction.
- 1.3.6 The work shall be furnished through the Contractor who shall be responsible for satisfactory results. No sub-contracting will be allowed.
- 1.3.7 Prior to the start of work, the Contractor shall provide work schedules to the JEA Contract Administrator and agreed to by all parties before work proceeds. Changes in the schedule shall be coordinated through the JEA Contract Administrator or assigned designee.

**1.4 ADMINISTRATIVE COST AND PROFIT**

- 1.4.1 The administrative cost, profit, transportation, rental equipment and other indirect Company costs shall not be permitted as separate billable costs. These costs should be included in the Bid Response price.
- 1.4.2 Bid response price shall include all material and labor expenses including, but not limited to, small tools, PPE, cleaning equipment, drop cloth, scaffold, ladders, lifts, preparation of surfaces, primers, sealers, paint, caulk, mortar, pressure washing, meals, per diem, salaries, and benefits to perform the work, at no additional cost to JEA.
- 1.4.3 Travel costs and travel time shall not be paid by JEA.
- 1.4.4 There shall be no truck fee, trip fee, or fuel adjustment.

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**1.5 INVOICES**

- 1.5.1 Invoices shall be submitted no later than 30 days after the service is provided.
- 1.5.2 Contractor payment progress request associated with the Work or Services is as follows upon acceptable completion:
  - 1.5.2.1 30% (when the job is 30% completed)
  - 1.5.2.2 30% (when the job is 60% completed)
  - 1.5.2.3 40% (final payment, when the job is 100% completed)
- 1.5.3 The Contractor shall submit invoicing documents annotated on the contractor's letterhead. The invoice (containing company name and address) shall include JEA purchase order number and the JEA Contract Administrator name.
- 1.5.4 The Contractor shall include the following information on the invoice: Project name, date of service, service location, description of service provided, (interior or exterior service), total amount payable and project completion date.
- 1.5.5 Invoices shall include breakdown for each room where work was performed. The following information must be included: room layout, unit measures per room, numbered photos of work completed with description (if applicable) and grand total areas.
- 1.5.6 Contractor's invoiced pricing must agree with the contract bid pricing established in the agreement between the Contractor and JEA.
- 1.5.7 Any invoice that omits the required information will be rejected and not paid until a corrected invoice is submitted.

**1.6 COMPANY PERSONNEL**

- 1.6.1 Unless otherwise designated herein, services will be performed Monday through Friday starting at 7:00 am and ending at approximately 5:00 pm, fifty-two (52) weeks per year, excluding only JEA Holidays.
- 1.6.2 All services shall be rendered by uniformed employees wearing company identified shirts, at all times during performance of this work.
- 1.6.3 Shirts with offensive logos or messages, ripped jeans, shorts, and sleeveless shirts are not acceptable.
- 1.6.4 Prior the start of work, assigned personnel shall be issued JEA badges and access to non-occupied areas. This badging process may require mandatory training and may take up to two (2) weeks for approval. Badges must be visible at all times while on JEA Property.
- 1.6.5 No sharing of JEA badges is allowed and no Contractor employee shall be granted access without his/her JEA badge.
- 1.6.6 The JEA Contract Administrator will be notified within twelve (12) hours of any worker with access to job site, that resigns and immediately if an employee is

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dismissed for cause or if a badge is lost or stolen. Badges should be turned in to the JEA Contract Administrator.

- 1.6.7 Parking is the responsibility of the Contractor. Parking on JEA property may be approved at the sole discretion of the JEA Contract Administrator.
- 1.6.8 The Contractor shall provide competent, experienced employees. 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.

**1.7 SAFETY**

- 1.7.1 The Contractor shall familiarize all employees with all fire and safety regulations recommended by OSHA and other industry or local governmental groups and maintain a safe working environment at all times. OSHA available at:  
<https://www.osha.gov/>
- 1.7.2 All Contractor personnel, including Supervisors who perform work on JEA property, must be JEA safety certified and adhere to JEA Safety and Training regulations prior to beginning actual work at JEA.
- 1.7.3 The Contractor is responsible for ensuring ALL personnel have received badge access and the appropriate training prior to beginning work.
- 1.7.4 The Contractor shall take all precautions to protect the safety of its employees and others. Work safety requirements shall comply with JEA Contractor Safe Work Practices Manual, available online at:  
[https://www.jea.com/About/Procurement/Become\\_a\\_Vendor/Contractor\\_Safety/Contractor\\_Safety\\_Manual.aspx](https://www.jea.com/About/Procurement/Become_a_Vendor/Contractor_Safety/Contractor_Safety_Manual.aspx)
- 1.7.5 At no cost to JEA, the Contractor shall provide, and personnel must wear, proper Personal Protective Equipment (PPE), as required at specific locations. Hearing protection may be required for specific tasks. Footwear must have closed toes and slip resistant soles.
- 1.7.6 All scaffolding shall be erected, modified, and dismantled only under the supervision of a Competent Person. Contractor shall take into account all JEA safety procedures and OSHA requirements in accordance with OSHA 29 CFR 1926.451 General requirements.
- 1.7.7 The Contractor shall be responsible for all damages to JEA property and personal injury caused by non-compliance with safety and training requirements.

**1.8 QUALITY ASSURANCE**

- 1.8.1 Contractor shall ensure that all work is to JEA standards. It is the contractor's responsibility to review JEA standards for applicable work.
- 1.8.2 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,

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[https://www.jea.com/About/Procurement/Become\\_a\\_Vendor/Contractor\\_Safety/Contractor\\_Safety\\_Manual.aspx](https://www.jea.com/About/Procurement/Become_a_Vendor/Contractor_Safety/Contractor_Safety_Manual.aspx)

- 1.8.3 On all installations and repairs, the Contractor shall confirm that the installation and/or repairs comply with accepted practice as specified in the most update versions of the Florida Building Code. The Contractor shall apply all applicable ASTM standards.
- 1.8.4 The Contractor shall warranty workmanship for one (1) calendar year from the substantial completion date.

**1.9 SITE CONDITIONS**

- 1.9.1 The Contractor shall prevent access by the public to materials, tools, and equipment during the course of the work.
- 1.9.2 When unattended, all doors and gates shall be re-locked and secured if they were locked upon arrival.
- 1.9.3 The Contractor shall be responsible for the daily securing and clean-up of its equipment at the facility, after all work has been completed. No tools, materials or equipment are to be left in the work area unsecured at the end of the workday.
- 1.9.4 The Contractor shall remove all waste materials and rubbish from and about the work site in strict accordance with the specifications and applicable codes and regulations.
- 1.9.5 It is the policy of JEA to provide healthy, tobacco-free facilities for all employees and visitors. This policy prohibits the smoking of any tobacco product and the use of oral tobacco products, as well as e-cigarettes and it applies to employees, contractors, and visitors. Company employees will not use tobacco products while on JEA property or in the course of performing work on behalf of JEA.

**1.10 STORAGE, AND HANDLING**

- 1.10.1 Contractor is responsible for the storage of all materials and shall store all materials according to manufacturer instructions.
- 1.10.2 Contractor shall remove oily rags, waster, etc. at the end of each day and take every precaution in the prevention of potential fire hazards.
- 1.10.3 Materials shall be placed away from wet or damp surfaces to prevent damage or contamination.
- 1.10.4 Damage or previously used materials shall not be used and shall be removed from the worksite and disposed properly at the contractor's expense.
- 1.10.5 Materials or equipment left on site overnight are the Contractor's responsibility and any loss or damage to the materials will be at the Contractor's expense.

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**1.11 HAZARD COMMUNICATION**

- 1.11.1 Should the Contractor encounter any hazardous materials, the contractor is responsible for notifying the JEA Contract Administrator or assigned designee immediately for direction.
- 1.11.2 Contractor shall post Warning signs to identify hazards that might exist on the job site and should list emergency contact information: company name, company address, emergency contact number and name of project supervisor.
- 1.11.3 When warning signs are posted, they shall be printed with the date they were posted and the approximate date they are expected to be taken down or reassigned.
- 1.11.4 Contractor shall ensure that all signs, equipment, machinery, and hazards are marked or painted to identify the hazard. The colors and markings used shall conform to OSHA regulations specified at 29 CFR 1910.144 (Safety Color Code for Marking Physical Hazards), and other State and Local statutes as applicable.

**MATERIALS AND PERSONNEL EQUIPMENT**

**2.1 MATERIALS APPROVAL**

- 2.1.1 All materials shall be used in accordance with safety regulations.
- 2.1.2 JEA Contract Administrator or assigned designee shall approve products prior to use by the Contractor.
- 2.1.3 The following have been pre-approved by the JEA Contract Administrator for Painting application. JEA has pre-approved the manufacturer's product information regarding the following products:
  - 2.1.3.1 **099000 – Painting & Coating** (Sherwin Williams) - Sherwin Williams brand paint; finish and color to be determined by site conditions/requirements.
  - 2.1.3.2 **099656 – Water Based Epoxy Paint-** Sherwin Williams Pro Industrial Water Based Catalyzed Epoxy, finish and color to be determined by site conditions/requirements. Application to be in high use/abuse locations: substation restrooms, lab facilities (if not covered under other standards/specifications), walls subject to impact (cart and chair storage areas, for example), and other areas as determined on a case-by-case basis.
- 2.1.4 **099735 – Marker Board Paint** - Rust-Oleum Dry Erase Paint; color: white; item number: 241140.
- 2.1.5 If the Contractor chooses to use a product other than those pre-approved by JEA, the Contractor shall submit material for approval to the JEA Contract Manager. Submittal for product substitution must include the following information, and be submitted two (2) weeks prior to the start date of the work.

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**2.2 PERSONNEL EQUIPMENT**

- 2.2.1 Contractor shall provide all equipment required to complete this job at no additional cost to JEA, included but not limited to:
  - 2.2.1.1 Personal Protective Equipment
  - 2.2.1.2 Paint mask or respirator mask
  - 2.2.1.3 Safety ropes and harnesses.

**EXECUTION**

**3.1 PROJECT TIMELINE**

- 3.1.1 The Contract shall be executed immediately after award.
- 3.1.2 The Contractor shall complete the project no more than seven (7) weeks after the Contractor receives authorization from the JEA Contract Administrator.
- 3.1.3 If the Contractor is aware of deviations from the scheduled project timeline, the Contractor shall communicate this information immediately to the JEA Contract Administrator.

**3.2 GENERAL PAINTING REQUIREMENTS**

- 3.2.1 Painting services cannot interfere with daily operations.
- 3.2.2 Contractor shall verify existing conditions and dimensions prior to starting work. Any discrepancies must be brought to the attention of the JEA Contract Administrator prior to initiating the project. It is the Contractor's responsibility to remove and/or provide additional items as required to comply with the contract documents.
- 3.2.3 Contractor will perform necessary repairs discovered after initiation during routine maintenance only after written and verbal authorization from the designated JEA Contract Administrator or assigned designee.
- 3.2.4 Contractor shall provide any and all dust curtains, temporary partitions, walk-off mats or any other barricade or process necessary to keep site clean, at no expense to JEA.
- 3.2.5 All work shall meet or exceed applicable building codes.
- 3.2.6 Interior painting includes, but not limited to: walls, ceilings and certain doors.
- 3.2.7 Exterior painting, Contractor shall paint currently painted surfaces or unless otherwise instructed by the JEA Contract Administrator.
- 3.2.8 **Exclusions - Surfaces NOT to be painted.** Except as otherwise specified or directed by JEA Contract Administrator, Brick and Aluminum surfaces (doors made of this material).

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**3.3 PREPARATION OF SURFACE FOR PAINTING**

- 3.3.1 Contractor must receive verbal and written agreement from JEA Contract Administrator or assigned designee prior to commencement of painting activities.
- 3.3.2 Surfaces not intended to be painted shall be adequately protected from contamination, discoloration, or other damage resulting from cleaning or painting operations.
- 3.3.3 The Contractor shall provide and use proper drop cloths, masking tapes, and other protective measures necessary to protect surfaces, including grease fittings, electrical cords, motor shafts, bushings, gauges, gaskets, etc., from accidental spraying, spattering, or spilling of paint, or spray, mists or vapors of material such as strippers. Surfaces that have been accidentally sprayed or spattered shall be thoroughly cleaned and all residues removed, at no additional expense to JEA.
- 3.3.4 Any equipment that is not removable, shall be masked for protection during the sandblasting, stripping or painting processes.
- 3.3.5 All surface defects shall be repaired and all surfaces shall be scraped to remove deteriorated coatings and other deleterious materials. Surfaces shall then be cleaned by high pressure wash or commercial blast cleaning to remove all grease, oil, and chemical residues.
- 3.3.6 All cracks or crevices shall be prepped and filled with a suitable material to prevent future cracks or voids, as per the paint manufactures recommended procedure.
- 3.3.7 On smaller areas, where corrosion has caused complete deterioration through the metal surface, the Contractor shall use an approved surface patching material that would be applied to fill the subject areas. The patched area would then be sanded smooth to conform to the original surface contours. Where deterioration of the metal surface has occurred, the Contractor shall notify the JEA Contract Administrator for further direction as to the course of action to be followed.
- 3.3.8 Clean cloths and clean fluids shall be used to avoid leaving a film of greasy residue on the surface being cleaned. Surfaces not intended to be painted shall be adequately protected from contamination, discoloration, or other damage resulting from cleaning or painting operations.

**3.4 PAINTING APPLICATION**

- 3.4.1 Surfaces to be painted shall be at a temperature not less than the minimum surface temperature recommended by the paint manufacturer.
- 3.4.2 Unless specified otherwise, two coats shall be applied by brush or roller. Paint system shall have a dry film thickness of 4-6 mils minimum, unless specified otherwise.
- 3.4.3 When performing painting service Motors will be on, the Contractor can use brush, rollers or paint Sprayer as long it does not interfere with daily operations.



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- 3.4.4 Paint shall be applied only on thoroughly clean and dry surfaces, unless specified otherwise. Paint shall not be applied in extreme heat, cold, damp or humid weather, or in dust.
- 3.4.5 Minimum drying time between prime coat and finish coat shall conform to the manufacturer's recommendations.
- 3.4.6 Contractor shall protect freshly painted or epoxied surfaces from accumulation of dust, dirt, water, or other foreign materials, whatever the cause or source. Any damaged surfaces shall be wiped clean, sanded, or stripped to a clean, dry condition and recoated at no additional cost to JEA.
- 3.4.7 Paint shall be thoroughly mixed each time any is withdrawn from the container. Paint containers shall be kept tightly closed at all times, except while paint is being withdrawn.
- 3.4.8 Paint shall not be thinned except as recommended by the manufacturer of the paint.

**3.5 DAMAGE TO PUBLIC OR PRIVATE PROPERTY**

- 3.5.1 Contractor shall use extreme care to protect site amenities, windows, existing objects, structures, landscaping and vehicles on or around the job site.
- 3.5.2 In the event of damage, Contractor shall immediately contact JEA Contract Administrator by email or phone to inform the extent of damages and remedial plan. Contractor shall make all repairs, replacements to damaged materials at the approval of JEA Contract Administrator at Contractor's expense.

**3.6 CLEANUP AND RESTORATION**

- 3.6.1 As defined on a case by case basis by FDEP and JEA, the Contractor will be accountable for timely clean-up and remediation associated with any containment spills, accidental or otherwise, including, but not limited to diesel fuel, gasoline, lubricants, and cleaning fluids.
- 3.6.2 Contractor must dispose of all waste generated as a result of the contract at an officially permitted location: debris, demolished items, and construction waste, including the proper and legal disposing of such. 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.
- 3.6.3 If at the completion of the work, the building exterior and landscaping, were affected by Contractor work, this shall be restored at no additional cost to JEA.
- 3.6.4 Contractor shall follow all applicable local, State, and Federal requirements for the disposal of this material.
- 3.6.5 Any damage to private or public property resulting from incomplete or improper cleanup shall be the sole responsibility of the contractor to restore at contractor's expense.

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**3.7 PROJECT COMPLETION**

- 3.7.1 At the completion of project, Contractor shall be accountable for timely clean-up and remediation associated with any contaminant spills, accidental or otherwise prior to leaving the site.
- 3.7.2 Contractor shall contact JEA Contract Administrator, or designee to confirm completion of work activities. Unless otherwise instructed by the JEA Contract Administrator, Contractor must fully exit JEA property following completion of work.
- 3.7.3 No material or equipment should be left behind at the completion of project.
- 3.7.4 Pictures of completed work shall be provided if requested by JEA Contract Administrator.

**3.8 VENDOR PERFORMANCE EVALUATION**

- 3.8.1 JEA shall utilize Vendor Performance Evaluation Scorecards as described in “Solicitation Document” and in “Appendix C – Vendor Performance Scorecard” to monitor Company performance during the duration of project.
- 3.8.2 JEA requires a minimum performance level. For any performance below the minimum, remedial action will be required to improve Company’s performance level, or the company may be in default of its contract. For specific details of this process, review the Vendor Performance Evaluation section of the “Solicitation Document.”

**APPENDIX A – TECHNICAL SPECIFICATIONS – LOCATION BAY STREET  
RFQ 99275 FACILITIES PAINTING SERVICES FOR BAY STREET MASTER PUMP  
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## **SCOPE OF WORK**

This contract is executed between JEA and the Contractor to perform interior and exterior Painting services at the JEA site with an estimated 20,000 square feet, **located at 834 Bay Street E, Jacksonville, Florida 32202**. The contract work for this project includes, but not limited to: on site surface preparation, pressure washing, patching, scraping, caulking, sanding, priming and painting of interior and exterior surface. The Contractor shall provide all labor, supervision, materials, tools, personnel, equipment and rental of equipment required to accomplish this project. All cost should be included in response bid price. Samples of the color will be provided upon award. JEA may take action to perform portions of the work in house and, thereby, reduce Contractor workload and cost. The following specifications are not intended to supersede Federal, State, or local regulations to which the Contractor must comply; nor are they intended to supersede or contradict content in the contract documents between JEA and the Contractor.

## **GENERAL**

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Contractor shall submit a material list for all painting materials to be used during duration of project. List shall include manufacturer's name, description, color chart and related information. All chemical must be authorize by JEA Contract Administrator or assigned designee prior to the start of work.

#### **SUBMITTAL 03 – PHOTOGRAPHS OF COMPLETION**

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The Contractor shall submit photographic documentation of completed work in accordance with Section [1.5.5](#) of this technical specification.

**SUBMITTAL 04 – INVOICING DOCUMENTS**

Following the completion of work, the Contractor shall submit invoicing documents in accordance with Section [1.5](#) of this technical specification.

**1.3 CONTRACTOR REQUIREMENTS**

- 1.3.1 Contractor shall also possess a current business license issued by the City of Jacksonville/Duval County.
- 1.3.2 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. Response bid prices should include this cost.
- 1.3.3 Contractor shall meet all minimum qualifications as identified in JEA solicitation documents.
- 1.3.4 Contractor is responsible for verifying estimated project square footage prior to submitting bid response.
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- 1.4.3 Travel costs and travel time shall not be paid by JEA.
- 1.4.4 There shall be no truck fee, trip fee, or fuel adjustment.

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  - 1.5.2.1 30% (when the job is 30% completed)
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- 1.6.5 No sharing of JEA badges is allowed and no Contractor employee shall be granted access without his/her JEA badge.
- 1.6.6 The JEA Contract Administrator will be notified within twelve (12) hours of any worker with access to job site, that resigns and immediately if an employee is

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- 1.6.8 The Contractor shall provide competent, experienced employees. 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.

**1.7 SAFETY**

- 1.7.1 The Contractor shall familiarize all employees with all fire and safety regulations recommended by OSHA and other industry or local governmental groups and maintain a safe working environment at all times. OSHA available at:  
<https://www.osha.gov/>
- 1.7.2 All Contractor personnel, including Supervisors who perform work on JEA property, must be JEA safety certified and adhere to JEA Safety and Training regulations prior to beginning actual work at JEA.
- 1.7.3 The Contractor is responsible for ensuring ALL personnel have received badge access and the appropriate training prior to beginning work.
- 1.7.4 The Contractor shall take all precautions to protect the safety of its employees and others. Work safety requirements shall comply with JEA Contractor Safe Work Practices Manual, available online at:  
[https://www.jea.com/About/Procurement/Become\\_a\\_Vendor/Contractor\\_Safety/Contractor\\_Safety\\_Manual.aspx](https://www.jea.com/About/Procurement/Become_a_Vendor/Contractor_Safety/Contractor_Safety_Manual.aspx)
- 1.7.5 At no cost to JEA, the Contractor shall provide, and personnel must wear, proper Personal Protective Equipment (PPE), as required at specific locations. Hearing protection may be required for specific tasks. Footwear must have closed toes and slip resistant soles.
- 1.7.6 All scaffolding shall be erected, modified, and dismantled only under the supervision of a Competent Person. Contractor shall take into account all JEA safety procedures and OSHA requirements in accordance with OSHA 29 CFR 1926.451 General requirements.
- 1.7.7 The Contractor shall be responsible for all damages to JEA property and personal injury caused by non-compliance with safety and training requirements.

**1.8 QUALITY ASSURANCE**

- 1.8.1 Contractor shall ensure that all work is to JEA standards. It is the contractor's responsibility to review JEA standards for applicable work.
- 1.8.2 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,

**APPENDIX A – TECHNICAL SPECIFICATIONS – LOCATION BAY STREET  
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[https://www.jea.com/About/Procurement/Become\\_a\\_Vendor/Contractor\\_Safety/Contractor\\_Safety\\_Manual.aspx](https://www.jea.com/About/Procurement/Become_a_Vendor/Contractor_Safety/Contractor_Safety_Manual.aspx)

- 1.8.3 On all installations and repairs, the Contractor shall confirm that the installation and/or repairs comply with accepted practice as specified in the most update versions of the Florida Building Code. The Contractor shall apply all applicable ASTM standards.
- 1.8.4 The Contractor shall warranty workmanship for one (1) calendar year from the substantial completion date.

**1.9 SITE CONDITIONS**

- 1.9.1 The Contractor shall prevent access by the public to materials, tools, and equipment during the course of the work.
- 1.9.2 When unattended, all doors and gates shall be re-locked and secured if they were locked upon arrival.
- 1.9.3 The Contractor shall be responsible for the daily securing and clean-up of its equipment at the facility, after all work has been completed. No tools, materials or equipment are to be left in the work area unsecured at the end of the workday.
- 1.9.4 The Contractor shall remove all waste materials and rubbish from and about the work site in strict accordance with the specifications and applicable codes and regulations.
- 1.9.5 It is the policy of JEA to provide healthy, tobacco-free facilities for all employees and visitors. This policy prohibits the smoking of any tobacco product and the use of oral tobacco products, as well as e-cigarettes and it applies to employees, contractors, and visitors. Company employees will not use tobacco products while on JEA property or in the course of performing work on behalf of JEA.

**1.10 STORAGE, AND HANDLING**

- 1.10.1 Contractor is responsible for the storage of all materials and shall store all materials according to manufacturer instructions.
- 1.10.2 Contractor shall remove oily rags, waster, etc. at the end of each day and take every precaution in the prevention of potential fire hazards.
- 1.10.3 Materials shall be placed away from wet or damp surfaces to prevent damage or contamination.
- 1.10.4 Damage or previously used materials shall not be used and shall be removed from the worksite and disposed properly at the contractor's expense.
- 1.10.5 Materials or equipment left on site overnight is the Contractor's responsibility and any loss or damage to the materials will be at the Contractor's expense.

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**1.11 HAZARD COMMUNICATION**

- 1.11.1 Should the Contractor encounter any hazardous materials, the contractor is responsible for notifying the JEA Contract Administrator or assigned designee immediately for direction.
- 1.11.2 Contractor shall post Warning signs to identify hazards that might exist on the job site and should list emergency contact information: company name, company address, emergency contact number and name of project supervisor.
- 1.11.3 When warning signs are posted, they shall be printed with the date they were posted and the approximate date they are expected to be taken down or reassigned.
- 1.11.4 Contractor shall ensure that all signs, equipment, machinery, and hazards are marked or painted to identify the hazard. The colors and markings used shall conform to OSHA regulations specified at 29 CFR 1910.144 (Safety Color Code for Marking Physical Hazards), and other State and Local statutes as applicable.

**MATERIALS AND PERSONNEL EQUIPMENT**

**2.1 MATERIALS APPROVAL**

- 2.1.1 All materials shall be used in accordance with safety regulations.
- 2.1.2 JEA Contract Administrator or assigned designee shall approve products prior to use by the Contractor.
- 2.1.3 The following have been pre-approved by the JEA Contract Administrator for Painting application. JEA has pre-approved the manufacturer's product information regarding the following products:
  - 2.1.3.1 **099000 – Painting & Coating** (Sherwin Williams) - Sherwin Williams brand paint; finish and color to be determined by site conditions/requirements.
  - 2.1.3.2 **099656 – Water Based Epoxy Paint-** Sherwin Williams Pro Industrial Water Based Catalyzed Epoxy, finish and color to be determined by site conditions/requirements. Application to be in high use/abuse locations: substation restrooms, lab facilities (if not covered under other standards/specifications), walls subject to impact (cart and chair storage areas, for example), and other areas as determined on a case-by-case basis.
- 2.1.4 **099735 – Marker Board Paint** - Rust-Oleum Dry Erase Paint; color: white; item number: 241140.
- 2.1.5 If the Contractor chooses to use a product other than those pre-approved by JEA, the Contractor shall submit material for approval to the JEA Contract Manager. Submittal for product substitution must include the following information, and be submitted two (2) weeks prior to the start date of the work.



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**2.2 PERSONNEL EQUIPMENT**

- 2.2.1 Contractor shall provide all equipment required to complete this job at no additional cost to JEA, included but not limited to:
  - 2.2.1.1 Personal Protective Equipment
  - 2.2.1.2 Paint mask or respirator mask
  - 2.2.1.3 Safety ropes and harnesses.

**EXECUTION**

**3.1 PROJECT TIMELINE**

- 3.1.1 The Contract shall be executed immediately after award.
- 3.1.2 The Contractor shall complete the project no more than seven (7) weeks after the Contractor receives authorization from the JEA Contract Administrator.
- 3.1.3 If the Contractor is aware of deviations from the scheduled project timeline, the Contractor shall communicate this information immediately to the JEA Contract Administrator.

**3.2 GENERAL PAINTING REQUIREMENTS**

- 3.2.1 Painting services cannot interfere with daily operations.
- 3.2.2 Contractor shall verify existing conditions and dimensions prior to starting work. Any discrepancies must be brought to the attention of the JEA Contract Administrator prior to initiating the project. It is the Contractor's responsibility to remove and/or provide additional items as required to comply with the contract documents.
- 3.2.3 Contractor will perform necessary repairs discovered after initiation during routine maintenance only after written and verbal authorization from the designated JEA Contract Administrator or assigned designee.
- 3.2.4 Contractor shall provide any and all dust curtains, temporary partitions, walk-off mats or any other barricade or process necessary to keep site clean, at no expense to JEA.
- 3.2.5 All work shall meet or exceed applicable building codes.
- 3.2.6 Interior painting includes, but not limited to: walls, ceilings and certain doors.
- 3.2.7 Exterior painting, Contractor shall paint currently painted surfaces or unless otherwise instructed by the JEA Contract Administrator.
- 3.2.8 **Exclusions - Surfaces NOT to be painted.** Except as otherwise specified or directed by JEA Contract Administrator, Brick and Aluminum surfaces (doors made of this material).

**APPENDIX A – TECHNICAL SPECIFICATIONS – LOCATION BAY STREET  
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**3.3 PREPARATION OF SURFACE FOR PAINTING**

- 3.3.1 Contractor must receive verbal and written agreement from JEA Contract Administrator or assigned designee prior to commencement of painting activities.
- 3.3.2 Surfaces not intended to be painted shall be adequately protected from contamination, discoloration, or other damage resulting from cleaning or painting operations.
- 3.3.3 The Contractor shall provide and use proper drop cloths, masking tapes, and other protective measures necessary to protect surfaces, including grease fittings, electrical cords, motor shafts, bushings, gauges, gaskets, etc., from accidental spraying, spattering, or spilling of paint, or spray, mists or vapors of material such as strippers. Surfaces that have been accidentally sprayed or spattered shall be thoroughly cleaned and all residues removed, at no additional expense to JEA.
- 3.3.4 Any equipment that is not removable, shall be masked for protection during the sandblasting, stripping or painting processes.
- 3.3.5 All surface defects shall be repaired and all surfaces shall be scraped to remove deteriorated coatings and other deleterious materials. Surfaces shall then be cleaned by high pressure wash or commercial blast cleaning to remove all grease, oil, and chemical residues.
- 3.3.6 All cracks or crevices shall be prepped and filled with a suitable material to prevent future cracks or voids, as per the paint manufactures recommended procedure.
- 3.3.7 On smaller areas, where corrosion has caused complete deterioration through the metal surface, the Contractor shall use an approved surface patching material that would be applied to fill the subject areas. The patched area would then be sanded smooth to conform to the original surface contours. Where deterioration of the metal surface has occurred, the Contractor shall notify the JEA Contract Administrator for further direction as to the course of action to be followed.
- 3.3.8 Clean cloths and clean fluids shall be used to avoid leaving a film of greasy residue on the surface being cleaned. Surfaces not intended to be painted shall be adequately protected from contamination, discoloration, or other damage resulting from cleaning or painting operations.

**3.4 PAINTING APPLICATION**

- 3.4.1 Surfaces to be painted shall be at a temperature not less than the minimum surface temperature recommended by the paint manufacturer.
- 3.4.2 Unless specified otherwise, two coats shall be applied by brush or roller. Paint system shall have a dry film thickness of 4-6 mils minimum, unless specified otherwise.
- 3.4.3 When performing painting service Motors will be on, the Contractor can use brush, rollers or paint Sprayer as long it does not interfere with daily operations.

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- 3.4.4 Paint shall be applied only on thoroughly clean and dry surfaces, unless specified otherwise. Paint shall not be applied in extreme heat, cold, damp or humid weather, or in dust.
- 3.4.5 Minimum drying time between prime coat and finish coat shall conform to the manufacturer's recommendations.
- 3.4.6 Contractor shall protect freshly painted or epoxied surfaces from accumulation of dust, dirt, water, or other foreign materials, whatever the cause or source. Any damaged surfaces shall be wiped clean, sanded, or stripped to a clean, dry condition and recoated at no additional cost to JEA.
- 3.4.7 Paint shall be thoroughly mixed each time any is withdrawn from the container. Paint containers shall be kept tightly closed at all times, except while paint is being withdrawn.
- 3.4.8 Paint shall not be thinned except as recommended by the manufacturer of the paint.

**3.5 DAMAGE TO PUBLIC OR PRIVATE PROPERTY**

- 3.5.1 Contractor shall use extreme care to protect site amenities, windows, existing objects, structures, landscaping and vehicles on or around the job site.
- 3.5.2 In the event of damage, Contractor shall immediately contact JEA Contract Administrator by email or phone to inform the extent of damages and remedial plan. Contractor shall make all repairs, replacements to damaged materials at the approval of JEA Contract Administrator at Contractor's expense.

**3.6 CLEANUP AND RESTORATION**

- 3.6.1 As defined on a case by case basis by FDEP and JEA, the Contractor will be accountable for timely clean-up and remediation associated with any containment spills, accidental or otherwise, including, but not limited to diesel fuel, gasoline, lubricants, and cleaning fluids.
- 3.6.2 Contractor must dispose of all waste generated as a result of the contract at an officially permitted location: debris, demolished items, and construction waste, including the proper and legal disposing of such. 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.
- 3.6.3 If at the completion of the work, the building exterior and landscaping, were affected by Contractor work, this shall be restored at no additional cost to JEA.
- 3.6.4 Contractor shall follow all applicable local, State, and Federal requirements for the disposal of this material.
- 3.6.5 Any damage to private or public property resulting from incomplete or improper cleanup shall be the sole responsibility of the contractor to restore at contractor's expense.

**APPENDIX A – TECHNICAL SPECIFICATIONS – LOCATION BAY STREET  
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**3.7 PROJECT COMPLETION**

- 3.7.1 At the completion of project, Contractor shall be accountable for timely clean-up and remediation associated with any contaminant spills, accidental or otherwise prior to leaving the site.
- 3.7.2 Contractor shall contact JEA Contract Administrator, or designee to confirm completion of work activities. Unless otherwise instructed by the JEA Contract Administrator, Contractor must fully exit JEA property following completion of work.
- 3.7.3 No material or equipment should be left behind at the completion of project.
- 3.7.4 Pictures of completed work shall be provided if requested by JEA Contract Administrator.

**3.8 VENDOR PERFORMANCE EVALUATION**

- 3.8.1 JEA shall utilize Vendor Performance Evaluation Scorecards as described in “Solicitation Document” and in “Appendix C – Vendor Performance Scorecard” to monitor Company performance during the duration of project.
- 3.8.2 JEA requires a minimum performance level. For any performance below the minimum, remedial action will be required to improve Company’s performance level, or the company may be in default of its contract. For specific details of this process, review the Vendor Performance Evaluation section of the “Solicitation Document.”

**APPENDIX B – BID FORM**  
**RFQ 99275 FACILITIES PAINTING SERVICES FOR BAY STREET AND STANDISH PLACE MASTER PUMP STATIONS**

Submit **Bid Form** along with other required documents in an email to:  
 Sherea Harper ([harpsb@jea.com](mailto: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 <b>Facilities Painting Services for Bay Street Master Pump Station (as described in Appendix A – Technical Specifications)</b>	\$ _____ <b>LUMP SUM TOTAL</b>
2	Total Cost for <b>Facilities Painting Services for Standish Place Master Pump Station (as described in Appendix A – Technical Specifications)</b>	\$ _____ <b>LUMP SUM TOTAL</b>

\_\_\_\_\_ **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 99275 Facilities Painting Services for Bay Street and Standish Place**  
**Master Pump Stations**

**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/TECHNICAL SPECIFICATION.**

**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 QUALIFICATION FORM.**

**PLEASE SUBMIT THIS FORM AND ANY REQUESTED ADDITIONAL DOCUMENTATION WITH THE BID SUBMISSION.**

**BIDDER INFORMATION**

COMPANY NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

PRINT NAME OF AUTHORIZED REPRESENTATIVE: \_\_\_\_\_

SIGNATURE OF AUTHORIZED REPRESENTATIVE: \_\_\_\_\_

NAME AND TITLE OF AUTHORIZED REPRESENTATIVE: \_\_\_\_\_

**MINIMUM QUALIFICATIONS:**

Bidder shall meet the following Minimum Qualifications to be considered eligible to submit a Bid Response to this RFQ. A Bidder not meeting all of the following criteria may have their Bid rejected:

- Bidder shall maintain a branch office located in Duval county for the term of the project. It is the responsibility of the Bidder to ensure and certify that it meets the Minimum Qualifications stated below. A Bidder not meeting all of the following criteria may have their Bids rejected.
- Bidder shall possess a valid Certified General Contractor License issued by the State of Florida.

Certified General Contractor Number: \_\_\_\_\_

**Appendix B - Minimum Qualification Form**  
**RFQ 99275 Facilities Painting Services for Bay Street and Standish Place**  
**Master Pump Stations**

- Bidder must have successfully completed three (3) similar Commercial Painting contracts in the last three (3) years, ending January 31, 2020. The contract shall be of similar complexity as specified in Appendix A – Technical Specifications for locations Bay Street and Standish Place.
  - A similar contract for **Bay Street** is defined as providing interior and exterior painting services for a facility with greater than **20,000 square feet**, each contract must meet or exceed the estimated square footage provided. Only one (1) of the three projects can be work performed for JEA.
  - A similar contract for **Standish Place** is defined as providing interior and exterior painting services for a facility with greater than **20,000 square feet**, each contract must meet or exceed estimated square footage provided. Only one (1) of the three projects can be work performed for JEA.

Please provide the reference 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 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**2. REFERENCE**

Reference Name \_\_\_\_\_

Reference Phone Number \_\_\_\_\_

Reference Company Name \_\_\_\_\_

Address of Work \_\_\_\_\_

**Appendix B - Minimum Qualification Form**  
**RFQ 99275 Facilities Painting Services for Bay Street and Standish Place**  
**Master Pump Stations**

Reference E-Mail Address \_\_\_\_\_

Dates of Work/\$ Amount \_\_\_\_\_

Description of Work \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**3. REFERENCE**

Reference Name \_\_\_\_\_

Reference Phone Number \_\_\_\_\_

Reference Company Name \_\_\_\_\_

Address of Work \_\_\_\_\_

Reference E-Mail Address \_\_\_\_\_

Dates of Work/\$ Amount \_\_\_\_\_

Description of Work \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_