

APPENDIX A - TECHNICAL SPECIFICATIONS  
RFQ - 99745 SUPPLEMENTAL LABOR – LOGISTICS WORKERS

**SCOPE OF WORK**

These Technical Specifications with other Contract Documents will cover the performance of related Work for the JEA. The purpose of this document is to obtain an independent contractor to provide specific labor needs, on demand, to supplement JEA's warehouse and delivery work force.

The Scope of Work shall include, but not necessarily be limited to providing temporary logistics labor; Class A CDL drivers, Fork Lift driver (warehouse workers) and personal protective equipment.

All personnel shall meet the qualifications required by this Contract for the job classification assigned. All documentation, administrative and disciplinary activities relative to Contractor's employees shall be performed by the Contractor.

JEA may require up to 18 forklift operators and 3-4 CDL Class A drivers. JEA will provide all of the equipment as described in this technical specification. The workers will be utilized for pre-storm staging, during the duration of the restoration period, as well as post-storm / blue skies to return all material. All timelines will be based on the severity of the storm. In a storm event preparation period, regardless of whether a storm reaches JEA's operating area or not, JEA plans, stages materials and returns materials to the warehouses.

JEA will start communications as soon as possible. Advanced notification will depend on when JEA receives orders to set up the sites and locations. As soon as we get this notification, we will start setting up the next day.

The forklift operators will be loading and unloading pallets from flatbed trailers using a diesel forklift with a capacity of 8,000 lbs as well as helping sort material.

The CDL drivers will only be driving material to the staging sites. JEA personnel at warehouses and staging locations will load and unload materials.

Pre-storm we will need them for 8 hour shifts but for restoration and returning material shifts will be 12 hour shifts. The pre-storm hours for both will be from 6:30 AM- 3:30 PM. Post-storm we will need 9 forklift operators for the 6:00 AM- 6:00 PM shift and 9 forklift operators plus the 3-4 Class A CDL drivers to work the 6:00 PM to 6:00 AM shift.

**1.0 MOBILIZATION AND DEMOBILIZATION**

- 1.1 Contractor is not allowed a mobilization cost. Unit rates are inclusive of all contractors'
- 1.2 mobilization and demobilization cost.

**2.0 PAYMENT AND REPORTING**

- 2.1 Payment for services authorized under this Contract will be based on the unit price (hourly rate) and the number of hours worked.
- 2.2 Payment will be made in accordance with the following:
- 2.3 Contractor's costs will be paid according to Contractor's quoted labor billable rates for the applicable classification for the actual number of man-hours worked and approved by the Contract Coordinator. The unit price shall include: direct labor cost, fringes, taxes, overhead, profit, personnel services, incidentals. JEA will NOT accept a variable unit price for each employee of the same classification.
- 2.4 Separate time sheets shall be submitted weekly on JEA approved forms to verify payment request for the work. These time sheets are to be signed by the Contract Coordinator or their designee.
- 2.5 Contractor is to obtain written authorization from the Contract Manager or their designee before starting commencing to have personnel report to work.

- 2.6 JEA will provide the contractor all equipment to perform the work, as required, Fork-lift, Trucks, trailers, including tools, equipment, rigging equipment. The Contractor shall provide the temporary support with uniforms, as requires, and all personal protective equipment steel toes shoes, face masks, boots, cell phones and uniforms.

### 3.0 CONTRACTOR OBLIGATIONS

- 3.1 Equipment - Contractor to provide and maintain the following for the employee:
- 3.1.1 Uniform, clothing (street clothes) must comply with JEA's Employees uniform, if required by the company, shall have personnel identifying and company identification on the uniform. JEA does not require temporary support labor to have uniforms, however, if the personnel are reporting in their personal clothing, the clothing must comply with JEA's standards for work attire in warehouse and industrial areas, full length jeans, khaki's, (no holes or tears) and t-shirt or equivalent showing no mid-riff.
  - 3.1.2 Steel toe shoes or boots. Steel toe leather boots with heavy soles shall be worn by all Contractor employees. Office employees whose work does not require their entering the plant or working around equipment or materials that could create a hazard are exempt.
  - 3.1.3 Cell Phone with access to call and text
  - 3.1.4 Face mask (Covid 19 requirement)
  - 3.1.5 Gloves
  - 3.1.6 Safety glasses / safety eyeware
- 3.2 Identification - Contractor's employees will be issued a badge with unique identifying numbers. Badges shall be worn at all times on the JEA site. Contractor shall maintain a current list of employees by badge number, social security number (last four) and current address. A copy shall be issued to the Contract Manager and updated as necessary.
- 3.3 Communication - A Contractor Representative shall be available 24 hours a day, 7 days per week for JEA Management via Electronic Means (cell phone, answering service, etc.).
- 3.4 Safety - The Contractor shall conform to all Federal Regulatory Standards such as OSHA, DOT, including all JEA Safety Procedures and posted signs, etc. The Contractor shall supply all necessary safety equipment to conform with the aforementioned standards. The Contractor shall not create conditions for which the JEA is subject to citations by the aforementioned Regulatory groups. JEA will not supply any personal safety equipment (such as hard hats, safety glasses, ear protection, gloves, safety belts, coveralls, rain suits, rubber boots, etc. All such equipment shall be by the Contractor at the Contractors expense.). Each Contractor employee has a personal responsibility to adhere to the safe working practices and JEA safety rules and regulations and to report violations to their working foreman and JEA contract manager. Each Contractor employee shall wear an approved safety hat on JEA property. Approval will be by the JEA Safety Coordinator. The exceptions of such areas are office areas, class rooms and main control centers.
- 3.5 Emergency Evacuation - In case of site and/or building evacuation, the Contractor's personnel shall leave the building and assemble at the designated area as assigned by the JEA's Representative.
- 3.6 Any employee that is not properly equipped or in possession of all necessary safety equipment shall not be permitted to work and will not be paid.

### 4.0 CONTRACTOR'S EMPLOYEES

- 4.1 Contractor employees shall only park in the JEAs Contractor's Parking lot.
- 4.2 New employees reporting to job for the first time shall report to the CSC Stores warehouse, escorted by the Contractor Representative, or shall have communicated with the JEA reporting managing prior to arrival to be received upon arrival.
- 4.3 All Contractor's employees shall adhere to the dress code requirement as determined by JEA management.

- 4.4 All Contractor's employees shall abide by any and all of the JEA's security regulations that are in effect at JEA.
- 4.5 All expenses for contract employees during the first day of employment, who are deemed to be incompetent, do not complete their first shift, or do not report back to work on the second consecutive day when requested, shall be covered by the contractor and not billed to the JEA.
- 4.6 Contractor's employees that are terminated or requested to be removed from site, shall be escorted, by the Contractor, off plant site.
- 4.7 Punctuality is a job requirement and will be strictly enforced. Contractor's employees are expected to call the Contractor and JEA no later than 30 minutes prior to the start of their shift if they are going to be late or unable to be at work. The Contractor Administrative Representative will notify all supervisors 15 minutes prior to the start of the shift, of employees who will not be present for the shift. Failure to call in or unacceptable excuses may result in dismissal from the site.
- 4.8 The Contractor will supply a replacement for each employee that is removed or directed to leave JEA's facility due to any safety, disciplinary or other infraction, at JEA's sole discretion. The Contractor shall provide a replacement employee as soon as practical. (24 hours would be typical).
- 4.9 No employee will be allowed to work under this contract with a medical limitation (Light Duty).

## 5.0 JOB CLASSIFICATION REQUIREMENTS

### 5.1 Job Classifications

Listed below are the minimum job description requirements for each job classification. The Contractor will ensure all employees are qualified in accordance with these listings.

- 5.1.1 Forklift Operator - Candidate must have at least 1 year experience in the industrial environment. Must have 1 year work experience operating a forklift. Must be able to perform assigned tasks, such as fork lift operations, walking, standing and lifting up to 50 lbs in accordance with all safety rules and regulations. Shall be able to read and document packing information, reconcile shippers, bills of lading and pick tickets for materials moved from inventory to shipment queue. Shall have valid drivers license.
- 5.1.2 Class A CDL Driver - Candidate must have at least 2 years of experience in the industrial environment driving as a CDL Class A operator. Must be able to perform assigned tasks in accordance with all safety rules and regulations. Must have the ability read and communicate with JEA warehouse employees and field personnel and shall have a valid driver's license.

### 5.2 Contractor's cost, Scheduling and Reporting program

- 5.2.1 In accordance with the following terms Contractor will be required to furnish JEA with detailed man-hour, and cost data. Failure by Contractor to supply daily submittals (in the format, detail, and by the time specified herein) shall also result in the withholding of services payments until such discrepancies are corrected to JEA's satisfaction. Contractor representative or account manager is required to attend meetings, as directed by Owner. JEA will utilize the employee in standard 8 hour and 12 hour shifts and will not process incremental hours for payment. JEA will not pay the temporary support for travel time or any off hour time spent on JEA's facilities.
- 5.2.2 Daily Submittals The Contractor shall submit a list daily of employees sent in to report to JEA. Contractor shall provide a Daily Time Sheets will be completely filled out and turned in to the assigned JEA Contract Administrator or their designee prior to the end of the shift. Failure to do so may result in Contractor not being paid for work completed. Time report shall be in a format as directed by the JEA. Representative.
- 5.2.3 Weekly Reports & Invoice— Weekly Time Sheets Submitted, Added, and Balanced by labor classification and personnel (Separate Classifications on Separate Sheets). These sheets will contain the following: Employee, Purchase Order, unit price and hours worked by date. JEA will utilize the employee in standard 8 hour and 12 hour shifts and will not process

incremental hours for payment. JEA will not pay the temporary support for travel time or any off hour time spent on JEA's facilities.

#### 6.0 CONTRACTOR PERSONNEL REQUIREMENTS

- 6.1 Contractor shall maintain documentation such as of resumes, job applications, etc., as verification of employee skills. Documentation will be made available to JEA upon request.
- 6.2 Qualification, Employment and Removal - Contractor shall have available, prior to the employees first day, a resume or statement of qualifications and experience.
- 6.3 Contractor must maintain a copy of two forms of Identification such as driver's license, social security card, state identification card, etc.
- 6.4 The Contractor shall provide competent qualified workers for each labor classification requested. JEA reserves the right to identify workers who are not performing in accordance to JEA needs and are therefore subject to removal. The dismissed worker shall be immediately rejected and replaced by a qualified worker within twelve (24) hours.
- 6.5 There shall be no charge to JEA for replacement of an unsatisfactory employee. JEA reserves the right to have the Contractor removed or replace personnel that the JEA determines unsatisfactory.
- 6.6 For any termination of a Contractor employee's service with JEA, except when the termination coincides with the completion of the project on which the employee is serving or as project schedules permit, the JEA intends to provide the Contractor an opportunity to replace the individual being terminated. If the Contractor is unable to provide the replacement within twenty-four (24) hours, the JEA may extend the opportunity to other Contractors.

#### 7.0 ADDITIONAL NOTICES

- 7.1 To prevent influences that could disrupt or distract attention from the performance of assigned duties. Contractor's employees shall not be allowed to distribute literature, post notices, direct or make solicitous efforts or advances toward JEA employees on JEA premises. (These premises include offices, plants, private roadways and parking lots, etc.).
- 7.2 JEA may require other employee classifications that are not listed in the Bid Form. In the event that any such employees are required by JEA. The Contractor shall be reimbursed for the actual hourly wage rate, plus cost of benefits and fringes of the employee plus a mark up percentage for overhead and profit. The Contractor total mark up allowed is ten percent (10%). All wages shall be not less than the Department of Labor's minimum wage.