

Appendix A – Technical Specifications

045-19 Concrete of Restoration Paved Areas (East/South) Open Market

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1. Scope of Work

In the course of operating and maintaining the electric, water and wastewater collection, transmission and distribution systems, JEA is, at times, required to disturb existing concrete paved areas. The purpose of this solicitation is to seek bids from qualified Vendors primarily for the restoration of cement concrete in City, County and FDOT roadways, rights of way and easements. The work will also include the replacement of curbs and gutters free of standing water; meter box, manhole and valve jacket adjustments and replacements. Moderate compacting and density testing may be required for completion, this shall be the Vendor's responsibility to obtain the services of a testing company approved by JEA to perform the density and proctor testing as required, per current City, County and FDOT regulations.

This work will require the removal of debris concrete, cutting and removal of existing concrete for code requirements and customer service requirements, hauling to proper disposal site, calling in for utility locates (1-800-One Call) prior to demolition/excavation. This bid is for concrete work in various sizes from less than 1 square yard of concrete to jobs that require as much as 400 square yards of concrete normally 4 or 5 inches thick. Each job site will be marked by the JEA inspector with paint and the work ticket will give a specific size for each repair, in any case the most current City of Jacksonville City Standard Specifications and City Standard Details, FDOT, St Johns County, Nassau County or Clay County Standards will be met as a minimum, depending upon the location of the work being completed.

Concrete Curb, Walkways, Gutters & Driveways shall be removed to neatly sawed edges with sawcuts to a minimum depth of one and one-half (1-1/2) inches. Concrete sidewalk or driveway to be removed shall be neatly sawed in straight lines parallel to the curb or at right angles to the alignment of the sidewalk. No section to be replaced shall be smaller than thirty (30) inches in either length or width. If a sawcut in walkway or driveway would fall within thirty (30) inches of a construction joint, expansion joint, or edge, the concrete shall be removed to the joint or edge except where the sawcut would fall within twelve (12) inches of a score mark, the sawcut shall be made in and along the score mark. Where a paved concrete driveway return apron is cut, the complete return apron shall be replaced from the street roadway back to the approve cut furthest from the roadway beyond the tangent point of the return radius. The finished return radius shall be at least as large as that on the original driveway apron. Curb and gutter shall be sawed to a depth of one and one-half (1-1/2) inches on the neat line at right angles to the curb face. There could be requirements for other thicknesses for concrete placements to match existing conditions, refer to pricing list in contract documents for pricing options.

The Vendor shall provide cellular communications equipment for each crew in the field.

This contract provides an on-going service for cement concrete services to all of the JEA service areas, where the contractor will have to respond to approximately 500 work tickets a year, at almost as many locations throughout the JEA service territory (Duval, Nassau, St. Johns and Clay Counties). The contract will require critical customer facing work and has strict service level and cycle time requirements. Attention to detail and time constraints is essential for the successful operation of this contract; and in most cases, work must be started within forty-eight (48) hours and completed within eight (8) calendar days of the Vendor being notified by JEA that a disturbed area of concrete requires repair. Failure to meet cycle time requirements can lead to noncompliance penalties and possible cancelation of the contract. At times, "Priority" work order will be issued, requiring the Vendor to respond to the priority work location within two (2) hours, anywhere in the JEA service area.

JEA has split its service territory into two (2) contracts. One contract was previously awarded for 50% of the service territory, that is denoted as JEA's North/West section through a JSEB sheltered market. This Solicitation will Award a second contract to a different company for the remaining 50% of the service territory, that is denoted as JEA's South/East section through an open market. The dividing mark will be the St. Johns River and based off the following zip codes.

Contract Area: 50% (South/East of River)

The work will be conducted primarily in Duval County, but will include work orders in St. Johns County. The work assigned will fall within the following zip codes: 32227, 32277, 32233, 32225, 32211, 32266, 32246, 32207, 32224, 32250, 32216, 32217, 32082, 32257, 32256, 32223, 32258, 32081, 32259, 32092, 32084, 32086, and 32095.

Note: On an as needed basis, the Company may also be required to provide services in other parts of JEA's service territory.

Customer Satisfaction is a high concern and primary goal of this contract, requiring the Contractor to respond to work orders quickly, complete the restoration promptly and professionally, and leave the work site clean and orderly. The Company and its workers are representatives of JEA and must conduct themselves in a courteous and professional manner at all times. Significant attention must be given to communications, accounting, and invoice processing, as this contract may generate multiple invoices per month having multiple work tickets per invoice approximately 1,000 invoices per year. The Company must be able to accept electronic notification of work tickets and other applicable correspondence.

The amount of work is driven by the number of repairs that our crews have to perform on JEA's Infrastructure and the quantities are not guaranteed.

Work consists in general of restoring City Standard, County Standard and FDOT Standard cement concrete paving areas (i.e., curb and gutter, sidewalk and driveways to include manhole and valve jacket adjustments).

JEA repairs and installs electric, sewer and water infrastructure on a planned, routine, and emergency basis. As soon as repairs and/or installations are completed, the excavation sites must be rehabilitated expeditiously by a competent and professional concrete contractor, meeting all City of Jacksonville, St Johns County, Nassau County, Clay County or FDOT Standards and Regulations.

2. Acceptance

Acceptance of Work - After Receipt, Inspection, Usage and Testing

The Contract Administrator will make the determination when Work is completed and there is Acceptance by JEA. Acceptance will be made by JEA only in writing, in accordance with Contract Documents per the Site Restoration Process (See **Attachment A - Site Rehabilitation Process Overview**). JEA will reject any items delivered by Company that are not in accordance with the Contract, and shall not be deemed to have accepted any items until JEA has had reasonable time to inspect them following delivery or, if later, within a reasonable time after any latent defect in the items has become apparent. JEA may partially accept the Work items. If JEA elects to accept nonconforming items, it may in addition to other remedies, be entitled to deduct a reasonable amount from the price as compensation for the nonconformity. Any Acceptance by JEA, even if non-conditional, shall not be deemed a waiver, or settlement or acceptance of any Defect.

3. Cycle Time

The Contractor must start the work within forty-eight (48) hours of JEA notifying the Contractor that the disturbed area is ready for restoration; and the contractor shall complete the work within eight (8) calendar days of such notification. The Contractor must remove all debris from the jobsite on the first day of work. Completion is defined as all debris and rubbish removed, the site is swept clean, all form boards have been removed and quality checks have been performed/completed on the workmanship.

The Contractor shall submit the Daily Completion Report after all work is completed for that day (See **Attachment B - Daily Contractor Completion Report**). Completion is defined as all debris and rubbish removed, the site is swept clean, all form boards have been removed and quality checks have been performed/completed on the workmanship.

If the work is not completed within eight (8) calendar days from the first full business day of being notified that the disturbed area is ready for restoration, as described above JEA may institute a "Cycle Time Liquidated Damages" charge in the amount of twenty five dollars (\$25.00) per site per day as defined by the Backlog Report (See Attachment C, Backlog Report) Note: Exceptions may be considered by JEA on a case by case basis.

4. Inspection Fee

If notification of completion is made and JEA is required to inspect the site and finds that the area is not ready for inspection or has FAILED inspection based on the described completion criteria in item 5 an Inspection Fee of \$50.00 will be assessed on the contractor.

5. Completion of Work

The Contractor shall submit the Daily Completion Report described in item 5. JEA will verify work is completed per specifications and successfully PASSED post inspection. Acceptance will be made only in writing by JEA in the form of the Rehab Work Orders Ready for Invoicing Report (See **Attachment 4, Rehab Work Orders Ready for Invoicing Report**). Invoicing for work orders must follow this process before any invoice can be submitted for payment. After payment is made, JEA's rights and entitlements remain in force as stipulated in item 4 above, and the unconditional warranty.

6. Commercial Activities on the Work Location

The Company shall not establish any commercial activities, or issue concessions or permits of any kind to third parties to establish commercial activities on lands owned or controlled by JEA, or within the boundaries of the Work Location. The Company shall not allow its employees to engage in any commercial activities on the Work Location.

7. Company Laydown Area

In the event the Company decides to utilize public or private property as a laydown area, the Company shall enter into a written agreement with the entity who owns the property. JEA shall have access to all laydown areas. Upon submission of Company's first Invoice or application for payment to JEA, the Company shall provide to JEA a copy of such signed written agreement. The Company shall submit to JEA a letter of release from the entity in connection with Company's final Invoice or application for payment to JEA.

8. Company's Documents at the Work Location

The Company shall maintain at the Work Location for JEA one (1) record copy of all Contract Documents in good order and marked currently to record all Addenda and changes made during the Contract Term. These shall be available to JEA Representatives and shall be delivered to the Contract Administrator upon completion of the Work and at the request of the Contract Administrator.

The Company shall also maintain detailed records of the Work for its own files. The Company shall make these records available to JEA for inspection upon request. The Company shall maintain such records for three (3) years after date of Final Completion.

9. Company's Field Office

The Company shall provide its own office facilities at the Work Location, as required. Unless specifically listed herein, JEA provides no Work Location facilities or Work Location area for the Company facilities of any kind such as field office and material storage. If the Company establishes a Work Location-based office, the Company shall provide and maintain adequate telephone facilities at this office during the full Term of the Contract. If the Company has a local business office, this office may serve as a Work Location

office for this Contract, but the Company must maintain an operational cellular phone at the Work Location while performing Work.

10. Compliance with Referenced Specifications

All Work, materials, systems or operations specified by reference to standard trade specifications or to manufacturer's published specifications shall comply with the requirements of the referenced specifications, except as modified by the requirements of this Contract. The referenced specification used shall be the latest published edition that is in effect on the effective date of this Contract unless a particular edition is specified. In case of a conflict, the specifications that contain the more stringent requirements will govern.

11. Emergency Events

In the event that a system-wide emergency arises during the Term of this Contract for which JEA requires assistance from the Company including, but not limited to, severe storms, large-scale fires, floods, and terrorist attacks. The Company acknowledges the importance of JEA infrastructure and agrees to support, with all its resources, skills and capabilities, and to the maximum extent possible, all restoration efforts of JEA. The Contract Administrator shall notify the Company when an emergency event occurs and the Company agrees to mobilize its full resources immediately. In the event conditions are such that an emergency event is likely in progress, but the Company has not been notified by the Contract Administrator, the Company shall make all efforts to contact a JEA Representative to determine if and how it should respond. JEA agrees to reimburse the Company for its actual costs incurred, plus overhead and profit, the total not exceeding twelve percent (12%), and any one-time expended cost incurred as a result of supporting JEA during the emergency event.

12. Emergency Procedures

In emergencies affecting the safety of persons, the Work or property at the Work Location or any other area adjacent thereto, the Company, without special instructions or authorization from JEA Representatives, is obligated to act to its best ability, to prevent threatened damage, injury or loss to the Work, any persons, or property. The Company shall give the Contract Administrator prompt written notice describing the emergency, its cause, actions taken, injuries and casualties, property damage, other damages, and impact on continued performance under this Contract.

13. Encroachments on Rights or Property

The Company shall be solely responsible for any encroachments on public property or on the rights or property of adjoining property owners to the Work Location, and shall hold JEA harmless because of any encroachments that may result because of the Company's improper layout. In this regard, the Company shall, without extra cost to JEA, remove any Work or portion of any Work that encroaches on the property other than that of the Work Location, or that is built beyond legal building or setback limits. The Company shall rebuild the affected Work or portion of Work at the proper location and in full compliance with the Contract Documents.

14. Inspections and Testing

The Company understands and agrees that JEA shall have the right to inspect the Work at any time and for any reason at the Work Location in accordance with the provisions set forth in the JEA Contract Performance Manual. JEA's inspection of the Work, or any work site observations, notices or assumptions of the worksite duties, or JEA's failure to inspect or observe the Work, will not relieve the Company of its obligations under the Contract, nor will such JEA actions or inactions be construed as Acceptance of the Work.

If any applicable law, rule or regulation requires Work to specifically be inspected, tested, or approved by someone other than the Company, the Company shall give the Contract Administrator timely notice

of readiness. The Company shall furnish the Contract Administrator the required certificates of inspection, testing or approval. All such tests shall be in accordance with the methods prescribed by the American Society for Testing and Materials or other applicable laws, rules and regulations. The Company shall pay for all inspections and tests required by any applicable laws, rules or regulations that are performed by non-JEA personnel.

Prior to Acceptance of the Work, all major equipment shall be subjected to operating field tests to determine satisfactory functioning and operation. The equipment shall be operated by and at the expense of Company. The Company shall submit to the Contract Administrator for approval, an outline of the test sequence and a schedule indicating the estimated time required to complete the tests.

Unless otherwise provided in the Contract, Acceptance by JEA shall be made as promptly as practicable after inspection of all Work required by the Contract Documents.

All work is subject to final inspection and approval by The City of Jacksonville, Florida Department of Transportation, St Johns County, Nassau County or Clay County, as deemed appropriate by the applicable permitting agency. Any work deemed to not be approvable by one of these agencies shall be removed and replaced by the Company at no charge to JEA.

15. Interference with Existing Utilities

The Company acknowledges and agrees that there is a possibility that existing JEA or other utility facilities may cross and/or lie parallel to excavations in the area where Work will occur. Although JEA may indicate recorded obstacles on the drawings, it does not warrant that other subsurface obstacles do not exist. The Company shall be responsible for verifying the data furnished by JEA and for fully investigating and locating additional obstructions including every type below, on or above the ground. The Company should regard these impediments as normal to construction. All costs for performing such work shall not be paid for separately, but shall be included in the Company's costs on the Bid Document.

The Company shall comply with all requirements of the Sunshine State One-Call program.

In the event the Company encounters an unidentified utility during performance of the Work, the Company shall promptly cease Work in the affected area and shall immediately notify the JEA Representative in writing. JEA will investigate the area and propose remedial actions in accordance with the provisions stated in the Solicitation, Section 2.12.4. titled "Changes to the Work"...

The Company shall work in cooperation with JEA and representatives of existing utilities to plan and coordinate putting new Work into service so as not to interfere with the operation of the existing utilities. Such plans shall be adhered to unless deviations there from are expressly permitted in writing by the Contract Administrator.

The Company shall at all times conduct the Work in a manner that interferes as little as possible with the existing utilities. Any cables exposed during construction, whether energized or not, must be handled and protected as if they are energized. The Company shall so conduct its operations and maintain the Work in such condition that adequate drainage shall be in effect at all times. The Company shall not obstruct existing gutters, ditches and other runoff facilities. When working in the vicinity of overhead lines, the Company shall request line rubber protection from JEA at least ten (10) days in advance of performing the work.

The Company shall be solely responsible for any damages, interferences, and interruptions of service caused to any utility's assets and services including water, sewer, electric, telephone, gas, cable, and other utility services, that result from the Company's failure to fulfill the above stated requirements.

In the event the Company damages an existing utility, the Company shall immediately notify the property owner, the owner of the damaged utility and the JEA Representative. Should the damage

cause an interruption of service, the Company shall be responsible for restoring service as soon as possible; however, the Company shall not make repairs, other than any required to restore safe conditions, without the approval of the property owner, or the owner of the damaged utility. The Company shall be responsible for coordinating any repair effort, and any associated costs should the utility owner or a licensed repair contractor is required to make the repair. JEA reserves the right to deduct any unsettled claim amount from Company's invoices until such time as the claim is satisfactorily resolved.

16. Interference with Other JEA Work or Other Companies

The Company shall perform the Work in a manner that minimizes the interference with other JEA work, City of Jacksonville work, or with work performed by other companies. The Company shall coordinate the Work with other persons and companies employed by JEA. If a difference of opinion regarding scheduling or coordination of the Work arises between the Company and another JEA contractor(s) performing work at the Work Location, JEA may arbitrate the matter. In such cases where JEA makes a decision regarding the scheduling or coordination of the work, the Company agrees to fully abide by JEA's decision. Unless otherwise agreed in writing by JEA, JEA will not be responsible for additional costs.

Any claims arising against the Company from damages to other companies' work, equipment, machinery, tools or other property shall be settled directly between the Company and the other companies involved. JEA will not, in any way, be a party to arbitrating or mediating any such disputes, nor shall JEA be responsible for any costs associated with such disputes.

17. Interference with Railroads

The Company shall not build across, into, over or under, either temporarily or permanently, any portion of a railway or railway right-of-way without first obtaining all required permits. If the Company's operations render any railroad unsafe, the Company shall immediately notify the Contract Administrator and the railroad owner and take appropriate actions and such temporary safeguards as required to protect life, limb, and property, and to maintain orderly traffic.

The Company shall procure all railroad permits required for the Work beyond those procured by JEA and the costs for such permits shall be included in the Bid Documents. All costs associated with railroad fees for railroad flagmen, watch outs, inspectors, supervisors, any additional training of Company's employees that is required by applicable laws, rules and regulations when performing Work in association with railways, any certifications required for successful completion of the Work and all other associated costs shall be included in the Bid Document.

18. JEA Project Security Program

The JEA Project Security Program establishes a coordinated security program and assigns specific security responsibilities for which the Company and/or its Subcontractors shall be responsible while performing construction services at existing JEA facilities and upon the substantial completion of new facilities. The programs objectives are 1) to direct all project security activities toward a single goal--no breaches, thefts or vandalism, and 2) to ensure effective coordination and communication of all project security activities with JEA Security.

In general, the Company shall provide on-site JEA security personnel at any time the facility's perimeter is unsecured, including but not limited to, alarms disabled, fences or gates down, traffic flows that require gates to be opened repeatedly and/or for more than one hour of the workday. The Company shall schedule security personnel through JEA Security.

Where existing lighting is disabled or otherwise impacted by the Work, the Company shall provide temporary lighting equal to or exceeding that which exists.

Further, the Company shall be responsible for complying with all applicable provisions of Chapter 12 "Security Program" of the JEA Contractor Safety Management Process Safety Requirements, a copy of which may be obtained from: David DeGraw, JEA Security, (904) 665-4924, email: degrdw@jea.com.

19. Maintenance of Traffic (MOT)

The Company, when required by the governing agency such as the City of Jacksonville or the Florida Department of Transportation (FDOT), shall maintain traffic in accordance with an approved Maintenance of Traffic (MOT) plan ("MOT Plan") submitted by the Company, on streets, roads, private ways, and walks. The Company shall assume full responsibility for the adequacy and safety of provisions made. The Company shall be solely responsible for the placement, maintenance and removal of the minimum number of devices required by the MOT Plan, or specified by the FDOT, for the control of traffic at the Work Location including, but not limited to signs, cones, lights, barricades, concrete barrier walls, police officers, flaggers, etc. ("MOT Items").

Unless expressly stated herein that JEA will provide the Company with MOT Items for the Work, the Company shall include costs for all MOT Items in the associated lines in the Bid Document.

20. Material Delivery Locations

The Company shall notify, in writing, the Contract Administrator of all planned material delivery/receiving locations. Such notification shall be prior to initiation of shipment. The Contract Administrator will provide the Company with specific written approval for each delivery/receipt location, which will not be unreasonably withheld. Where the Contract Administrator disapproves a proposed location, the Company shall propose alternate locations and obtain the Contract Administrator's written approval for any proposed alternate location. The Company understands and agrees that it shall not seek additional monies to compensate for any costs associated with changes or denials of proposed delivery/receipt locations regardless of circumstances.

21. Meters

The Company shall pay all fees and charges required for connections to utilities, concurrency management, parking meter rental/removal and any other assessments imposed on the Work or initial occupancy of the Contract, except those specifically listed herein as provided by JEA.

22. Permits

The Company shall secure, maintain, post as required, and pay for all building, plumbing, electrical, right-of-way, parking, roadway, railroad, shipping, freight, hazardous materials, and all other permits required for performance of the Work in full compliance with all applicable laws, rules and regulations. The Company shall perform all actions necessary to identify where permits are to be obtained and properly file for the permits, except those specifically listed as being provided by JEA.

The Company shall be responsible for all actions and costs to obtain all required right of way permits to work within St Johns County, Nassau County and Clay County rights of way. Right of way permits will be issued in the name of JEA, on behalf of The Company.

The Company shall comply with all conditions of permits issued for the Work, either directly or indirectly, issued by federal, state, or local governmental agencies, which are hereby incorporated as part of these Contract Documents. The Company shall be solely responsible for resolving any issues and bearing all expenses including any damages suffered by JEA that result from a finding of noncompliance during performance of the Work by any of the respective regulatory agencies including, but not limited to, all costs for delays, litigation, fines, fees of any kind, and other costs.

23. Protection of Existing Facilities and Grounds

The Company shall be responsible for protecting all the existing facilities including, but not limited to, buildings, lawns, landscaping, sprinkler systems, and pavements, both public and private, that are encountered during the performance of the Work. At all times, the Company shall cooperate with the owners of such facilities by arranging and performing the Work in and around such facilities in a manner that facilitates their preservation, relocation, and/or reconstruction. The Company shall be responsible for the full restoration or replacement if the Company damages such facilities during or resulting from performance of the Work.

The Company shall verify the existing dimensions and clearances before laying out the Work. When the Work involves the laying of utility lines across landscaped areas and grassed areas, which may include, but is not limited to, irrigation systems, streets, sidewalks, and other paved areas, the Company shall protect and preserve all trees, shrubs, palms, landscaping, etc., and restore such areas and all paved areas to their original sound conditions using construction techniques and materials that are the same as existing including replacing plants and trees with those of similar size and age. In the case of planted areas, the Company shall maintain the restoration Work until positive growth has been acknowledged in writing by the Contract Administrator.

All costs for such restoration and replacement work shall be included in the associated lines on the Bid Document.

The Company shall not (except upon written consent from the property owner and Contract Administrator) enter or occupy with workers, tools, equipment or vehicles any land outside the easements, right-of-ways, JEA property or the City of Jacksonville property.

24. Quality Control and Quality Assurance

The Company shall provide Quality Control to ensure the Work is performed in accordance with the Contract. Quality Control shall be appropriate for the nature of the Work, and shall be conducted in a manner consistent with sound quality management and industrial engineering principles. The Company shall have only personnel trained in Quality Control techniques and experienced with the nature of the Work perform the Quality Control function.

JEA may perform Quality Assurance activities. Such activities whether performed or not, do not in any way limit or reduce the Company's requirements. JEA may become aware of quality related problems during its performance of Quality Assurance, but has no obligation to notify the Company of its findings. The Company shall provide access to all areas of Work, including the Company's facilities, for JEA Quality Assurance personnel and JEA Representatives. JEA will conduct Quality Assurance activities so as not to excessively interfere with the Work, however, where JEA Quality Assurance personnel request specific actions of the Company, the Company shall comply with the request and agrees that such compliance is included as part of its Contract Price.

25. Substitutions

Whenever materials or equipment are specified or described in the Contract by using the name of a proprietary item or the name of a particular supplier, the naming of the item is intended to establish the type, function and quality required.

Materials or equipment of other suppliers may be accepted by the JEA Engineer if sufficient information is submitted by the Company to allow the JEA Engineer to determine that the material or equipment proposed is equivalent or equal to that named.

The Company shall make written application to the JEA Engineer for acceptance thereof, certifying that the proposed substitute will perform adequately the functions and achieve the results called for by the general design, be similar and of equal substance to that specified and be suited to the same use as that specified.

The application shall state that the evaluation and acceptance of the proposed substitute will not prejudice the Company's completion of the Work within the Contract Time, whether or not acceptance of the substitute for use in the Work will require a change in any of the Contract Documents (or in the provisions of any other Contract directly with JEA for Work on the Contract) to adapt the design to the proposed substitute and whether or not incorporation or use of the substitute in connection with the Work is subject to payment of any license fees, royalties, permits or any other costs.

All variations of the proposed substitute from that specified shall be identified in the application and available maintenance, repair and replacement service shall be indicated.

The application shall also contain an itemized estimate of all costs that will result directly or indirectly from acceptance of such substitute, including costs of redesign and claims of other Companies affected by the resulting change, all of which shall be considered by the JEA Engineer in evaluating the proposed substitute.

Requests for review of substitute items of material and equipment will not be accepted by the JEA Engineer from anyone other than the Company.

The JEA Engineer may require the Company to furnish, at the Company's expense, additional data about the proposed substitute.

If a specific means, method, technique, sequence or procedure of construction is indicated in or required by the Contract, the Company may furnish or utilize a substitute means, method, sequence, technique or procedure of construction acceptable to the JEA Engineer, if the Company submits sufficient information to allow the JEA Engineer to determine that the substitute proposed is equivalent to that indicated or required by the Contract.

The JEA Engineer will be allowed a reasonable time within which to evaluate each proposed substitute; such time shall not be deemed justification for an extension of the Company's time for completion of the Contract.

The JEA Engineer will be the sole judge of acceptability, and no substitute shall be ordered, installed or utilized without the JEA Engineer's prior written notice, which shall be evidenced by either a Change Order or an approved Shop Drawing.

JEA may require reimbursement for the cost associated with JEA's evaluation of substitutions.

JEA may require the Company to furnish, at the Company's expense, a special performance guarantee bonds or other surety with respect to any substitution.

26. Surveying

Unless specifically stated in the Contract Documents as being provided by JEA, the Company shall be responsible for all surveying necessary to commence and perform this Work. The Company shall employ a land surveyor registered in the State of Florida to reference and restore all property corners and/or monuments that may have been disturbed and to ensure accurate horizontal and vertical control during the construction of this project and for staking locations for new structures. The height and spacing of stake as directed by JEA Engineer.

All Work shall be done to the lines, grades and elevations shown on the drawings. Any Work improperly located may be ordered removed and replaced at the Company's expense. The Company shall be responsible for making its own determination of water table variations and shall not assume that any water levels shown by the aforesaid boring data will necessarily be maintained at the level indicated. The Company shall investigate the conditions above or below the surface of the ground, as it may deem

necessary for the proper and timely performance of its Work including, but not limited to, the making of borings.

27. Temporary Closure of Roadways

The Company shall not close or obstruct any portion of a street, road, or private way without first obtaining permits. If any street or private way is rendered unsafe by the Company's operations, the Company shall make such repairs or provide such temporary ways and guards necessary for the protection and safety of persons on the Work and the public and for the orderly maintenance of traffic. All costs associated with temporary closure of roadways shall be included in Bid Document.

The Company shall notify the police and fire departments in writing if it will be necessary to close a street. The Company shall notify JEA, JSO, JFRD and JTA prior to closure of a street for rehabilitation purposes. The Company shall be responsible for maintaining proper coordination with the proper authorities.

Temporary closure of business entrances must be scheduled with the business and communicated with JEA. The company shall be required to provide appropriate signage to accommodate the business affected if necessary.

28. Temporary Utilities

The Company shall furnish and install all temporary water, electricity and other utilities required to accomplish the Work. The Company shall obtain the water required for carrying out the Work from fire hydrants, existing water main connections, or new connections approved by JEA. The Company shall install a back flow preventer and water meter assembly if construction water is necessary. Upon Substantial Completion of Work, the Company shall remove all evidence of temporary connections and lines.

Prior to initiating any construction Work, the Company shall coordinate and schedule the provision of temporary utility service required during construction and arrange for the permanent installation and connection of utilities for the completed Work.

29. Tools and Equipment

All tools and equipment used in the performance of the Work shall be used as intended by the manufacturer and in accordance with manufacturer operating manuals and industry practices, whichever is more stringent. The Company shall ensure that all tools and equipment used in the performance of the Work shall be of the size and quality suitable for safe and efficient performance of the Work. If the Company-provided tools and equipment do not meet these requirements, or if in the sole opinion of JEA formed after considering relevant factors, the tools or equipment are inappropriate for performance of the Work, the Company agrees to remove the unacceptable tools and equipment and obtain tools and equipment JEA considers suitable. Such replacement shall be entirely at the Company's expense, and no change to Contract Time will be allowed.

The Company is responsible for furnishing and the security of any and all tools and equipment required to perform the Work.

30. Weather Protection

The Company shall provide proper facilities, take all necessary precautions and assume the entire cost for protecting the Work against weather conditions and for handling all storms, flood and ground water, sewage, or other seepage, that may be encountered during the performance of the Contract. The Company shall provide for such contingencies and for carrying on the Work in freezing weather by methods that meet with the approval of the JEA Engineer. If the Company fails to provide such

protection, or in the event of an emergency, JEA may provide such protection at the Company's expense.

31. Work Information

In the event the Company requires additional information regarding the scope, technical specifications, Work Locations, personnel requirements, or other information pertinent to the Work or Contract, the Company shall request such information or clarifications from the Contract Administrator in writing. Within the bounds of JEA Representative's authority, JEA Representatives may provide requested information to the Company.

32. Work Location Cleanliness

The Company shall, at all times, keep the Work Location free from an accumulation of waste materials or rubbish caused by its operations. At the completion of the Work, the Company shall remove all waste materials and any rubbish from and about the project, as well as any tools, construction equipment, machinery and surplus materials. If the Company fails to clean up at the completion of the Work, JEA may do so as provided elsewhere in the Contract and charge the cost thereof to the Company.

33. Work Schedules

The Approved Schedule is established on the basis of working five days per week, single shift, eight hours per day. JEA may require the Company to base its schedule on an accelerated work schedule or multiple shifts. The Company shall not schedule work on Holidays without obtaining prior written approval from JEA.

The Company shall, at no additional cost to JEA, increase or supplement its working force and equipment and perform the Work on an overtime or multiple shift basis when directed by JEA and upon notification that the Company is behind schedule. The Company shall submit a revised schedule in writing demonstrating the Company's schedule recovery plans.

The Company understands and agrees that the rate of progress set forth in the Approved Schedule already allows for ordinary delays incident to the Work. Unless otherwise approved by JEA no extension of the Contract Time will be made for ordinary delays, inclement weather, or accidents, and the occurrence of such events will not relieve the Company from requirement of meeting the Approved Schedule.

34. Workmanship

The Company shall perform all Work in a safe and professional manner, so as to render a neat and uniform appearance. The Company shall handle all material in such a way as to preserve its finish and protective coatings from damage.

General arrangement shall be in accordance with JEA Distribution Construction Standards and shall be satisfactory to the Contract Administrator.

35. JEA Furnished Items

Conditions of Provisioning

The Company understands and agrees that it shall be solely responsible for providing everything necessary to perform the Work and to be in full compliance with the Contract Documents, except for those items specifically listed herein as being provided by JEA.

Any use of JEA furnished items on non-JEA work is a breach of the Contract and a violation of the law. All JEA furnished items are the property of JEA when issued, stored by Company, and used in performance of the Work. The Company agrees that it shall use all JEA furnished items in a manner

consistent with industry practice, codes, laws, considering the condition of the JEA furnished item, the skills of the individuals using the JEA furnished item, and all environmental conditions. The Company understands and agrees that where JEA and the Company shall share JEA furnished items, JEA usage shall always have priority over Company usage, and the Contract Administrator shall have sole authority to resolve any usage dispute and such resolution shall not result in any claim by Company.

The Company agrees to return to JEA, and to the location as established by a JEA Representative, any unused or salvageable items prior to final payment. The Company agrees that JEA has the right to audit and investigate the Company at any time how the Company is using JEA furnished items. JEA will bill the Company for unaccountable JEA furnished material at the current JEA cost.

36. Freight, Shipping & Storage

Damaged Materials or Equipment

The Company shall report to the Contract Administrator any materials issued by JEA or delivered by the JEA material supplier and received by the Company that are later found to be faulty, damaged or discrepant in some manner. The Contract Administrator will obtain appropriate replacement materials upon written notification from the Contract Administrator. The Company shall not, under any circumstances, make a material replacement without written approval of the Contract Administrator.

The Company understands and agrees that damage to material and discrepancy of material is an expected part of performing the Work, and as such, the Company agrees it shall be solely responsible for any additional costs incurred as a result of damaged or discrepant materials, including, but not limited to, the costs to keep or get the Work on the Approved Schedule.

JEA will bill the Company for materials or equipment that are damaged while in the Company's custody. In such a case, the Company shall be charged the current JEA cost plus an inventory handling fee.

37. Material Delivered to Company Sites

The Company shall be responsible for all unloading, handling and storage of Work-related materials at the Work Location. Where the Company is to use a JEA-designated supplier to deliver materials to the Work Location, JEA will provide the Company, upon request, with contact names and information, along with required material lead-times. The Company is solely responsible for taking into account required material lead-times when planning its performance of the Work and for communication and coordination of materials delivered to the Work Location by JEA suppliers. Where beneficial to JEA, the Company shall order quantities by truckload, unless otherwise permitted by the Contract Administrator. The Company shall be responsible for any additional delivery costs charged by the JEA material supplier for any Company delays.

If, for any reason, the Company is unable to receive, unload, handle or store materials it has ordered or caused to be ordered, the Company shall be responsible for any and all additional costs incurred by JEA for unloading, handling, storing, or additional shipping costs. In such cases where JEA is receiving items when the Company is unable to, such receipt does not indicate JEA's Acceptance of items.

38. Salvage and Excess Materials and Equipment

The Company shall protect salvaged or salvageable equipment and material from loss and damage. The Company shall protect excess materials and equipment provided by JEA to the Company for use in the Work from loss and damage. The Company shall inventory, sort and return salvage and excess materials, and shall weigh conductors. The Company shall return salvage and excess materials and equipment to the appropriate JEA Service Center accompanied by the Contractor Material Returns Form, in accordance with the JEA Inspector and the instructions and authorization of the JEA Storeroom Foreman.

39. Shipping to and Storage at Work Location

Shipping

Materials and equipment to be installed by the Company shall be delivered by the Company to the Work Location or such other place as may be designated by the Contract Administrator. Insofar as transportation conditions will allow, items shall be shipped complete and ready for installation.

Where applicable, the Company shall be responsible for obtaining any permits required for transportation to the Work Location. The Company shall provide an Advance Ship Notice to the Contract Administrator or designated Work Location manager.

Storage

Under arrangement with the JEA Engineer, and upon his approval, a limited amount of temporary indoor storage space may be made available, but only for the equipment that must be protected from the weather. Equipment, for which arrangements have been made for indoor storage, shall be packed separately and the container clearly marked "For Indoor Storage." For equipment that will be stored indoors and that will require special storage precautions, the storage instructions shall be shown on the outside of each container, or in a durable envelope identified as containing storage instructions and attached to the container.

40. Storage of Equipment

The Company shall be responsible for all storage of materials, equipment, vehicles, tools, and all other items associated with the Work. Such storage shall comply with applicable regulations appropriate for the items being stored to ensure suitable care for items and protection from theft, vandalism, or inappropriate use. The Company is solely responsible for the costs for such storage, unless otherwise indicated in the Contract Documents, and any costs associated with noncompliant storage including, but not limited to, loss and damage to items. In the event that JEA directs the Company to stop the Work, costs associated with storing equipment or materials will be compensated in accordance with the provisions stated in the Solicitation, Section 2.12.4. titled "Changes to the Work". The Company shall ensure that JEA Representatives have access to Work-related storage on an as needed basis during regular work hours and Overtime.

41. No Damage for Delay

Damage, loss, expense or delay incurred or experienced by the Company in the prosecution of the Work by reason of unforeseen circumstances, unanticipated difficulties and obstructions, bad weather, or other mischances that are generally considered to be a part of the usual hazards associated with Work, shall be borne entirely by the Company and shall not be the subject of any claim for additional compensation or change in Approved Schedule.

The Company agrees that its sole remedy for any claims, damages or losses related to any delay, disruption or hindrance alleged to be caused by JEA or any of JEA's agents or other contractors, shall be an extension of the Contract completion date.

Any demand for equitable adjustment must be served in writing to JEA within five days of the event giving rise to any delay, disruption or hindrance. Any request for an equitable adjustment shall be accompanied by a logical time impact analysis, demonstrating the nature and magnitude of the event to the critical path.

Failure to strictly comply with these requirements shall be deemed a waiver of any right to seek equitable adjustment.

In the event the "no damage for delay" clause is inapplicable, there shall be no recovery for home office overhead and any damages claimed shall be proven by discreet accounting of direct project costs and no theoretical formula or industry estimating reference manuals shall be permissible.

42. Unauthorized Work

JEA will consider any Work done without lines and grades given, Work done beyond the lines and grades shown on the Contract or as given, or any extra Work done without written authority, as unauthorized Work and will not pay the Company for such Work. If so ordered by the Contract Administrator, the Company shall remove such Work and properly replace it at the Company's own expense.

43. Labor

Minimum Qualifications of Company Personnel

All Company personnel shall be at a minimum qualified for the tasks they are assigned. All Company personnel shall be able to read, write, speak and understand English. All Company personnel shall act in a professional manner, with due sensitivity to other persons at the Work Location. If JEA, at its sole discretion, determines that a Company person is unqualified, unfit, or otherwise unsuitable for the tasks assigned, the Company shall immediately stop the person from performing the tasks, and replace the person with a qualified individual. The Company shall pay all costs associated with replacing the unqualified person including, but not limited to, termination, recruiting, training, and certification costs.

The Company personnel assigned supervisory roles, and those with increased authority shall be held to strict scrutiny of their qualifications and suitability for their positions. In addition to the other provisions of this clause, the Company shall provide written documentation as to experience, education, licenses, certifications, professional affiliations, and other qualifications of the individual, within one day of request from the Contract Administrator. Any changes to such personnel after approval shall require the written permission of the Contract Administrator.

44. Competent Performance of the Work

The Company represents that it will conduct the Work in a manner and with sufficient labor, materials and equipment necessary to affect a diligent pursuance of the Work through Final Completion. If, in the sole opinion of JEA, the Company fails to perform the Work as represented, JEA may, at its sole discretion, take charge of the Work and furnish and provide the labor, materials, and equipment necessary to complete the Work as planned within the required time if JEA deems the organization of the Company or its management, or the manner in which Company is performing the Work, to be manifestly incompetent or inadequate to complete the Work as specified. The Company shall pay JEA for the cost of all such Work completed by JEA.

45. Obligations of the Company

The Company shall ensure that their employees and Subcontractors successfully complete a drug screening process prior to employment and working on JEA sites.

46. Bypass Pumping

The Company shall provide all necessary labor, materials and equipment to maintain the uninterrupted sewer service of laterals, mains, trunks, force mains and pump stations at all times. The manner in which this is accomplished shall be left to the discretion of the Company, subject to the requirements of the Contract and the prior approval of the JEA Engineer. The JEA Engineer's approval in no way relieves the Company of any liabilities resulting from the bypass method chosen.

The Company shall not allow any sewage, at any time, to be pumped into any drainage structure or to spill, puddle, or run upon any street, construction trench, public or private property.

The responsibility for coordinating the need, length of time, method, and suction and discharge locations for bypass pumping shall be the responsibility of the Company subject to approval by the JEA Engineer.

47. Drainage Along Rights-of-Way

The Company shall so conduct its operations and maintain the Work in such condition that adequate drainage shall be in effect at all times. The Company shall not obstruct existing gutters, ditches and other runoff facilities.

48. Earthwork

Suitable Material

The Company shall stockpile all material encountered during regular excavation that the JEA Engineer determines that it is suitable for use as backfill material. JEA will not make separate payment for the use of backfill material obtained on the Work from regular excavation. Excess material shall become the property of the Company and shall be disposed of appropriately outside the right-of-way. All demolition debris shall be removed from the site and properly disposed on the same day the demolition took place. Stock piling of debris on customers' property is not permitted.

Unsuitable Material

All material encountered during regular excavation that the Geotechnical Engineer determines is unsuitable for use as backfill shall become the property of the Company and the Company shall remove and dispose of it properly. Where unsuitable material is to be replaced, suitable material obtained elsewhere on the Work area shall be used as backfill at no additional cost. In the event there are not sufficient quantities of stockpile suitable material available, Class A-3 sand shall be used as specified below for A-3 Soil Backfill. Except as specified below for A-3 Soil Backfill, JEA will not make separate payment for replacement material used to construct the stabilized sub-base.

49. Over excavation

If the Company encounters material below the bearing elevation of the proposed utility pipe or structure that the Geotechnical Engineer determines to be unsuitable, the Company shall remove this material, after notifying JEA or the City of Jacksonville, and properly dispose of the material. JEA shall pay the Company at the Contract Unit Price for Special Bedding (Contingency) and such payment shall be full compensation including, but not limited to, excavation, material disposal, dewatering, sheeting and shoring and A-3 Soil backfill replacement. Method of measurement for removal and replacement for over excavation material shall be per cubic yard of unsuitable material removed and replaced below the bearing elevation and disposed based on actual trench section dimensions in accordance with the JEA Water and Sewer Standards, Details and Materials Manual as amended from time to time, unless otherwise specified in the Contract Documents.

50. A-3 Soil Backfill

If there is not enough suitable material obtained from regular excavation to use as backfill, then the Company shall import A-3 soil to the Work area to meet the need for fill and backfill as directed by JEA or the City of Jacksonville. The Company shall provide JEA test results for both stockpiled material and imported material to indicate that the materials meet the minimum standards established by the Geotechnical Engineer for this project. JEA will pay the Company at the Contract Unit Price for A-3 soil for the importation and placement of the soil and sand. JEA will not pay the Company for A-3 soil backfill when suitable material from regular excavation will become available, but at the time

required, is not available, due to the Company's sequence of work. Measurement of A-3 soil backfill shall be based on actual trench section dimensions and in accordance with Section 801, Item 4.5 of the JEA January 1, 2005 edition of JEA Water and Sewer Standards, Details and Materials Manual, as amended, unless otherwise specified in the Contract Documents.

51. Mailboxes

The Company shall carefully remove and relocate mailboxes affected by construction operations to allow for uninterrupted mail service. All temporarily relocated mailboxes shall be reinstalled permanently as soon as construction operations allow. The condition of the reinstalled mailboxes shall be at least equal to the original facility, as directed by JEA. No additional payment shall be made for removal, relocation or reinstallation of mailboxes. All costs shall be included in the associated line item in the Bid Document.

52. National Pollutant Discharge Elimination System (NPDES) Permit Conformance

Company shall comply with the State of Florida Department of Environmental Protection (FDEP) Document No. 62-621- 300(4)(a). A copy may be downloaded via internet at http://www.dep.state.fl.us/water/stormwater/npdes/permits_forms.htm.

The NPDES permit program requires that if the construction activities disturb an acre or greater of land, then the Company must submit the Notice of Intent (NOI) to use the Generic Permit for Stormwater Discharge from Large and Small Construction Activities, FDEP Form No. 62-621.300(4)(b). By applying for the Generic Permit, the Company is certifying that it will develop and implement a Stormwater Pollution Prevention Plan (SWPPP) specifically designed for each construction site. Also involved are certain certifications, notifications, inspections and record keeping activities. The SWPPP and the weekly inspection reports are required to be kept at the project site and available for review upon request.

The SWPPP must be prepared and certified by the Company prior to commencement of construction. The NOI will be initiated by the Company (DEP Document No. 62-621.300(4)(b)) and forwarded to the FDEP and related fee with courtesy copy to JEA (attention: Environmental Services, 21 W. Church Street, Tower 8).

The Company shall also comply with the City of Jacksonville Ordinance 98-994-E. A SWPPP plan that meets the minimum erosion and sedimentation control measures required by the City of Jacksonville may be included in the Construction Drawings. However, the Company is responsible for providing a SWPPP that will adhere to the requirements delineated in DEP Document No. 62-621.300(4)(a). This may require amendment or provision of additional information and controls to the SWPPP included in the Drawings. No separate payment shall be made for a SWPPP and its implementation, but all associated costs shall be included in the associated item of work in the Bid Form.

The Company shall obtain all other applicable local, state, and federal permits. It is unlawful to have any discharges that are not composed entirely of stormwater (except discharges pursuant to a NPDES permit) to the Municipal Separate Stormwater System (MS4). Only non-contaminated water/non-turbid water shall be transported through the MS4.

Groundwater discharge (approved by the Florida Department of Environmental Protection pursuant to 62-621.300(2)) from dewatering activities may be routed into the stormwater system, drainage ditch, creek, river or wetland providing that erosion, and transportation of suspended solids to the system is prevented. If contaminated soil or contaminated groundwater is encountered, the dewatering activity shall cease immediately, and the Company shall contact the JEA Project Manager and also FDEP at (904) 807-3300 and the Company must complete Notice of Termination (NOT) (DEP Doc. No. 62-621.300(6), F.A.C.) within one (1) week of final site stabilization with courtesy copy to JEA (attention: Environmental Services, 21 W. Church Street, Tower 8). Company shall also provide copies of NOT to JEA Project Manager with final payment and construction close-out documents.

A copy of NPDES Forms and Checklist are attached to this section.

JEA will reject any and all invoices and Application for Payments unless JEA receives a copy of the Company's NOI and NOT that were forwarded to the FDEP. In addition, if the above requirements are not followed, the Company shall be held liable for any fines and/or violations incurred by JEA.

53. Prevention, Control and Abatement of Erosion and Siltation

The Company shall take steps and make suitable provisions to minimize siltation and erosion of waterways that may result from its operation during the course of construction.

The Company shall make suitable arrangements, which may require the temporary construction of flumes, boxes, or some other device(s), at the Work Location for the drainage and disposal of water. The Company shall be responsible for protecting adjacent property to the Work Location from damage by water resulting from its operations. The Work Location shall be returned to its original condition to the satisfaction of JEA.

The Company is cautioned that execution or maintenance that creates turbidity and that directly or indirectly affects the water quality of any waterway into which storm water is discharged in such a manner as to exceed the limitations prescribed in the Florida Administrative Code, is a violation of the water quality standards of the State of Florida.

Turbidity shall not exceed 29 NTU's, above background level within 100' of the construction activity. Costs incurred by the Company for compliance to the restrictions outlined above shall be included in the cost of the items for which the turbidity control is required. Silt barriers shall be used at all waterway crossings or at any time during construction that siltation or erosion may occur. The Company shall submit to the JEA Engineer, for written approval prior to construction, the method to be used to control the turbidity. The JEA Engineer's approval of the method to be used in no way relieves the Company of the liability in case of a citation against JEA.

54. Subsurface Investigation

A geotechnical exploration of existing conditions including soft digs where necessary in the general area of the proposed Work has been performed and a report of the findings and recommendations are attached.

55. Temporary Roadways

If the Company's operations render any street or private way unsafe, the Company shall make such repairs or provide such temporary ways and guards necessary for the protection and safety of persons on the Work and the public, and for the orderly maintenance of traffic.

The Company shall always provide and maintain a hard-surfaced roadway for traffic. Where temporary detours of lanes are required, they shall be asphalt-paved by the Company. The Company may construct paving section(s) appropriate to support traffic, provided the surface is smooth and the profile reasonable, and as a minimum, consists of 1 inch of bituminous structural course over a 6-inch lime rock base that was inspected and approved by the JEA Engineer. Should any temporary pavement fail, the Company shall be responsible for repairing it, at its own cost, before close of Work on the day notification is given. Should the Company be unable to make such repair by close of Work, the Company shall notify the Contract Administrator and provide an estimated time when repairs can be made. No repair timeframes shall exceed 48 hours. Any damages, either direct or indirect, resulting from such temporary pavement failures shall be the sole liability of the Company.

All lime rock base material used for temporary pavement and constructed in proposed grassed areas shall be completely removed and disposed of by the Company prior to final restorative grassing.

operations. The area shall be backfilled with material stockpiled on the Work Location that is conducive to growth of the plant material. All costs associated with this work shall be included in the associated line item on the Quotation of Rates.

56. Tree Protection

The Company shall protect all trees, in accordance with applicable city and county laws, from damage by vehicles, equipment and machinery, except those trees designated for removal (via permit) on the construction drawings. Removal of any tree not so designated nor permitted, shall be only upon specific approval by the JEA Engineer.

Excavated dirt shall not be piled around the base of any tree not designated for removal. The Company shall not bury or burn any refuse around or near the trees. The Company shall proceed with caution when excavating in the vicinity of root structure of any tree. Excavation shall be by hand if necessary.

Roots up to 2" in diameter when severed do not require any pruning paint. Roots from 2" to 4" in diameter must be severed with a pruning saw and painted. Roots over 4" shall not be severed except as directed by the JEA Engineer.

An ax or similar tool is not acceptable for pruning. The wood shall be treated with asphalt-type pruning paint as soon as possible after pruning.

Prior to any site disturbance, barriers shall be put up around each tree to be protected. These barriers shall be constructed of 2 x 4's or any other practical materials that will discourage disturbance near the tree. To conform to applicable city and county laws and codes, these barriers should be at least 6' away from the trunk of the tree and protect an area that is at least 50% of the unpaved area covered by the crown spread of the tree. When conditions permit, barriers are to be placed in such a manner as to provide the largest undisturbed area possible.

Cutting tree roots shall be kept to a minimum and only allowed when absolutely necessary. In such instances the Company shall ensure that all cuts are made clean with a saw, free of all loose soil, and sealed with pruning paint or shellac. At no time shall roots be pulled, ripped or cut with a blade, backhoe or other mechanical device. Additional fill under the crown spread of trees shall be kept to a minimum. If additional fill is unavoidable, all fill material shall consist of clean, coarse sand or gravel, free of silt and clay to allow for free movement of air and water. Lowering the grade under the crown spread of trees will not be permitted.

Should branches require pruning to provide for roadway or other necessary clearance, they shall be cut back to a main stem or crotch of the tree. All cuts shall be made at the bench collar to allow the natural healing process of the tree to occur. To further promote the natural healing process, no pruning paint or other material shall be applied to pruning cuts.

If a tree is wounded during construction, all bark surrounding the wound shall be cut away and carefully removed. Care shall be taken to leave as much cambium as possible. Any tree whose root system has been disturbed or damaged must be properly fertilized to aid in its recovery. The hole or punch-bar method shall be used for applying fertilizer. The holes should be approximately 12" to 18" deep, 1" to 2" in diameter, 2' apart, and extend 2' past the drip line of the tree. The Company shall not apply fertilizer within 1 foot of the trunk of a small tree (up to 6" in diameter) or within 3' of the trunk of a large tree (over 6" in diameter). Injury to the root collar and trunk base may result. The type of fertilizer to be used shall be 25% organic 8-8-8 with minor elements included. Chemical analysis as follows: Total Nitrogen, not less than 8.00%, available Phosphoric Acid, not less than 8.00%, water soluble potash, not less than 8.00%. Fertilizer shall be applied at the following rates and shall be evenly distributed among the holes:

Hardwoods up to 6" Diameter 2 lb. per inch of Diameter

Hardwoods over 6" Diameter	4 lb. per inch of Diameter
Evergreens up to 6" Diameter	1 lb. per inch of Diameter
Evergreens over 6" Diameter	2 lb. per inch of Diameter

57. Applicable Portions of City Standard Specifications

In addition to this set of Contract Documents entitled "RESTORATION OF CONCRETE PAVED AREAS - SOUTH/EAST SECTION", the current City Standard Specifications and City Standard Details per COJ Planning & Engineering Department, including all revisions published by the Department of Public Works, City of Jacksonville, Florida, prior to Bid Opening Date, shall be incorporated into and shall become a part of this set of Specifications insofar as the applicable Sections apply to the proposed work called for in the Contract Documents or any addenda thereof.

The following is a list of applicable sections of the City Standard Specifications, dated August 1996 or latest edition or revisions, which is construed as being a part of this project Specification:

DIV. V: TECHNICAL SPECIFICATIONS	SECTION	PAGE
Excavation and Fill	103	103-1 thru 103-3
Stabilized Sub-Grade	104	104-1 thru 104-3
Lime rock Base Course	105	105-1 thru 105-5
Portland Cement Concrete	130	130-1 thru 130-11
Curb and Gutter	131	131-1 thru 131-3
Sidewalks and Driveways	132	132-1 thru 132-4
Replacement of Pavement	141	141-1 thru 141-10
(walks and driveways)		

58. Applicable Portions of City Standard Details

The following is a list of applicable drawings of the City Standard Details, dated July, 2004, or latest edition or revisions, which is to be construed as being a part of this project specification:

<u>SECTION</u>	<u>DESCRIPTION</u>	<u>PLATE NO.</u>
Paving	Curb and Gutter Templates	P-301
	Wheel Chair Ramps	P-302 thru P-304
	Manhole Adjustments	P-401
	Header or Monolithic Curb	P-301
	Standard Driveway Details	P-201 thru P-205

59. Other Applicable Standards

When performing work outside The City of Jacksonville or within an FDOT right of way the appropriate County and FDOT standards must be adhered to at a minimum.

60. Omissions

In addition, to the applicable section of the "City Standard Specifications as listed above, any other parts that have been omitted from this list of City Standards that apply to the proposed work shall be adhered to.

61. Materials

Materials shall conform to The City of Jacksonville Standard Specifications. Materials not covered by the Specifications or work on State Roads shall conform with the Florida Department of Transportation

Standard Specifications for Road and Bridge Construction, Current Edition. Materials in St Johns, Nassau or Clay Counties shall conform to the appropriate standards for that County.

62. Equipment

All equipment used in conjunction with this work shall be conducive to good construction practices. The scope of each particular job will vary in size, and JEA reserves the right to approve or disapprove the type of equipment to be used should the Contractor not meet the requirements of the specifications.

63. Preparation of Subsurface Excavations

Upon completion of repairs, JEA personnel, in most instances will backfill and compact the excavation to a level sufficiently above the pipe to assure proper bedding or to a level to ensure safety to the public. In some cases, it will be the responsibility of the Contractor to bed the piping or wiring.

The Contractor shall be responsible for pumping visible water from the excavation, if necessary, removing unsuitable materials from the excavation, bedding the piping (if necessary) and completing the backfill with approved A-3 material; obtaining all compaction of each lift; preparing the sub-grade; and placing concrete to proper grade and finish. All backfill shall be compacted to a density of not less than 100 percent of maximum density as determined by ASSHTO T-180. Density tests are required for all work. It shall be the Contractor's responsibility to obtain the services of a testing company approved by JEA to perform the density and proctor testing as required. Included in the price of A-3 fill is all necessary excavation to place fill, and compacting. All joints between old and new concrete shall be sawed or cut to a smooth, straight edge.

64. Placing Patching Mixture

The placing and curing of cement concrete shall be in accordance with City Standard Specifications, at no time will concrete be mixed in the excavated area (concrete shall NOT be mixed within the formed area). Upon discovery of the concrete mixed in the excavated area the work order will be cancelled, re-issued and potential penalty assessed. Any questions as to slump, air entrainment, screeding procedures, or finishing technique shall be directed to the Engineer before placement of the concrete.

65. Wheelchair Ramps

Wheelchair ramps will be constructed as a part of all new curb radii in conjunction with or without new sidewalk construction. Payment for wheelchair ramps will be paid to the Contractor as shown in Line Item 1 of the Bid Form. City Standard P-10 shall apply for ramps within City of Jacksonville right of way. FDOT Standards shall be adhered to within FDOT right of way. All ramps constructed within St Johns, Nassau or Clay Counties shall comply with that County's specifications.

66. Manhole and Valve Jacket Adjustments

After milling and/or resurfacing or where required by grade adjustments, the Contractor shall be required to adjust the manhole frame and cover and/or water valve jackets to finished grade. See the current JEA Standards for details and sketches.

67. Meter Boxes/Box Tops

The Contractor, when so notified by Work Order, shall be required to adjust, remove and/or replace meter boxes (#37 Standard/Flare, #65 Standard/Flare or comparable size) and tops (traffic rated if necessary). The new meter boxes/tops will be furnished by JEA.

However, the Contractor will be required to pick up same at 2434 Pearl Street. It shall be the Contractor's responsibility to saw cut around the existing meter box and remove same, set the new meter box/top and compact the backfill and place the appropriate concrete.

68. Barricades

The JEA crew will place the barricades deemed necessary for protecting or marking a hazard to the Public. Any additional signs or barricades required conforming to the State of Florida Manual on Traffic Control and Safe Practices shall be furnished by the Contractor. These barricades will remain in place for the Contractor's convenience until the Contractor has completed the backfill, concrete, and clean-up as specified within these Contract Documents.

69. Measurement and Payment

All necessary new fill material shall be A-3 or better. Payment shall be for the amount determined by JEA's Inspector's actual measurement of the hole. Payment for A-3 fill shall include all necessary excavation for placing A-3 fill, and compacting. The Inspector shall measure the length, width, and depth of the bottom of the cement concrete, multiply them together, and divide by 27. It is this volume (cubic yards) that will be paid for at the unit price established on the Bid Form. Payment for the minor excavation necessary to accommodate the new cement concrete shall be included in the unit price submitted on the Bid Form for the associated concrete item.

70. Cement Concrete

Measurement for payment shall be based on the actual square foot area for the location being restored or the lineal feet of any type of curb and gutter replaced. The minimum amount paid for each work order shall be nine square feet of sidewalk, pavement, etc., or five linear feet of curb and gutter (City Standard, D.O.T., Miami, Header, etc.) In addition to the payment for concrete sidewalk, a separate payment will be made for stenciling the octagonal finish in accordance with the price bid. Should there be any question about what type of curb and/or gutter to be reconstructed (e.g., mixed existing types in the repair area), the final decision shall be made by the contract administrator or his/her authorized representative.

71. Manhole And Valve Jacket Adjustment

LOWER AND RAISE: All manhole frames and covers and/or water valve jackets (roadway jackets 10" and smaller, and JWW jackets over 10" and larger) to be adjusted on Florida D.O.T. roadways or JEA projects that are to be milled and resurfaced shall be measured for payment on a per each basis. Payment shall be full compensation for lowering and raising and shall include but not be limited to cutting out asphalt, brick, cold mix asphalt, concrete, signing, flagman, labor, tools, equipment, off-duty policeman, and any other appurtenance necessary to complete the work.

RAISE: All manhole frames and covers and/or water valve jackets (roadway jackets 10" and smaller, and JWW jackets over 10" and larger) to be adjusted on Florida D.O.T. roadways or JEA projects that are to be resurfaced only, shall be measured for payment on an individual basis (per each). Payment shall be full compensation for raising and shall include but not be limited to cutting out asphalt, brick, cold mix asphalt, concrete, labor, tools, equipment, off-duty policeman, signing, flagman, and any other appurtenance necessary to complete the work.

72. Special Aggregate or Decorative Concrete Work

Measurement and payment for special aggregate and decorative concrete work other than stenciled and/or stamped concrete work will be pre-approved by JEA and paid out of the SWA Item 9 on the Quotation of Rates.

73. **Emergency Response**

Contractor will be required to respond to emergency rehabilitations that will require a two hour response time to start Work, this Work will be generated in a "PRIORITY" status and shall fall under the indicated line item. These are sites which will require immediate rehabilitation due to the location, or for the safety of the general public. Contractor will be notified by telephone call and will receive a notification by email, fax or other electric media. Contractor will be paid the fee shown in Item 8F on the Quotation of Rates for each priority response in addition to the normal fees described in the contract documents.

74. **Equipment List**

Contractor must show evidence that it owns or leases the following vehicles and equipment to perform this contract: Dump trucks, front-end loaders, mobile cement mixer, trailers, pickups, mobile water tanks, compactors and tools and equipment such as saws, jack hammers and plate tampers, (1) show quantity of each, (2) be prepared to show record of ownership and/or lease agreements, (3) show proof of insurance, (4) show vehicle registration or manufacturing date, and (5) be prepared at inspection to demonstrate that all equipment is in good working order and available to meet contract priority requirements PRIOR TO AWARD OF THIS CONTRACT.

75. **Quotation of Rates Bid Item Definitions**

1. **Bid Item 1 Wheel Chair Ramp** – Wheel Chair Ramp bid item includes but is not limited to: the concrete at the required width and thickness, labor, matting and/or finishing work to construct a fully-functional wheel chair ramp in accordance with City, FDOT, County or other applicable standards based on the location of the work. All debris removal and disposal; all cutting/demo/removal of remaining concrete to a clean rectangular shape; all excavation and removal of unsuitable materials up to one (1) foot in depth below bottom of concrete; all replacement with proper fill material up to one (1) foot below bottom of concrete; all testing; all form installation and removal; all expansion joints; all concrete delivery and finish work; all site clean-up; all protection of sod, asphalt, landscaping or other adjoining or abutting surface material. Any adjoining or abutting surface material damaged during sidewalk replacement efforts must be replaced by the Contractor.
- 2 **Manhole/Valve Jacket Adjustment** – Adjustment bid items include, but are not limited to: physical adjustment of ring and cover or jacket, excavation and removal of unsuitable materials; all replacement with proper fill material; all testing, replacing of concrete ring around manhole or jacket; all soil, sub-grade and lime rock provision and preparation, site clean-up and debris disposal.
 - 2.1 Bid Item 2A Sanitary Manhole Adjustment – This item is the total cost per location for adjusting the vertical elevation of a sanitary manhole to match surrounding grade.
 - 2.2 Bid Item 2B Valve Jacket Adjustment – This item is the total cost per location for adjusting the vertical elevation of a valve jacket to match surrounding grade.
- 3 **Sidewalk Replacement** - Sidewalk bid items include, but are not limited to: all debris removal and disposal; all cutting/demo/removal of remaining concrete to a clean square or rectangular shape; all excavation and removal of unsuitable materials up to one (1) foot in depth below bottom of concrete; all replacement with proper fill material up to one (1) foot below bottom of concrete; all testing; all form installation and removal; all expansion joints; all concrete delivery and finish work; all site clean-up; all protection of sod, asphalt, landscaping or other adjoining or abutting surface material. Any adjoining or abutting surface material damaged during sidewalk replacement efforts must be replaced by the Contractor.
 - A. Bid Item 3A Sidewalk Replacement in City of Jacksonville Right of Way – This is the total cost, per square foot, for all labor and material costs to replace a section of sidewalk in a City of

Jacksonville Right of Way, in accordance with the most current edition of City of Jacksonville Standards.

- B. Bid Item 3B Sidewalk Replacement in FDOT Right of Way – This is the total cost, per square foot, for all labor and material costs to replace a section of sidewalk in an FDOT Right of Way, in accordance with the most current edition of FDOT Standards.
- C. Bid Item 3C Sidewalk Replacement in Nassau County Right of Way – This is the total cost, per square foot, for all labor and material costs to replace a section of sidewalk in a Nassau County Right of Way, in accordance with the most current edition of Nassau County Standards.
- D. Bid Item 3D Sidewalk Replacement in St Johns County Right of Way – This is the total cost, per square foot, for all labor and material costs to replace a section of sidewalk in a St Johns County Right of Way, in accordance with the most current edition of St Johns County Standards.
- E. Bid Item 3E Sidewalk Replacement in Clay County Right of Way – This is the total cost, per square foot, for all labor and material costs to replace a section of sidewalk in a Clay County Right of Way, in accordance with the most current edition of Clay County Standards.

- 4 Driveway Replacement** - Driveway bid items include, but are not limited to: all debris removal and disposal; all cutting/demo/removal of remaining concrete to a clean square or rectangular shape; all excavation and removal of unsuitable materials up to one (1) foot in depth below bottom of concrete; all replacement with proper fill material up to one (1) foot below bottom of concrete; all testing; all form installation and removal; all expansion joints; all concrete delivery and finish work; all site clean-up; all protection of sod, asphalt, landscaping or other adjoining or abutting surface material. Any adjoining or abutting surface material damaged during driveway replacement efforts must be replaced by the Contractor.

- A Bid Item 4A Driveway Replacement in City of Jacksonville Right of Way – This is the total cost, per square foot, for all labor and material costs to replace a section of driveway in a City of Jacksonville Right of Way, in accordance with the most current edition of City of Jacksonville Standards.
- B Bid Item 4B Driveway Replacement in FDOT Right of Way – This is the total cost, per square foot, for all labor and material costs to replace a section of driveway in an FDOT Right of Way, in accordance with the most current edition of FDOT Standards.
- C Bid Item 4C Driveway Replacement in Nassau County Right of Way – This is the total cost, per square foot, for all labor and material costs to replace a section of driveway in a Nassau County Right of Way, in accordance with the most current edition of Nassau County Standards.
- D Bid Item 4D Driveway Replacement in St Johns County Right of Way – This is the total cost, per square foot, for all labor and material costs to replace a section of driveway in a St Johns County Right of Way, in accordance with the most current edition of St Johns County Standards.
- E Bid Item 4E Driveway Replacement in Clay County Right of Way – This is the total cost, per square foot, for all labor and material costs to replace a section of driveway in a Clay County Right of Way, in accordance with the most current edition of Clay County Standards.

- 5 Cement Curb Replacement** - Cement Curb bid items include, but are not limited to: all debris removal and disposal; all cutting/demo/removal of remaining curb to a clean straight edge; all excavation and removal of unsuitable materials up to one (1) foot in depth below bottom of concrete; all replacement with proper fill material up to one (1) foot below bottom of concrete; all form installation and removal; all testing; all expansion joints; all concrete delivery and finish work; all site clean-up; all protection of sod, asphalt, landscaping or other adjoining or abutting surface material. Any adjoining or abutting surface material damaged during curb replacement efforts must be replaced by the Contractor.

- A Bid Item 5A Standard Curb – This is the total cost, per linear foot, for all labor and material costs to replace a section of Standard in a City of Jacksonville or County Right of Way, in accordance with the most current edition of City of Jacksonville or applicable County Standards.

- B** Bid Item 5B Miami Curb – This is the total cost, per linear foot, for all labor and material costs to replace a section of Miami Curb in a City of Jacksonville or County Right of Way, in accordance with the most current edition of City of Jacksonville or applicable County Standards.
 - C** Bid Item 5C FDOT Curb – This is the total cost, per linear foot, for all labor and material costs to replace a section of FDOT Curb an FDOT County Right of Way, in accordance with the most current edition of FDOT Standards.
 - D** Bid Item 5D Header Curb – This is the total cost, per linear foot, for all labor and material costs to replace a section of Header Curb in City of Jacksonville or County Right of Way, as defined by and in accordance with the most current edition of the City of Jacksonville or applicable County Standards.
- 6 Excavation and Fill** – Excavation and Fill bid items include, but are not limited to: all excavation, removal and disposal of required materials and replacement with A-3 fill dirt or flowable fill for depths in excess of one (1) foot below the bottom of the concrete, as required by the applicable City, FDOT or County Standards ; all debris removal and disposal; all excavation and removal of unsuitable materials; all testing; all site clean-up; all protection of sod, asphalt, landscaping or other adjoining or abutting surface material. Any adjoining or abutting surface material damaged during excavation and fill replacement efforts must be replaced by the Contractor.
- A** Bid Item 6A A-3 Fill – This is the total cost, per cubic yard, for all labor and material costs to provide A-3 fill in accordance with City of Jacksonville, FDOT or applicable County Standards.
- 7 Install/Adjustment Meter Boxes** – Install/Adjustment Meter Box bid items include, but are not limited to: all debris removal and disposal; all excavation and removal of unsuitable materials; all testing; all pick up, delivery and proper grade installation of meter boxes provided by JEA; all site clean-up; all protection of sod, asphalt, landscaping or other adjoining or abutting surface material. Any adjoining or abutting surface material damaged during excavation and fill replacement efforts must be replaced by the Contractor.
- A** Bid Item 7A Install #37 Standard/Flared Meter Box – This is the total cost, per meter box, for all labor and material costs to pick up, deliver to site and install to a new single #37 Standard/Flare meter box.
 - B** Bid Item 7B Install #65 Standard/Flared Meter Box – This is the total cost, per meter box, for all labor and material costs to pick up, deliver to site and install to a new single #65 Standard/Flared meter box.
 - C** Bid Item 7C Adjustment #37 Standard/Flared Meter Box – This is the total cost, per meter box, for all labor and material costs to adjust and level to proper grade the existing meter box.
 - D** Bid Item 7D Adjustment #65 Standard/Flared Meter Box – This is the total cost, per meter box, for all labor and material costs to adjust and level to proper grade the existing meter box.
- 8 Mobilization and Miscellaneous** – Mobilization and Miscellaneous bid items include, but are not limited to: all jobsite mobilization expenses; all right of way permitting expenses; all additional charges for priority mobilization fee as defined in these specifications; all concrete work other than sidewalks, driveways or curbs within City, FDOT or County Right of Ways; all masonry brick or block work; all stamped stencil concrete finishes; all resetting of brick or other pavers.
- A** Bid Item 8A Mobilization City of Jacksonville Fee Each Ticket – This is the total cost, per ticket for mobilization to each jobsite located within the City of Jacksonville. Each ticket shall receive a single mobilization fee unless the ticket extends across a distance of greater than 500 feet. In that case two mobilization fees will be allowed. A single job ticket having multiple repairs, for example, sidewalk repair, driveway repair and curb repair, less than 500 feet apart, shall receive a single mobilization.
 - B** Bid Item 8B Mobilization St Johns County Fee Each Ticket – This is the total cost, per ticket for mobilization to each jobsite within St Johns County. Each ticket shall receive a single mobilization fee unless the ticket extends across a distance of greater than 500 feet. In that case two

mobilization fees will be allowed. A single job ticket having multiple repairs, for example, sidewalk repair, driveway repair and curb repair, less than 500 feet apart, shall receive a single mobilization.

- C** Bid Item 8C Mobilization Nassau County Fee Each Ticket – This is the total cost, per ticket for mobilization to each jobsite within Nassau County. Each ticket shall receive a single mobilization fee unless the ticket extends across a distance of greater than 500 feet. In that case two mobilization fees will be allowed. A single job ticket having multiple repairs, for example, sidewalk repair, driveway repair and curb repair, less than 500 feet apart, shall receive a single mobilization.
- D** Bid Item 8D Mobilization Clay County Fee Each Ticket – This is the total cost, per ticket for mobilization to each jobsite within Clay County. Each ticket shall receive a single mobilization fee unless the ticket extends across a distance of greater than 500 feet. In that case two mobilization fees will be allowed. A single job ticket having multiple repairs, for example, sidewalk repair, driveway repair and curb repair, less than 500 feet apart, shall receive a single mobilization.
- E** Bid Item 8E Right of Way Permitting – This is the total cost to prepare right of way permit applications, submit application and obtain right of way permitting within the City of Jacksonville, St Johns County, Nassau County and Clay County. Right of way permits must be obtained as required by the local permitting agency and will be applied for by the contract, on behalf of, and in the name of JEA. The City of Jacksonville allows the contractor to work under JEA’s general permit provided that written notice is given of all locations where work is being performed. St Johns, Nassau and Clay Counties will require permits on an “as-needed” basis depending upon the extent of the work being performed. All work, regardless of permit requirement will be subject to inspection by the local permitting agency. That inspection has final authority over work quality.
- F** Bid Item 8F Emergency Mobilization Response – This is the total cost, per priority ticket, to be paid, in addition to the mobilization fee listed in bid item 8A for priority rehabilitation tickets. These tickets will be identified by JEA at the time of ticket issuance and will require a two hour response time to begin work due to location or potential safety hazards to the general public.
- G** Bid Item 8G Miscellaneous Concrete Work – This is the total cost, per cubic yard, for a sufficient crew to perform miscellaneous finished concrete work not defined as sidewalks, driveways. Curb in bid items 3, 4 or 5. This item will include cutting of existing concrete to rectangular edges, debris removal and disposal as well as any excavation of unsuitable materials up to one (1) foot below the bottom of the concrete as well as site clean-up.
- H** Bid Item 8H Miscellaneous Masonry Crew Work – This is the total cost, per hour, for a sufficient masonry crew to perform miscellaneous concrete block or brick work. This cost shall represent the total hourly rate for an entire crew to perform this work and to supply the materials required to complete the work as well as all debris removal and disposal as well as site clean-up.
- I** Bid Item 8I Stencil Octagonal Finish On Concrete – This is the total cost, per square foot, for the finished concrete provided in bid items 3 and 4, to be stamped with a stenciled octagonal finish as required to match the existing finished sidewalks. This cost is only for the finished stencil and does not include concrete installation.
- J** Bid Item 8J De-watering – This is the total cost, per site location, to de-water a site that requires excavation below the current water table at that location. This item shall only be used when the presence of groundwater is preventing or impeding the proper or safe excavation of unsuitable materials and replacement of proper fill. This item shall only be paid when prior approval is received from the JEA Construction Inspector or Project Manager. This item shall be a lump sum fee to provide and maintain the required equipment to adequately de-water the site and acquire any required permits for the discharge of the collected ground water.
- K** Bid Item 8K Wire Mesh – This is the total cost per square yard to provide and install wire mesh concrete reinforcement where required in accordance with all applicable City of Jacksonville, County or FDOT standards.
- L** Bid Item 8L Rebar - This is the total cost per square yard to provide and install steel rebar concrete reinforcement where required in accordance with all applicable City of Jacksonville, County or FDOT standards.

- 9 **SWA Account** – SWA Account bid item includes any items requested by JEA not covered by one of the bid items listed in items 1 thru 8. This item is to be used only when additional work is requested by JEA. The contractor shall not be reimbursed for any work not requested or authorized by JEA.

045-19 Appendix A, Attachment A – Site Rehabilitation Process Overview

SITE REHABILITATION - PROCESS OVERVIEW

1. JEA Requires Site Rehab Work
 - a. Work order is created by JEA for the address/area.
 - b. A pre-inspection is performed by JEA Inspector.
 - i. Measurements are taken per local, state and federal requirements.
 - ii. Measurements are painted and work site is marked for work to be performed.
 - iii. Pictures are taken of the area of work
 - c. Work order is updated with pre-inspection remarks (i.e. measurements, notes) by the JEA Inspector.
 - d. Work order is attached and sent via e-mail by the JEA Inspector to the contractor with the notice to proceed to perform the work as described on the work order.
2. Contractor Receives Work Order from JEA with the Notice to Proceed
 - a. Contractor reviews work order.
 - b. Contractor previews job site and/or schedules work to be completed per work order.
 - c. Contractor performs work as directed and contained on the work order.
 - d. Discrepancies, questions and/or concerns with the work order:
 - i. If the Contractor has a question or does not agree with the location, measurements or description of work per the work order the Contractor is to call the JEA Inspector for that work order for clarification.
 - ii. If the Contractor calls the JEA Inspector during the job preview do not proceed until clarification from JEA Inspector is received.
 - iii. If the Contractor is on site to perform the work and the JEA Inspector does not answer, leave a message.
 - iv. If the JEA Inspector does not return the call in a timely manner while you are on site to perform the work (10-15 minutes) or has not returned your call after the pre-work is complete attempt another telephone call.
 - v. If the JEA Inspector does not answer pull off of the job site (it is understood that JEA will be charged two (2) mobilizations fees)
 - vi. Send the JEA Inspector an e-mail with the question contained and copy the REHAB CONTRACTORS EMAIL
 - vii. If changes are made verbally per the JEA Inspector's direction make a note on the work order of the changes along with the JEA Inspectors name (this is required for documentation purposes). The JEA Inspector will send an e-mail to the Contractor for documentation purposes. Also note the changes on the Contractor Completion Report under the 'Comments' Section. **NOTE:** JEA Inspector will update the work order in JEA's system of record to speed up the reconciliation and billing process
 - viii. If changes are made via e-mail, follow the same path as above.
3. Contractor sends the Completion Report daily to JEA via e-mail of the work orders completed on that day (completed jobs are understood to be all work is completed and the Contractor does not need to visit the site again). **NOTE:** See Completion Report Detail Document
4. JEA's Site Rehab Office receives the daily Completion Report via e-mail and updates the work order in JEA's system of record with the work items/quantities completed by the Contractor per the Completion Report.
5. JEA schedules the post-inspection to be performed by the JEA Inspector.
 - a. The Post Inspection is governed by the Contract between JEA and the Contractor/Vendor as the approval method for payment. A post inspection must be completed and passed prior to payment.

- i. The work site is inspected for verification that the work directed by the work order was completed by the contractor
 - ii. The work site is inspected for per the Contract for local, state and federal guidelines.
 - iii. The work is inspected for quality per the Contract in regards to workmanship and completeness.
 - iv. Each work ticket is field reconciled and updated by the JEA Inspector per the Contract for documentation purposes.
 - v. Upon completion of the post inspection, the work order is updated with pass or fail.
 - b. Work orders that pass post inspection:
 - i. The work order is updated and closed in JEA's system of record as passed.
 - ii. Work Orders are updated daily on the Rehab Work Orders Ready for Invoicing report. The report is sent via e-mail daily to the Contractor. NOTE: See Rehab Work Orders Ready for Invoicing Detail Document.
 - iii. Upon Contractor's receipt of the Rehab Work Orders Ready for Invoicing report the Contract will proceed to invoice JEA for the work orders within the report.
 - c. Work orders that fail post inspection:
 - i. The work order is closed as 'failed' and updated with the failure remarks
 - ii. A new work order is created per the process and e-mailed to the Contractor
 - iii. The process starts over as documented above including sending the work order on the Contractors Completion Report.
- 6. Contractor mails or hand delivers the invoice to JEA's Accounts Payable Department and e-mails a copy of the invoice to the Site Rehab Contractor Email (the e-mail allows the Site Rehab Office to start on processing the payment in advance. This step reduces the time cycle for payment).
- 7. The invoice is reconciled in JEA's payment processing system with the work order system of record.(The time associated with this step is reduced when the process is followed with the upfront reconciliation efforts – Contractor daily Completion Report, Post Inspection process, Rehab Work Orders Ready for Invoicing Report)
- 8. Invoice/Requisition is approved for payment.
- 9. Contractor receives payment.

045-19 Appendix A, Attachment B – Daily Contractor Completion Report

Daily Contractor Completion Report Definition

- This report should be provided daily if possible and must include the following information:
 - Work Order Number / Physical location address
 - Size and scope of work Completed
 - Date Completed
 - Comments as needed
- The Completion Report is not to be submitted by the contractor until after all work is completed, all debris and rubbish are removed, the site is swept clean, and all form boards have been removed.
- Daily reports allows for quicker updates on the work orders so that the work can be Post Inspected. Post Inspections are performed on all work orders to ensure work is completed in accordance with Contract terms and is accepted by JEA and ready for payment to the contractor.
- Benefits of the Report:
 - JEA is able to schedule and inspect the jobs for completion and payment as directed by the contract.
 - Completing this work prior to invoicing facilitates the reconciliation of the billing process
 - Prevents re-work(Sending the job to be invoiced more than once if a failure occurs)
- The Completion report is not an acknowledgment that the performed work is acceptable and ready to be invoiced.

045-19 Appendix A, Attachment C – Back Log Report

Back Log Report Definition

- This report is sent to the contractor daily. It lists all work orders that have been sent to the contractor and are not completed.
- This report contains the following information:
 - Date Sent – This is the day the Work Order was sent
 - Priority – This gives the urgency of the Work Order
 - 3 – Normal Cycle Time to complete Work
 - 4 – Rush: This indicates the work needs to be moved to the top of the schedule so it can be completed sooner than normal cycle time.
 - 5 – Priority: This falls within the contract details under Priority Work
 - Priority Justification – This give an explanation for the given Priority
 - WO # - This number should be used on all correspondence when referring to a particular job.
 - Description – This gives the physical location of the job
 - Cycle Time – Number of days this job has been on the book
 - Comments – The contractor may use this area to make any comments back to JEA on individual work orders.
 - REHB Dept Remark – Any Comments that JEA may have noted on the Work Order
 - Lead – Inspector assigned to that Work Order (noted as employee’s “4+2”)
- Cycle Time is displayed on the report using a color code method to show the number of days that a work order has been open.
 - Green – Work Orders are within Contract Cycle Time
 - Yellow – Work Orders are approaching end of Cycle Time
 - Red – Work Orders are outside of Cycle Time

045-19 Appendix A, Attachment D – Rehab Work Orders Ready For Invoicing Report

Rehab Work Orders Ready for Invoicing Report Definition

- This report is sent to the contractor daily to inform of status of completed work orders. The report shows the work orders in two stages:
 - Pass Work Orders – This indicates that the work order has been Post Inspected and has passed inspection. This is shown in the column named “JEA Trouble Tag” with the word “PASS” and the column named “PLUSD Work Group” will reflect “WWRSSACCT”
 - Work Orders to be Post inspected – This is work that has not yet been post inspected. The column named “Status” will reflect “INPRG-INSP” and the column named “PLUSD Work Group” will reflect “WWRSSPOST”. Also the column “JEA Trouble Tag” will be blank.
- Utilizing this report insures that invoices will not be submitted for work that has not yet been post inspected and accepted by JEA through the post inspection process.