

APPENDIX A – TECHNICAL SPECIFICATIONS  
RFQ 97901 JEA NORTHSIDE GENERATING STATION (NGS) BREAKROOM UPGRADE

## **SCOPE OF WORK**

This contract is executed between JEA and the General Contractor or Building Contractor to perform breakroom renovation services at JEA Northside Generating Station (NGS) including, but not limited to: removal of existing base cabinets and countertop in the Breakroom and the countertop in the Open Office Area; salvage desk supports; removal of existing vinyl tile and light fixtures in Breakroom and Open Office Area; removal of the existing ceiling tiles and grid in the Breakroom; removal of the existing ductwork in the Breakroom; paint new and existing walls; removal of the A/C Window Unit in the Open Office Area; provide new floor expansion joint after removing concrete floor as required for flush finish with new vinyl plank flooring; provide new permanent walls and doors as shown on the drawings in Appendix C; provide new light fixtures in the Breakroom and Open Office Area. JEA may take action to perform work in house and, thereby, reduce Contractor workload. These specifications are not intended to supersede Federal, State, or local regulations to which the Contractor must comply.

### **Detailed Scope of Work**

- Project drawings may include items of work not on this list. Consult all contract documents to verify scope. Project drawings are located in Appendix C.
- Remove existing base cabinets and countertop in the Breakroom and the countertop in the Open Office Area, salvage desk supports.
- Removal of existing vinyl tile and light fixtures in Breakroom and Open Office Area.
- Remove the existing three (3) wall phones as indicated on the drawings.
- Remove the existing ceiling tiles, and grid in the Breakroom.
- Remove the existing ductwork in the Breakroom as shown on the drawings.
- Remove the existing windows – three (3) on the east and one (1) on the north as shown on the drawings.
- Remove existing metal panels as shown on the drawings.
- Remove A/C Window Unit in the Open Office Area.
- Provide new floor expansion joint after removing concrete floor as required for flush finish with new vinyl plank flooring.
- Provide framing where windows were removed along with new GWB for the interior and metal panels on the exterior as shown on the drawings.
- Provide new permanent walls and doors as shown on the drawings.
- Paint new and existing walls in the renovation area as shown on the drawings. Color to be selected by JEA.
- Provide new cabinets and countertops for the Breakroom and Open Office Area including new corner support in the Open Office NE corner.
- Provide new fixed windows. One (1) in Breakroom tinted, insulated and with Low E Coating and one (1) in the Open Office Area where the A/C unit was removed.
- Provide new ductwork, supply and return diffusers as shown on the drawings.
- Extend existing fire sprinkler system as required for coverage in the Open Office Area.
- Provide new ceiling grid and tile as indicated on the drawings.
- Provide related Electrical Panel and Power Outlets along with new Exit Sign as shown on the drawings.
- Provide new faucet in the relocated existing sink.
- Salvage the existing upper cabinets, refurbish, paint and provide new 4” wire pull handles to match the new cabinets.

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- JEA to remove the existing tool chest, TV with VCR, Microwave Ovens, Coffee Pot and other appliances, furniture etc., prior to the Contractor mobilizing on site.
- Limit work in the existing building to normal business working hours of 7:00 a.m. to 5:00 p.m., Monday through Friday, unless otherwise indicated (holidays when the facility is closed).

**Safety**

- Safety is everybody's responsibility. There is no project or task that is more important than one's health and well-being. Any person on a site has the authority and responsibility to stop an unsafe act.
- All contractors and subcontractors must be JEA safety qualified. This includes employees and supervisors. Supervisors may be required to have additional training. Certain job site types (such as substations) require additional training. Contractors are responsible for ensuring ALL personnel have received the appropriate training necessary.
- Any persons not following JEA's Safety Rules and Regulations will be removed from the project and will not be allowed to return to any JEA project or property.
- JEA's Safety Department will inspect work in progress, as well as employees, equipment, materials and tools, and may do so at any time. Contractors will be graded on safety. A score of 80 or below requires a meeting with the Safety Department and mandatory corrective actions.
- Contractors must wear proper Personal Protective Equipment (PPE). PPE minimums include safety footwear, hardhat, and safety glasses. Hearing protection is required while operating machinery or equipment (including saws). Ripped jeans, shorts, tennis shoes, sleeveless shirts, and shirts with offensive logos or messages are not acceptable. Footwear must have safety toes.

**Security**

- Contractor must ensure each person checks in and checks out daily with security.
- Contractor is required to provide whatever means necessary to ensure that the facility is secure at all times during construction. Coordination with JEA Security may be necessary before implementation; all security actions must be pre-arranged with the Project Administrator.
- Drawings, sketches, plans and other items detailing JEA facilities are to be considered sensitive items and will not be released to any 3<sup>rd</sup> party without the prior consent of JEA.

**General Conditions**

- Contractors will provide all labor, tools, and equipment needed for their scope of work. Unsafe tools and equipment are never permitted on JEA sites.
- Contractor is responsible for all permits, fees, approvals, licenses and taxes.
- Contractor must verify existing conditions and dimensions prior to starting work. Any discrepancies must be brought to the attention of the Project Administrator.
- Construction schedules are to be provided by the Contractor and agreed to by all parties before work proceeds. Changes in the schedule must be coordinated through the Project Administrator.
- Contractor will provide any and all dust curtains, temporary partitions, walk-off mats or any other barricade or process necessary to keep site clean.

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- All work will meet or exceed building codes.
- Contractors must abide by the JEA Hot Works Permits Program.
- Job sites are to be kept clean at all times. Contractor will supply his own cleaning products. In office environments, site will be vacuumed at the end of work each day. In field environments, areas will be kept broom-clean.
- Contractor is responsible for removing all debris, demolished items, and construction waste, including the proper and legal disposing of such. All costs of disposal are to be included in contractor's bid.

**Site Access**

- Power and Water are NOT to be turned off at any time, except emergencies, without prior notification and approval by the Project Administrator. Any work interfering with building occupants' use of space must be coordinated in advance.
- Loading, unloading, material delivery, and contractor site access points will be determined by the Project Administrator. Use of other areas is prohibited.
- Contractors are responsible for furnishing sanitary items (temporary toilets, hand-washing stations, clean drinking water, etc.) for their work force. DO NOT assume access to existing bathrooms will be granted!

**Quality Control and Inspections**

- Submittals must be reviewed and approved by the Project Administrator before the item is installed.
- Contractor shall provide JEA with weekly progress reports outlining:
  - a. Work completed & work remaining
  - b. Delays due to weather and other causes (identify causes)
  - c. Plan to complete work by scheduled date
- Work that does not conform to expected levels of craftsmanship or the specifications will be redone at Contractor's expense.

**Project Closeout**

- Punch lists will be created by the Project Administrator, with input as necessary from the Client. The Project Administrator is the deciding authority on punch list matters.
- Final punch list items will be completed before final invoice is processed for payment.
- Final cleaning is to be provided by the Contractor. This includes lay-down areas; loading docks; and stairways, hallways, or other paths of travel used by the Contractor during the job. All debris caused by the construction, both interior and exterior, will be removed from the premises and properly disposed of.
- Contractor is responsible for organizing and presenting to JEA, in a neat and accessible format, all information concerning warranties, key schedules, installation and operation manuals, as-built drawings, wiring diagrams and other documentation before final invoice will be processed.
- All equipment, material and labor will carry a 1-year warranty (minimum) against defects and workmanship.