

**Appendix A - Technical Specifications**  
**068-20 – SCADA Field Services**

**1. SCOPE OF WORK**

The scope of work includes providing labor, materials and services necessary for performance of SCADA services for JEA. This Technical Specification, together with other solicitation documents will cover the performance of related Work for JEA.

The Scope of Work shall include, but not necessarily be limited to, furnishing of all supervision, labor and tools required to perform work described below:

- Radio Path Studies
- Telemetry inspection
- Radio supply cable connection testing
- SCADA system continuity testing
- Providing radio poles, towers, antennas and other equipment to complete upgrades, repairs and installations on an as requested basis
- Provide troubleshooting services
- Provide emergency support and response during outages
- Supply Radios (Radio communications 900 MHz, 2.4 GHz, and cellular frequencies)

All personnel shall meet the qualifications required by this Contract for the job classification assigned. Required work force will be used throughout the year as well as during scheduled outages. JEA Supervision will provide day to day work activity direction to the contractor's working foreman. All documentation, administrative and disciplinary activities relative to Contractor's employees shall be performed by the Contractor.

All hourly rates for personnel on the Bid Form, will be guaranteed for the term of the contract. Materials Pricing shall be fixed for the first year of the contract.

**2. FACILITY LOCATIONS**

- 2.1 The JEA Contract Administrator or their designee shall be the Primary Contact and authorizing agent for all work performed at the work site locations. The Contractor shall, provide a Primary and Secondary Contact to the JEA Contract Administrator.

**Work Locations**

- JEA worksite locations will be at various lift/pump stations, water and waste water locations throughout, Duval, Nassau, Clay and St. John's counties. JEA will provide work locations and priorities as work orders are issued.

**3. GENERAL REQUIREMENTS**

- 3.1 Contractor shall provide labor, materials, equipment, consumables, and subcontracts on an "as needed" basis for the services listed on the scope of work.
- 3.2 Contractor shall employ skilled labor capable of performing the kind of work assigned. All workers employed by the Contractor shall have thorough knowledge of their craft; have experience in environment as indicated in the scope of work. Any worker employed by the Contractor who exhibits inadequate experience, or inability in their field, shall be discharged at the discretion of the JEA Contract Administrator. Contractor shall maintain documentation verifying employees' skills in the form of resumes, job applications, etc., which will document an employee's ability in their field(s). Documentation will be made available to the JEA Contract Administrator upon request.
- 3.3 Contractor shall not initiate 'out of scope' services without obtaining prior authorization from the JEA Contract Administrator. For example, if during the course of the Work, a potential problem or issue is identified by the Contractor, the JEA Contract Administrator shall be notified immediately of the problem/issue and may then initiate an authorization to the Contractor for 'out of scope' services.

- 3.4 Contractor shall observe all Federal, State, and Local industrial safety rules, regulations, codes, and standards. Contractor shall also observe all JEA Safety and Security Policies and Procedures, as a minimum requirement.
- 3.5 Work performed shall be based on the Labor, Materials, Equipment, and Subcontract unit prices and markups submitted in the Respondent Rates Workbook.
- 3.6 Budgetary estimates for services, when requested by JEA, shall be submitted in writing to the JEA Contract Administrator and must include, at a minimum, the estimated labor hours and equipment costs associated with the Work.
- 3.7 The Contractor is advised that other projects may be in progress during this agreement period. Coordination and cooperation with other Contractors and JEA personnel and others working in the work area will be required to insure the work will be completed on schedule.
- 3.8 When working at an operating JEA facility, JEA will supply 110V power and may supply 80 PSI plant service air for the Contractor's use, when and where available. When working at a site that is under construction or not in operation for any reason, the Contractor will be responsible for their own power and air. JEA may request the contractor rent and provide equipment for projects in accordance with the mark ups in the Bid workbook.

#### **4. CONTRACTOR REQUIREMENTS**

- 4.1 Contractor shall provide a Primary Contact to be assigned that will be accessible 24 hours per day, 7 days per week, inclusive of holidays. Should there be a change in employment for the Primary Contact (i.e., promotion, resignation, termination, etc.) the Contractor shall notify the JEA Contract Administrator within 24 hours of the event.
- 4.2 Contractor shall provide a Secondary Contact in the event the Primary Contact is not available for any reason.
- 4.3 Contractor shall provide all labor, materials, small hand tools and equipment, including Personal Protective Equipment (PPE) (i.e., safety glasses, hardhats, hearing protection, steel-toed boots, knee pads, safety vests, standard work gloves, and as well as any other safety equipment applicable to the trade performing the work).
- 4.4 Good communications foster good relationships and benefit all parties. The Contractor may be required to attend outage planning meetings as well as weekly or daily outage status meetings. The Contractor shall provide a knowledgeable person lead project manager for in-person or teleconference meetings.

#### **5. TECHNICAL REQUIREMENTS**

- 5.1 The Contractor shall comply with JEA standards during the performance of the work. This includes, troubleshoot methods, system specifications and providing of any materials to complete the work. The following standards links are provided for convenience. Contractor shall use latest documentation on [JEA.com](http://JEA.com) when performing work.
  - 5.1.1 Pump Station Standards: [Pump Station Standard Sheets – Section 433](#)
  - 5.1.2 Radio Pole standards: contained in: [Submersible Wastewater Pumping Stations - Section 433](#)

#### **6. CONTRACTOR SAFETY**

- 6.1 **IT IS EXTREMELY IMPORTANT THAT THE CONTRACTOR AND JEA WORK TOGETHER TO ADDRESS ANY SAFETY CONCERNS SUCH THAT POTENTIAL ACCIDENTS ARE AVOIDED.**
- 6.2 All employees of the Contractor, who perform work on JEA property, shall be JEA Safety Qualified.
- 6.3 Site specific training will be required to work at each location. The JEA Safety Department or JEA Contract Administrators will provide a PowerPoint Training module for the site location. Contractor is responsible for ensuring ALL personnel have received the appropriate safety training, as required by JEA Contractor Safety Program, and shall submit a roster of the employees who received the training.

- 6.4 Contractors are required to wear proper Personal Protective Equipment (PPE). PPE minimums include safety footwear, hard hat and safety glasses. Hearing protection is required while working in electric plant power block areas and when operating machinery or equipment (including saws). Ripped jeans, shorts, tennis shoes, sleeveless shirts, and shirts with offensive logos or messages are not permitted. Footwear must have safety toes.
- 6.5 Contractor shall maintain a safe work environment at all times. Contractor shall keep their work areas free of trip hazards daily and shall maintain excellent housekeeping through the completion date of the project. Contractor shall provide any and all dust curtains, temporary partitions, walk-off mats or any other barricade or process necessary to keep the job site clean.
- 6.6 Contractor shall abide by the JEA Hot Work Permit Program, Lock Out/Tag Out Procedure and the Confined Space Entry Procedure, applicable to each work site location.
- 6.7 Contractor shall abide by the JEA Contractor's Safe Work Practices Manual.

## **7. ENVIRONMENTAL**

- 7.1 JEA is under strict environmental standards with respect to all construction activities, including purchasing, delivery, erection, and operation / maintenance of equipment.
- 7.2 Violations of standards may result in fines against and/or imprisonment of the guilty parties. The Contractor's work shall be in compliance with all applicable environmental standards. The Contractor is liable for breeches of permit conditions instigated by its personnel.
- 7.3 JEA shall assist the Contractor in environmental compliance by providing information upon request and monitoring the work. Environmental standards are contained in permits, permit application materials, Conditions of Certification, stipulations, and compliance documents. Copies of these documents are available for inspection at the JEA Environmental Compliance office. The Contractor shall cooperate fully with JEA in insuring compliance, including participating in meetings, implementing the JEA Contract Administrator's instructions, and performing other actions as requested.

## **8. MATERIALS/TOOLING**

- 8.1 Contractor is expected to provide trades with all tools and trade equipment, including job site safety equipment, for all personnel required to perform the work that is described in the scope of work.

## **9. SECURITY**

- 9.1 Contractor shall supply a list of names of the personnel they will be using during a given project to the JEA Contract Administrator one week prior to start of the project so they can secure their access to the worksites. Photo ID's are required for all personnel that will be working on JEA property.
- 9.2 Only authorized Contractor personnel will have drive-on plant access. Contractor is responsible for transporting their personnel from the JEA designated parking area to their work area.
- 9.3 A JEA issued security badge shall be visible at all times while on JEA property.
- 9.4 Background checks and mandatory training may be required for entry to NERC regulated spaces.
- 9.5 Parking on JEA property shall be approved through the JEA Contract Administrator. Additional parking for personnel is available off-site in the designated Contractor parking area.

## **10. WORK HOURS**

- 10.1 Straight Time (ST) hours are performed from eight (8) to twelve (12) hours per day or as scheduled by the JEA Contract Administrator, not to exceed forty (40) hours per week. A normal work day may take place during the day, afternoon, or night shift.
- 10.2 Overtime (OT) hours are performed outside of a normal work day or work week, including weekends and holidays. Overtime shall be approved in advance by the JEA Contract Administrator and shall be paid after an employee has worked forty (40) hours for the week.
- 10.3 Contractor shall not be permitted to perform work outside of the normal working hours (Overtime) without prior approval of the JEA Contract Administrator.

## 11. MOBILIZATION NOTIFICATION

- 11.1 The Contractor shall have the ability to mobilize for work orders or outages as follows:
  - 11.1.1 Normal Request = within two (2) weeks. The Contractor shall be able to commence normally scheduled work that is queued by the business within this time frame
  - 11.1.2 Emergency Request (equipment is down) = four (4) hours (forced outage), up to one crew for emergent repairs.
  - 11.1.3 If additional trades are requested beyond the requirements stated above, JEA and Contractor shall mutually agree to a reasonable mobilization time.

## 12. MOBILIZATION/DEMOBILIZATION

- 12.1 Mob/Demob will not be paid for normal or emergent requests. Mobilization for larger installations may be paid, when additional equipment is required to perform an installation or repairs. The fee shall be negotiated and approved by JEA prior to Mobilization.

## 13. TIME & MATERIAL (T&M) COST METHOD

### 13.1 Time and Timesheet

- 13.1.1 The Contractor shall be responsible submitting timesheets for tracking purposes of personnel working on the assigned project (as directed by JEA). In smaller projects where JEA may be waive this requirement, solely at JEA discretion.

### 13.2 Payment

- 13.2.1 JEA will pay the Contractor for T&M work either on a weekly, monthly or per work order basis, as set forth below and the compensation provided shall constitute full payment for the work.

### 13.3 Invoicing

- 13.3.1 **On a monthly basis**, or as otherwise directed (weekly – for example), the Contractor shall submit a preliminary invoice to the JEA Contract Administrator for approval. The preliminary invoice shall contain, at a minimum, the following backup documentation:
  - 13.3.1.1 JEA Purchase Order number.
  - 13.3.1.2 Invoice number.
  - 13.3.1.3 Project or Task name and percent complete.
  - 13.3.1.4 Invoice billing period.
  - 13.3.1.5 Scope of Work or Task Order description, including, if applicable, # of units installed, i.e., square feet, linear feet, cubic feet, pounds, gallons, etc.
  - 13.3.1.6 Invoice summary for each project or task order to include line item expenses for labor, materials/consumables, equipment rental and subcontracts with totals for each.
  - 13.3.1.7 A timesheet summary for all labor, including employee name, job classification, hours worked, dates worked, and hourly labor rates.
  - 13.3.1.8 Receipts for Material & Consumable purchases.
  - 13.3.1.9 Receipts for Equipment Rental costs.
  - 13.3.1.10 Receipts for Subcontract costs.
  - 13.3.1.11 Other backup documentation, as deemed necessary to verify accuracy of billing.
- 13.3.2 **On a per work order basis**, the Contractor shall submit a preliminary invoice to the JEA Contract Administrator for approval upon completion of the work order. The preliminary invoice shall contain, at a minimum, the following backup documentation:
  - 13.3.2.1 JEA Purchase Order number.

- 13.3.2.2 Invoice number.
- 13.3.2.3 Work, Order, Project or Task name.
- 13.3.2.4 Invoice billing period.
- 13.3.2.5 Scope of Work or Task Order description, including, if applicable, # of units installed, i.e., square feet, linear feet, cubic feet, pounds, gallons, etc.
- 13.3.2.6 Invoice summary for each project or task order to include line item expenses for labor, materials/consumables, equipment rental and subcontracts with totals for each.
- 13.3.2.7 A timesheet summary for all labor, including employee name, job classification, hours worked, dates worked, and hourly labor rates.
- 13.3.2.8 Receipts for Material & Consumable purchases.
- 13.3.2.9 Receipts for Equipment Rental costs.
- 13.3.2.10 Receipts for Subcontract costs.
- 13.3.2.11 Other backup documentation, as deemed necessary to verify accuracy of billing.
- 13.3.3 Upon approval by the JEA Contract Administrator, a final invoice shall be submitted per the JEA Purchase Order instructions.
- 13.3.4 Final invoicing shall be submitted within sixty (60) days of project task completion.

#### 13.4 Labor Classifications

- 13.4.1 **Lead Field Service Technician:** 4 years of more work experience as a journeyman Telecom technician in an industrial or commercial environment performing similar scopes of work as provided in this technical specification. Provides professional and courteous customer service, exercise safety adequately and effective communication skills, etc.
- 13.4.2 **Field Service Technician:** 2 years of more work experience as a Telecom technician in industrial environment or performing as a Telecom Technician. Provides professional and courteous customer service, exercise safety adequately and effective communication skills, etc.
- 13.4.3 **Field Service Apprentice:** Shall meet the requirements to work as an apprentice (i.e. be enrolled in an apprenticeship program) to work with a licensed journeyman. Provides professional and courteous customer service, exercise safety adequately and effective communication skills, etc.

#### 13.5 Hourly Labor Rates

- 13.5.1 Services costs will be performed on an a basis of one (1) hour increments. Hourly Labor Rates shall be provided in the Respondent Rates Workbook and will begin when the worker arrives at the assigned daily work work location.
- 13.5.2 Hourly Labor Rates shall be all-inclusive such that each job classification shall include wages, fringes, taxes, benefits, workers compensation, required Personal Protective Equipment (PPE), general & administrative costs, small hand tools, profit and overhead.
- 13.5.3 Hourly Labor Rates shall be quoted inclusive of all applicable training, certifications, and approvals required to operate the subject vehicles and/or equipment and to safely perform the Work at the specified job sites in an environmentally responsible manner.
- 13.5.4 Hourly Labor Rates shall be quoted inclusive of all basic Personal Protective Equipment (PPE) and certain small tools. Basic PPE shall include, at a minimum, safety glasses, hardhats, hearing protection, steel-toed boots, knee pads, safety vests, standard work gloves. Small hand tools shall include the kind and type commonly used in the industry and shall include portable radios and cell phones.
- 13.5.5 Contractor will be paid at the “Hourly Labor Rate” indicated in the Respondent Rates Workbook for all classifications of labor that are engaged in the Work.

- 13.5.6 The Overtime Hourly Labor Rate shall not exceed 1.5 times the Straight Time Hourly Rate for work performed after normal work hours, including weekends and holidays. Double Time will not be paid.
- 13.5.7 Contractor's employees shall be assigned a single job classification and shall be invoiced at that Hourly Labor Rate. In no instance shall an employee be invoiced at a higher paying job classification, unless a promotion has taken place. In this instance, the JEA Contract Administrator and JEA Contract Administrator shall be informed of the change within forty-eight (48) hours.
- 13.5.8 Any Labor Classifications not covered by Fixed Rates under this contract must be approved by the JEA Contract Administrator prior to the start of Work.

**13.6 Materials & Consumables Mark Up**

13.6.1 For materials & consumables purchased by the Contractor and used in the execution of the Work, the Contractor shall be paid the actual cost of such materials & consumables, including sales taxes, if required, and freight and delivery charges as shown by original receipted bills. A mark-up amount shall be added to these costs, but shall not be added to applicable sales tax, expedite charges, delivery or freight charges. The mark up amount shall equal the "Material Mark Up" or "Consumables Mark Up" as stated in the Bid Workbook. The Mark Up amounts for each shall not exceed 10%.

13.6.2 The calculation for "Materials Mark Up" shall be expressed as follows:

Example:      Cost of Material = \$2,000.00  
                   "Materials Mark Up" = 5%  
                   Total Material Cost plus Mark Up = \$2,000.00 x 1.05 = \$2,100.00

13.6.3 For consumables purchased in bulk quantity by the Contractor and utilized piece meal over the life of the contract, it is understood that a receipted bill may not be possible. In these instances, the Contractor shall provide to the JEA Contract Administrator, a detailed list of the anticipated consumables to be utilized during the contract, with current Unit Rates. Once the list is reviewed and approved, subsequent additions to the list would need to be submitted to the JEA Contract Administrator for approval prior to their use in the execution of the Work.

13.6.4 JEA reserves the right to select and approve, or to reject the materials & consumables to be used and the sources of supply of any materials/consumables furnished by the Contractor. PPE shall not be invoiced as a consumable, as this cost is to be included in the Hourly Labor Rates.

**13.7 Equipment Rental Mark Up**

13.7.1 For those instances in which equipment rental is necessary for maintenance repairs, JEA will pay the actual equipment rental cost of such equipment, including sales taxes if required, and freight and delivery charges as shown by original receipted invoices. A mark-up amount shall be added to the equipment rental cost, but shall not be added to applicable sales tax, expedite charges, delivery or freight charges. The mark-up amount shall equal the "Equipment Rental Mark Up" as stated in the Respondent Rates Workbook. The "Equipment Rental Mark Up" shall not exceed 10%.

13.7.2 The calculation for "Equipment Rental Mark Up" shall be expressed as follows:

Example:      Cost of Equipment Rental = \$1,000.00  
                   "Equipment Rental Mark Up" = 10%  
                   Total Equipment Rental plus Mark Up = \$1,000.00 x 1.10 = \$1,100.00

13.7.3 JEA reserves the right to select and approve, or to reject the equipment to be used and the sources of supply of any equipment furnished by the Contractor.

**13.8 Subcontract Mark Up**

13.8.1 The Contractor may be permitted to utilize approved Subcontracts to assist with the execution of the Work, depending on the scope of work. When authorized JEA will pay the actual

Subcontractor's cost as shown by copies of original receipted invoices. A mark-up amount shall be added to the Subcontractor cost. The mark-up amount shall equal the "Subcontract Mark Up" as stated in the Respondent Rates Workbook. The "Subcontract Mark Up" shall not exceed 10%.

13.8.2 The calculation for "Subcontract Mark Up" shall be expressed as follows:

Example:       Cost of Subcontract = \$500.00  
                  "Subcontract Mark Up" = 10%  
                  Total Subcontract plus Mark Up = \$500.00 x 1.10 = \$550.00

13.8.3 In no instance shall the value of the Subcontractor's work exceed that of the Contractor, unless prior approval is obtained from the JEA Contract Administrator.

13.8.4 JEA reserves the right to select and approve, or to reject Subcontractors to be utilized by the Contractor. Subcontractors must meet all of the same requirements of the prime Contractor as stated in the Technical Specification.

#### 13.9 **Administrative Costs**

13.9.1 Administrative costs will not be permitted as a separate billable cost. These costs must be included in the Hourly Labor Rates bid, however, when an electrician is walking through a job to perform a cost estimate, they will charge JEA the standard labor rate in the Bid Workbook.

### 14. **CODES AND REGULATIONS**

14.1 Contractor shall perform all work in accordance with established federal standards and regulations, local codes and regulations, and the current issues of the following codes and regulations.

14.2 List any Codes Or Regulations here.

In case of a conflict between the above codes and regulations, Contractor will perform all work in accordance with the more stringent code or regulation.