



Plattsburgh, New York

Kristofer Gushlaw
Chief Plant Operator

Water Resource Recovery Facility
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May 10, 2021

NOTICE TO BIDDERS

The Common Council of the City of Plattsburgh, New York will receive sealed bids up until **11:00 AM, Thursday, June 3, 2021** at the City Clerk's Office, 41 City Hall Place, Plattsburgh, New York, for **Electrical Services for the WRRF/City of Plattsburgh**. The bids will be publicly opened and read aloud in the Common Council Chambers of the City Hall Building at 11:00 AM on this same date.

Specifications may be obtained at the Office of the City Clerk, 41 City Hall Place, Plattsburgh, New York 12901, or available for download at www.cityofplattsburgh.com.

Bids to be accompanied with a Non-Collusive Bidding Certificate.

Envelope containing bid shall be plainly marked: **"Electrical Services for the WRRF/City of Plattsburgh- Contract #WRRF2021-02."**

The Common Council of the City of Plattsburgh, New York, reserves the right to reject any and/or all bids and to waive any and/or all informalities that do not affect the validity of the bid.

Kristofer Gushlaw
Chief Plant Operator

SPECIFICATIONS

ELECTRICAL SERVICES

WATER RESOURCE RECOVERY FACILITY

CONTRACT NO. WRRF2021-02

CHRISTOPHER ROSENQUEST, MAYOR

CITY OF PLATTSBURGH

CITY HALL

PLATTSBURGH, NEW YORK 12901

MAY 2021

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CONTRACT NO. WRRF2021-02

ENVIRONMENTAL SERVICES DEPARTMENT

CITY HALL

**PLATTSBURGH, NEW YORK 12901
(518-563-7731)**

**JONATHAN P. RUFF
ENVIRONMENTAL MANAGER**

MAY 2021

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INFORMATION FOR BIDDERS

1.1 OPENING OF BIDS

- A. Bids will be opened at the time and place set forth in the Notice to Bidders. Every bid received before that time, or authorized postponement thereof, will be opened and publicly read aloud. Bidders and other persons properly interested may be present in person or by representative.
- B. The Owner may consider informal any bid not prepared and submitted in accordance with the provisions hereof or may waive any informalities in or reject any or all bids. Any bid may be withdrawn prior to the advertised time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered. No bidder may withdraw a bid within 30 days after the actual opening thereof.
- C. Conditional bids will not be accepted.

1.2. PREPARATION OF PROPOSAL

- A. Proposals must be submitted on prescribed forms or facsimiles thereof. All blank spaces must be filled in, in ink or typewritten, in both words and figures where so indicated.
- B. Each proposal must be submitted in a sealed envelope and shall have clearly designated on the outside the name and address of the bidder, the name of the project and the contract for which proposal is submitted. Each proposal must be submitted to the City Clerk, 41 City Hall Place, Plattsburgh, New York 12901. Bids are to be submitted in an envelope and plainly marked, **"Electrical Services for WRRF / City of Plattsburgh, Contract #WRRF2021-02."**

1.3 COPIES OF CONTRACT DOCUMENTS

- A. Copies of the contract documents may be obtained from the City Clerk, City of Plattsburgh, at no charge.

1.4 NON-COLLUSIVE BIDDING CERTIFICATE

- A. Each prime Bidder submitting a bid for any portion of the work contemplated by the bidding documents shall execute a non-collusive certificate as required by applicable New York State law, in the form herein provided, to the effect that he has not colluded with any other person, firm or corporation in regard to any bid submitted. Such certificate shall be attached to the bid. Failure of any bidder to abide by this provision shall be cause for rejection of his bid.

INFORMATION FOR BIDDERS, CONTINUED...

1.5 QUALIFICATION OF BIDDERS

- A. The Owner may make such investigation as he deems necessary to determine the ability of the bidder to perform the work and the bidder shall furnish to the Owner all such information and data for this purpose as the Owner may request.
- B. The Owner reserves the right to reject any bid if the evidence submitted by or investigation of such bidder fails to satisfy the Owner that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated herein.
- C. The Owner requires the Bidder and/or the person he assigns or designates to do the work described in this contract to have a minimum of five (5) years industrial electrical systems experience with AC, DC, programmable controllers and with electrical equipment of a similar nature described herein. The bidder shall have demonstrated abilities to troubleshoot, make recommendations and repairs, use diagnostic equipment and have knowledge of current industrial practices. The successful bidder must also have at least two (2) years experience at a WPCP or an industrial facility working in similar work categories indicated in Section 3.04 of this specification. Proof of experience along with appropriate references are required to be submitted with the formal bid proposal as a statement of qualifications.
- D. The Bidder shall have a current driver's license and a phone number which the Bidder can be reached 24 hours a day, 7 days per week. Proof of having a current valid driver's license is required to be submitted with the formal bid proposal.

1.6. SUBCONTRACTOR

- A. The Bidder may designate a Subcontractor to do the work described herein and the Owner shall have the right to review and approve or disapprove the Subcontractor subject to the same conditions set forth in 1.5, Qualification of Bidders. Any such Subcontractor shall comply with all conditions set forth in this contract.

1.7. CONDITIONS OF WORK

- A. Each Bidder must inform himself fully of the conditions relating to the construction and labor under which work is now being or will be performed. Failure to do so will not relieve a successful bidder of his obligations to furnish all labor necessary to carry out the provisions of the contract documents and to complete the contemplated work for the consideration set forth in his bid. The Contractor, in the carrying out of his work, must employ such methods or means as will not cause any interruption or interference with the work of any other contractor, or the operations of the Owner unless authorized in advance by the Owner.

INFORMATION FOR BIDDERS, CONTINUED...

1.8 OBLIGATION OF BIDDERS

- A. At the time of the opening of bids, each bidder will be presumed to have inspected the site, to have familiarized himself with local conditions, and to have read and to be thoroughly familiar with the bidding documents, including all Addenda. The failure or omission of any bidder to receive or examine any form, instrument or document shall in no way relieve any bidder from any obligation in respect to his bid.

1.9 ADDENDA AND INTERPRETATIONS

- A. No interpretations of the meaning of the Specifications or other contract documents will be made to any bidder orally. Every request for such interpretation shall be in writing to the City Environmental Manager, and to be given consideration, must be received at least 5 days prior to the date fixed for the opening of the bids. Any and all such interpretations and any supplemental instructions will be in the form of written addenda to the specifications. Addenda will be mailed to all prospective bidders at the respective address furnished prior to the date as fixed for opening of bids. Failure of any bidder to receive any such addendum or interpretation shall not relieve any bidder from any obligations under his bid as submitted. All addenda so issued shall become part of the contract documents.

1.10 BASIS FOR AWARD

- A. Award will be made to the lowest responsible bidder as determined from the Bid Proposal. Unit prices shall govern in the event of a math error. On contracts with estimated quantities, the award will be made on the unit prices quoted.
- B. The Common Council of the City of Plattsburgh reserves the right to reject any or all bids.
- C. Discrepancies between words and figures will be resolved in words. Discrepancies between the indicated sum of any column of figures and the correct sum thereof, will be resolved in favor of the correct sum.

GENERAL CONDITIONS

2.1 CONTRACT AND CONTRACT DOCUMENTS

- A. The specifications and Addenda shall form part of Contract and the provisions thereof shall be as binding upon the parties hereto as if they were herein fully set forth. The Table of Contents, titles, headings, contained herein and in said documents are solely to facilitate reference to various provisions of the Contract documents and in no way affect, limit or cast light upon the interpretation of the provisions to which they refer.

2.2 DEFINITIONS

- A. "Contract" means the contract executed by the City of Plattsburgh and the Contractor.
- B. "Contractor" means the person, firm or corporation executing the agreement or the duly recognized assignee thereof, who will perform the work described in the drawings and specifications of the contract documents.
- C. "Sub-Contractor" means a person, firm or corporation supplying labor and materials or only labor for work at the site of the project, for and under separate contract or agreement with the Contractor.
- D. "Engineer" means the Chief Plant Operator at the Water Pollution Control Plant, a duly authorized person representing the City of Plattsburgh.
- E. "Owner" shall mean the City of Plattsburgh. All contracts and agreements connected with the Owner shall be executed by the Mayor.

2.3 PERMITS AND INSPECTIONS

- A. The Contractor shall take out, at his own expense, all necessary permits, and give all notices required by law or municipal ordinances and shall pay all charges incidental to the lawful execution of the work done under this contract.
- B. The Contractor shall schedule and pay all electrical inspections of his work as may be required.

GENERAL CONDITIONS CONTINUED...

2.4 SAFETY AND HEALTH REGULATIONS

- A. In order to protect the lives and health of his/her employees under the Contract, the Contractor shall comply with all pertinent provisions of the Contract Work Hours & Safety Standards Act, as amended, commonly known as the Construction Safety Act, as pertains to health and safety standards; and shall maintain an accurate record of all cases of death, occupational disease, and injury requiring medical attention or causing loss of time from work, arising out of and in the course of employment on work under the Contract. The City has safety equipment available for use on electrical equipment and it will be the duty of the Contractor to see that they are used. Any City safety rules will also be abided by pertaining to any activity that the Contractor does while working on City equipment or at any City location.

2.5 WAGES

- A. The Contractor shall comply with all labor and wage requirements of the New York State Department of Labor.

2.6 TIME OF CONTRACT

- A. The Contract period shall be for one (1) year, commencing on June 28, 2021, and expiring on June 27, 2022, or on the date as noted in the letter giving a formal notice to proceed. Contract period may be extended for up to two (2) additional one-year contracts, by mutual agreement of the Owner and Contractor. Notice of extension must be in writing 60 days prior to Contract expiration.

2.7 TERMINATION OF CONTRACT

- A. The owner shall have the right to terminate the Contract after ten (10) days written notice in the event:
1. The Contractor fails to perform under the terms of this Contract.
 2. The Contractor fails to proceed in a diligent and workmanlike manner as determined by the Environmental Manager or Chief Plant Operator.

2.8 PAYMENT

- A. Payments shall be made on a monthly basis only. The Contractor shall be responsible to comply with all record keeping and cost account requirements of the Engineer. The Contractor shall be paid only for work done in accordance with authorized Work Orders to be issued by the Engineer. The Contractor shall keep daily time sheets on all work assignments which shall be reviewed and initialed at the end of each day by the Engineer.
- B. Payment shall be made at the unit price bid times the number of hours worked as indicated by the approved time sheets. The unit price bid for hourly work shall include all costs for insurance, overhead, office keeping functions, equipment and tools customary to the trade and so on. Bid pricing for rate of pay is for the duration of the contract year. Any additional year(s) of contract work can be adjusted as stated in Section E.
- C. No work will be performed on designated holidays unless authorized by the Engineer in advance. In the case of an emergency, overtime shall only be payable upon authorization of the Engineer or his designee. Overtime work of any nature shall need prior approval from the Engineer or his designee.
- D. For any call-ins for work on a holiday or Sunday to occur, the Contractor must designate what the minimum call-in time is and at what rate of pay. Call-ins for time other than a Sunday or holiday must also be specified by the Contractor.
- E. Rate of Pay Adjustments:

Contractor may change pay rates hereunder annually, on the anniversary date of this contract, at a rate equal to the most recent annual percentage increase in the Consumer Price Index (CPI-U), published by the United States Department of Labor for the Northeast Urban, provided that such rate of pay change shall not exceed three percent (3%).

Method of Adjustment:

Within sixty (60) days of the end of the contract, the Contractor shall provide the City with written notice of their intent to extend the contract, including any such rate of pay adjustments, and the effective date of the Contract's anniversary, together with reasonable justification therefore. If the City does not reject such rate of pay adjustment in writing within fourteen (14) days after Contractor first gives notice of such rate of pay adjustment to the City, will be deemed to have approved such rate of pay adjustment. If the City rejects such rate of pay adjustment, the contract will go back out to bid. The City may extend the contract at the increased rate for up to twelve (12) months after Contractor's notice of the increased rate of pay on the contract's anniversary date, provided that the City desires to so extend the contract. Upon official confirmation by the Common Council of the City, the Contractor will get a formal response as a resolution stating the acceptance of the contract for the period of the extension.

INSURANCE REQUIRED OF OTHERS

CONTRACTORS

Construction, supply and service contractors who perform work, services, or supplies to the City on a regular basis are required to provide evidence of insurance as follows:

(A) GENERAL LIABILITY

Premises-Operational-Contractual BI/PD \$ 1,000,000
F.S.L./\$ 2,000,000 AGGREGATE

Completed Operations/Products BI/PD \$ 1,000,000
C.S.L./\$ 2,000,000 AGGREGATE

All policies must be on the COMPREHENSIVE FORM and the City of Plattsburgh is to be named as Additional Insured.

The X, C and U exclusions are to be eliminated if the contract involves certain types of work. If blasting is involved, the X exclusion is to be eliminated. If grading, excavating or pile driving work is involved, the C and U exclusions are to be eliminated.

(B) AUTOMOBILE LIABILITY -

Including owned, non-owned and hired vehicles -

Bodily Injury/Property Damage = \$1,000,000. C.S.L.

(C) WORKER'S COMPENSATION -

In addition to the normal New York statutory coverage that is required, an All States or New York endorsement is required from the Contractors domiciled in a state other than New York. Those Contractors that are domiciled in the monopolistic State Fund states of Nevada, North Dakota, Ohio, Washington, West Virginia and Wyoming are to provide a certificate directly from their respective State Fund rather than their agent or broker.

If a contract involves any work that requires an employee to enter the confines of the inter-state waters of Lake Champlain, the Worker's Compensation policy is to include a United States Longshoremen's and Harbor Worker's Compensation Act endorsement as part of their policy.

INSURANCE REQUIRED OF OTHERS CONTINUED...

(D) NEW YORK STATE DISABILITY BENEFITS -

Statutory coverage is required from all contractors regardless if they are domiciled in New York or in a state other than New York if they employ any individual who is a legal resident of the State of New York.

(E) GENERAL INFORMATION -

All Certificates of Insurance must be on the ACORD Form 25 or a comparable insurance company certificate and indicate 30 days written notice to the City should any of the described policies be canceled before the expiration dates. Certificates provided by the State Fund are permissible on their own form but must contain the 30 days written notice of cancellation.

Excess liability on the Umbrella Form noted on the Certificate can be combined with the general liability and automobile liability limits to satisfy the minimum limits that are required. If it is indicated that Excess Liability is on other than an Umbrella Form, the Certificate must indicate that the Excess Liability coverage is on a following-form basis.

During the transition to the "Simplified" General Liability format, the old forms will be permitted and no aggregate is required for other than Product Liability coverage. The aggregate limit for Product Liability on the old forms should equal or exceed the Products per occurrence limit. Any coverage using a claims-made format must be approved by the Insurance Analyst.

Certificates of insurance on the Acord Form 25 must be submitted with the formal bid proposal.

TECHNICAL SPECIFICATIONS

3.01 SCOPE

- A. The Contractor shall provide one (1) Primary qualified and approved electrician plus equipment and tools customary to the trade to maintain, troubleshoot, replace, install, construct and service the various electrical systems, component devices in the plant, including: DC motors, programmable controllers, heat, light, ventilation, AC motors, motor control center, control consoles, control devices, some instrumentation, small transformers, switch gear and related systems. Electrician may also be asked to provide assistance to the instrumentation service technician whenever it is needed during visits of instrumentation service technician. The Primary Electrician may also request additional qualified and approved electricians to assist in any task requiring multiple skilled workers for electrical work. Additional help will be paid at the same rate as the hourly Primary Electrician.
- B. The Engineer shall assign, as may be required, personnel from the Water Recovery Facility to assist the one electrician provided herein in the performance of authorized Work Orders. The electrician shall be responsible for directing the Water Resource Recovery Facility employees to accomplish the assigned task.
- C. The Contractor shall not be responsible for communications equipment, elevators, overhead doors, air conditioning, primary power supply, component major overhaul or rebuilding and special devices deemed by the Water Resource Recovery Facility to require service by technical specialists or manufacturers' representatives.
- D. The electrician provided will only work on an as-needed basis. The work to be done requires only part time coverage, and it is not intended to be a full-time position. In times when not working for the City, the Contractor can pursue other work elsewhere.

3.02 MATERIALS

- A. All replacement parts, material, and new components will be purchased and supplied to the contractor by the Water Resource Recovery Facility after consultation with and recommendations from the contractor. A modest inventory of replacement parts is now on hand at the plant. Requisitions for supplies and/or equipment used, will be made out using the form used at the Water Resource Recovery Facility.

3.03 LOCATION OF WORK

The work sites shall include the Water Resource Recovery Facility on Green Street, and six pumping stations located in the City on U.S. Avenue, Adirondack Lane, Cumberland Avenue, Nevada Oval, Margaret Street, and North Margaret Street. Transportation to these worksites will be by their own means and non-reimbursable.

TECHNICAL SPECIFICATIONS (continued)

3.04 WORK CATEGORIES

The plant is sub-divided into 12 service areas. A brief general description of each work area and types of electrical equipment involved, is presented below:

1. Pumping Stations - Pumps, compressors, transformers, fractional to 125 HP AC motors, instruments, actuators, recorders, controls, heating, lighting, sensors variable frequency drives, ventilating, switch gear, breakers, and generators.
2. Building & Grounds - Compressors, heating, lighting, transformers, ventilation, switches controls, sump pumps, fractional - 7.5 HP AC motors, switch gear, breakers, hot water heaters, thermostats, intercoms, tools, outlets, and sensors, plant standby generator.
3. Pretreatment - Air blowers, screw conveyors, bucket elevators, belt conveyors, timers, controls, 1 - 40 HP AC motors, switch gear, breakers, and sensors.
4. Raw Waste Pumping - Compressor, pumps, 150 HP AC motors with VFD's, instruments, actuators, controllers, transformers, switch gear, breakers, and flow meter.
5. Primary Clarification - Clarifier mechanisms, grease pumps, 3 HP AC motors, actuators, controls, switch gear, breakers, and variable frequency drives.
6. Aeration - Aerators, 75 -100 HP AC motors, switch gear, indicators, pumps and controls, variable speed drives, and sensors.
7. Secondary Clarification - Clarifier mechanisms, scum pumps, 1 - 5 HP AC motors, switch gear, breakers, mixers and controls.
8. Secondary Sludge Pumping - Pumps, 30-50 HP AC motors, flow meters, switch gear, 50 HP variable frequency AC drive motors, actuators, timers, controls, instrumentation, and breakers.
9. Sludge Dewatering - Belt filter presses, pumps, sludge pumping equipment, compressors, conveyors, chemical mixers, odor control systems with fractional - 50 HP motors, switch gear, breakers, control consoles, Instrumentation, sensors, controls and variable frequency drives.
10. Chlorination - De-chlorination Pumps, fractional - 10 HP AC motors, switch gear, transformer, controls, instrumentation, breakers, and flow/level sensors.
11. Flow Measurement & Sampling - Flow meters and samplers, instrumentation, controls, control devices, timers, and monitoring equipment.
12. Laboratory - General electrical, instrument troubleshooting, appliances, ventilation, breakers and controls.

3.05 QUANTITY OF WORK

- A. The estimated total man-hours for providing the services of one (1) Primary Electrician is 1,800 man-hours for the 12-month contract period. This estimated quantity is for bid comparison purposes only and payment for services authorized and rendered will be for all actual hours worked, which may be more or less than the bid quantity, at the quoted unit price. The actual number of hours required for the contract is neither implied or limited to the bid amount listed on the Bid Proposal Form. The number of hours may be more or less than the bid quantity, with no guarantees by the City for any actual quantity for the term of the contract. Payment is for work time only. No allowance is made for travel time, meal money, or travel expenses.

- B. The estimated bid quantity was derived on the basis of actual experience during the last 5 years and anticipated need for service in 2021 - 2022. An evaluation of invoices received for similar electrical services (2015-2020) intended in this specification indicated the following approximate hours of service needed per year are:

Straight Time (Hrs)	1,800
Overtime (Hrs)	16

3.06 EMERGENCY SERVICE AND OVERTIME – WORK HOURS

- A. The estimated 1,800 man-hours is for scheduled work between the hours of 8:00 a.m. to 4:00 p.m., from Monday thru Friday, excluding holidays and weekends. Equipment breakdowns and emergencies may arise requiring service to be provided beyond the normal hours of the work week and/or on weekends or holidays. It is estimated 16 man-hours of overtime work may be required of the Contractor. A separate bid item has been included for this overtime work in the bid schedule. The actual number of overtime hours required during the term of the contract is neither implied or limited to the bid amount listed on the Bid Proposal Form. The number of hours may be more or less than the bid quantity, with no guarantees by the City for any actual quantity for the term of the contract. Actual overtime hours paid are for actual hours worked. No travel time will be paid, only the time actually on site will be paid. Consideration will also be noted for work hours that are started later or earlier than the 8:00 a.m. to 4:00 p.m. time slot. If there is a mutually agreed to work time which is better suited to a contractor, then that scenario will be considered. Manipulation of the work hours/call-ins to generate overtime, will not be tolerated and close scrutiny to overtime hours will be done. The City retains the right to set work hours.

3.06 EMERGENCY SERVICE AND OVERTIME CONTINUED...

- B. The Water Resource Recovery Facility is in operation and staffed seven days per week, 8 hours per day from 8:00 am to 4:00 p.m. Note there is no one at the Plant from 4:00 p.m. to 8:00 a.m. It is anticipated that routine electrical service and preventative maintenance work on electrical equipment will be done between 8:00 a.m. and 4:00 p.m. on Monday through Friday, or as agreed to by the Engineer and the Contractor. Emergency work required beyond normal working hours will be paid at the overtime rate. A schedule showing overtime rates is included on the bid sheet and must be filled in for overtime for holidays, after hour call-ins, weekends, and time beyond normal working hours. Also, if there is a minimum call-in time, then this must be supplied on the bid sheet.
- C. The Contractor will not be paid the overtime rate for any work unless it has been specifically authorized in advance by the Engineer or his designee.
- D. The Contractor shall make arrangements with the Engineer so that the electrical services to be provided under this contract will be available upon demand seven days per week, 24 hours/day. The Contractor employee must provide and carry a paging device so that they can be contacted when away from home or office. Calls for overtime may be made by the Engineer, the Maintenance Supervisor, or an Operator working in charge of the Water Pollution Control Plant at that time. Should the Contractor employee be unavailable (vacation, illness, etc.) the Contractor will provide an alternate employee to do work as demands dictate. The City will be covered by electrical repair service every day, either with a primary contact or a secondary contact.
- E. Calls to the Contractor for emergency service must be responded to in a diligent manner. If the Owner or Engineer determines that the response is not fast enough, they will be empowered to contact other Contractors to respond to the situation. Response time is critical in some instances, and the City will do whatever is needed to protect the health and safety of the employees, the general public, and the environment.

3.07 ASSIGNMENT OF WORK

- A. The Contractor shall perform electrical work as directed by Work Orders issued by the Engineer or WRRF staff. Only work performed under authorized Work Orders or as directed by the Engineer or his designee, will be compensated.
- B. When not working at the Water Resource Recovery Facility, the Contractor shall routinely visit or contact the Water Resource Recovery Facility daily during the weekdays, to review pending Work Orders and schedule the work.
- C. The Contractor shall, if required by the Engineer, respond to a Work Order immediately or within 24 hours of notification.

3.07 ASSIGNMENT OF WORK CONTINUED...

- D. The Contractor shall keep a logbook at the Water Resource Recovery Facility which documents the activities done by the Contractor. This will be kept up to date each time the Contractor does any work for the Water Resource Recovery Facility. This logbook will be kept at the Water Resource Recovery Facility and will be used to verify time for billing purposes. Contractor will use the same timesheet that is used by the Water Resource Recovery Facility staff. This documents where the costs can be divided for proper accounting purposes. All regular and overtime hours will be put on a timesheet which will be used for payment of hours worked.

3.08 COORDINATION OF THE WORK FORCE

- A. The Contractor shall provide one (1) Primary qualified electrician including all customary tools and standard testing and troubleshooting instruments and equipment. in order to provide continuity and minimize orientation time, the Contractor shall provide the same person throughout the contract period to perform the work. Substitution of a different electrician shall be permitted only in certain instances (e.g., sick leave, vacation time) only after the Engineer reviews and approves the qualifications of the replacement.
- B. The Owner will provide, as needed, personnel from the Water Resource Recovery Facility to assist the electrician at his direction. The Owner will also provide use of electrical repair facilities and test instruments available at the Water Resource Recovery Facility. Any instruments, equipment, or tools being used that belong to the bidder will be the responsibility of the bidder. Any equipment, tools, or instruments, lost or broken will be the bidder's responsibility.
- C. The Contractor shall not provide the services of any other personnel from his organization to assist or work with the electrician unless approved by the Engineer or his designee in advance. Approved additional qualified electricians will be paid in accordance to the terms or payment for the Primary Electrician and elaborated on in Section 2.8 and Section 3.01.
- D. The Contractor will coordinate their activities with the Operations and Maintenance staff at the Water Resource Recovery Facility. The Engineer and/or WRRF staff will be made aware of all the activities the Contractor will be doing so as not to interfere with the proper operation and/or maintenance of the Water Resource Recovery Facility.

3.09 SAFETY STANDARDS

- A. The Contractor shall perform all work in accordance with the Occupational Safety and Health Standards of the U.S. Dept. of Labor. The Contractor shall also comply with all safety rules and practices established by the Engineer at the WRRF. Anytime that the Contractor works at any of the outlying pump stations, the Water Resource Recovery Facility personnel will be notified so they will be aware of the work activity and where the Contractor is at all times.

- B. All work done by the Contractor shall be in strict accordance with the National Electrical Code (latest edition) and other applicable industry standards as may apply.

3.10 ACCEPTANCE OF WORK

- A. The Engineer shall review and approve all work done by the Contractor. If the Engineer determines the work has not been done in accordance with generally accepted standards and practices, the Contractor shall re-do the work at no additional cost.

- B. The Engineer shall review the time sheets and work assignments to ensure the Contractor progresses satisfactorily in performance of the work. If the Contractor fails to proceed in an efficient and timely manner, as determined by the Engineer, the contract shall be subject to termination proceedings.

3.11 WORK IN CITY BUILDINGS OTHER THAN THE WRRF

- A. The Contractor shall provide one (1) Primary qualified electrician with customary tools and equipment to work in City owned buildings other than the WRRF. Examples of such other work sites are: City Hall, Public Works Dept., Library, Police Dept., Fire Dept., Crete Memorial Civic Center, Recreation Buildings in various parks, and so on. The Clinton County Compost Facility is part of the scope of work under this Electrical Service Contract, unless specified otherwise by the Engineer. Contractor to supply their own means of transportation to get to any worksite, no City vehicles will be allowed to be used.

- B. The Contractor shall receive requests for such work through the WRRF staff and shall respond as soon as practical. The needed work shall be scheduled from Monday - Friday between 8:00 a.m. and 4:00 p.m. The Contractor shall contact the appropriate City official as advised by the WRRF staff and shall be given the work description by the official.

3.11 WORK IN CITY BUILDINGS OTHER THAN THE WRRF (CONT'D...)

- C. The Contractor shall work alone unless he advises the Owner he needs assistance. Where assistance is needed the Owner may assign City personnel or authorize the Contractor to employ, at the Owner's expense, the needed help. Authorization to use extra help must be done by the Engineer or his designee, prior to commencing any work.
- D. The Contractor shall obtain all materials needed to do the requested work and shall be reimbursed for materials on a direct cost basis (copies of material invoices needed).
- E. The anticipated work categories would include lighting circuits, electric heaters, service panels, small motors, MCCs, etc.
- F. The Contractor shall bill each separate City department they work for at the hourly rate as shown in the Bid Proposal times the hours worked, plus materials used. Payment will be made within 30 days of receipt of invoice. All work done in other City departments will be sent to the respective department where the work was done. The Water Resource Recovery Facility only takes care of billings for work done at the Water Resource Recovery Facility. The number of hours may be more or less than the bid quantity, with no guarantees by the City for any actual quantity for the term of the contract.
- G. The actual number of hours required for other departments is neither implied or limited to the bid amount listed on the Bid Proposal Form. The number of hours may be more or less than the bid quantity, with no guarantees by the City for any actual quantity for the term of the contract.

3.12 WORK AT WRRF - IEEP WORK

- A. The City has been using resources from a special Municipal Lighting Department (MLD) Fund for Energy Efficiency upgrades (IEEP). Under this program, upgrades are paid for from funds out of the IEEP for labor and material.
- B. The labor portion of the work for electrical service comes under the heading of this particular contract using established pricing from this bid.
- C. Payment will be from separate purchase orders written specifically for the IEEP work. Purchase orders will be written between the IEEP administrator and Contractor who is awarded this particular bid. Term of the purchase order will coincide with the dates of this Contract #WRRF2021-02.
- D. Since the Contractor who is awarded this contract for bid #WRRF2021-02, no other Contractor will do the work. The Contractor must be able to supply the manpower necessary to complete any IEEP work by the deadline given by the IEEP administrator.

3.12 WORK AT WRRF - IEEP WORK (CONT'D...)

- E. Monitoring of work time will be kept by Contractor and monthly pay requests will be made. The City will oversee IEEP work and verify time on a daily basis for any work done by the Contractor. Submittal of documentation for daily work must be given to the City daily for verification.

STATEMENT OF QUALIFICATIONS

Each item listed must show the amount of time the listed electrician on the bid proposal has. Section 1.5, Item C lists the minimum qualifications that the electrician must have. Accordingly, all time listed must be verified by certifiable references. **All** items listed must show work experience time in years.

WORK EXPERIENCE:

- | | | |
|----|--|------------------------|
| 1. | Industrial Electrical Systems (5 yrs. min.) | <u> years</u> |
| a. | AC | <u> years</u> |
| b. | DC (low voltage) | <u> years</u> |
| c. | Programmable Controllers | <u> years</u> |
| 2. | WPCP or Industrial Work (2 yrs. min.) | <u> years</u> |
| a. | Fractional - 150 HP AC motors | <u> years</u> |
| b. | Fractional - 150 HP variable frequency
AC motor drives. | <u> years</u> |
| c. | 480/460 Volt service | <u> years</u> |
| d. | Instrumentation | <u> years</u> |
| 1. | 4-20 MA equipment | <u> years</u> |
| 2. | 10-50 MA equipment | <u> years</u> |
| e. | MCC Units | <u> years</u> |
| 1. | Controls | <u> years</u> |
| 2. | Breakers | <u> years</u> |
| 3. | Timers | <u> years</u> |
| 4. | Transformers | <u> years</u> |
| 5. | Switchgear | <u> years</u> |
| f. | 220/208 Volt Service | <u> years</u> |
| g. | 120/110 Volt Service | <u> years</u> |
| h. | Lighting | <u> years</u> |
| i. | Heating | <u> years</u> |
| 1. | 480 Volt | <u> years</u> |
| 2. | 120 Volt | <u> years</u> |
| j. | Test Equipment | <u> years</u> |
| 1. | Thermographic Viewers | <u> years</u> |
| 2. | Megohmmeters | <u> years</u> |
| 3. | Amprobe | <u> years</u> |
| 4. | AC/DC multimeter | <u> years</u> |
| 5. | Oscilloscope | <u> years</u> |
| k. | Troubleshooting | <u> years</u> |
| 1. | Repair | <u> years</u> |
| 2. | Replacement/installation | <u> years</u> |
| 3. | Testing | <u> years</u> |
| 4. | Preventive Maintenance | <u> years</u> |

CONTINUED...

REFERENCES:

	<u>COMPANY</u>	<u>NAME OF CONTACT PERSON</u>	<u>ADDRESS</u>	<u>PHONE #</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

BID PROPOSAL FORM FOR
ELECTRICAL SERVICES – WATER RESOURCE RECOVERY FACILITY
CONTRACT NO. WRRF2021-02

SUBMIT TO: CITY OF PLATTSBURGH, CITY CLERK
41 CITY HALL PLACE
PLATTSBURGH, NY 12901

BID DUE DATE: 11:00 AM, Thursday, June 3, 2021

The undersigned hereby certifies he/she has examined and fully comprehends the requirements and intent of the specification for the above project and offers to furnish all labor, tools, and equipment proper for or incidental to the work for the following unit prices:

ITEM NO.	TOTAL ESTIMATED QUANTITY	DESCRIPTION	UNIT PRICE (HOURLY RATE \$)	TOTAL PRICE
1.	1,800 MAN-HOURS	ONE PRIMARY ELECTRICIAN AND ANY ADDITIONAL ELECTRICIAN TO PROVIDE ELECTRICAL SERVICES AT THE WRRF (STRAIGHT TIME)	\$	\$
2.	16 MAN-HOURS	REGULAR OVERTIME RATE FOR ONE ELECTRICIAN AT THE WPCP - SATURDAYS	\$	\$
3.	50 MAN-HOURS	OTHER CITY DEPTS. FOR ONE ELECTRICIAN (STRAIGHT TIME)	\$	\$
TOTAL PRICE FOR ITEMS 1, 2, & 3:				\$

TOTAL IN WORDS _____ DOLLARS

OVERTIME RATES:

REGULAR OVERTIME \$ _____
HOLIDAY OVERTIME \$ _____
SUNDAY OVERTIME \$ _____
CALL-IN TIME-
MINIMUM HOURS
(IF APPLICABLE) _____

See next page for Contact Information.

BID PROPOSAL FORM FOR
ELECTRICAL SERVICES – WATER RESOURCE RECOVERY FACILITY
CONTRACT NO. WRRF2021-02
CONTACT INFORMATION

NAME OF PRIMARY ELECTRICIAN ASSIGNED TO DO CONTRACT WORK: _____

NAME OF BACK-UP ELECTRICIAN: _____

SIGNED: _____ DATE: _____

TITLE: _____

NAME OF FIRM: _____

STREET: _____

CITY/STATE: _____

TELEPHONE: _____ FAX: _____

E-MAIL ADDRESS: _____

E-MAIL CONTACT PERSON: _____

ADDENDUM NO. 1 ACKNOWLEDGEMENT: _____

ADDENDUM NO. 2 ACKNOWLEDGEMENT: _____

ADDENDUM NO. 3 ACKNOWLEDGEMENT: _____

REQUIRED SUBMITTALS:

1. Bid Proposal Form + Contact Information
2. Notarized Non-Collusive Form
3. Insurance Information, Acord Form 25
4. Driver's License Information
5. Statement of Qualifications (Pages 19 + 20)
6. Overtime Information

