

**APPENDIX A - TECHNICAL SPECIFICATIONS
IFB 144-18 NEW CONSTRUCTION OF THE BUCKMAN WATER RECLAMATION
(WRF) ADMINISTRATIVE BUILDING**

SCOPE OF WORK

This contract is executed between JEA and the General Contractor to perform new construction services for a new administrative building located at the Buckman Water Reclamation Facility (WRF). The proposed building will be a one (1)-story structure with load bearing masonry walls and interior steel columns supporting a steel bar joist roof. The contractor shall be responsible for familiarizing themselves with the nature and extent of the work and local conditions which may affect the work to be performed, and the equipment, labor, and materials required to do so. The Contractor shall coordinate their construction with all other contractors. The final engineering drawings and geotechnical reports are included as Appendix C – Drawings which are available for review on JEA.COM. The location of existing utilities, structures, and improvements are approximate. Discrepancies should be resolved by the Contractor prior to the commencement of work. All construction shall be performed in accordance with the approved plans and comply with all current City of Jacksonville (COJ) policies and JEA Utility Standards. JEA and COJ approval is contingent upon any required state or federal permit approvals such as those from the Department of Environmental Protection or the St. Johns River Water Management District (SJRWMD).

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PART 1 GENERAL

1.1 DEFINITIONS

CERTIFIED GENERAL CONTRACTOR	As issued by the State of Florida (FAC 489.111).
FLORIDA BUILDING CODE	Most recently published version (6 th Edition or later).
JEA STANDARDS	JEA Standards are identified on JEA's public website (www.JEA.com).
NATIONAL ELECTRIC CODE	Most recently published version (currently NEC 2017 or later).

1.2 SUBMITTALS

Contractor shall deliver the following submittal items in a timely manner to the JEA Contract Administrator for approval.

SUBMITTAL 01 – JEA SAFETY CERTIFICATION

The Contractor shall submit applicable safety documents and receive approval from the JEA Contract Administrator prior to the start of work in accordance with Section 6 of this technical specification.

SUBMITTAL 02 – QUOTES

Prior to the start of work, the Contractor shall submit quotes to the JEA Contract Administrator in accordance with Section 3.3.4 of this technical specification prior to the start of work.

SUBMITTAL 03 – PHOTOGRAPHS OF COMPLETION

The Contractor shall submit photographic documentation of completed work in accordance with Section 3.4.2 of this technical specification.

SUBMITTAL 04 - INVOICING DOCUMENTS

Following the completion of work, the Contractor shall submit invoicing documents in accordance with Section 1.4.7 of this technical specification.

SUBMITTAL 05 – CONSTRUCTION DURATION

Construction duration is to be provided by the Contractor and approved by the JEA Contract Administrator prior to the start of work.

1.3 QUALIFICATIONS

- 1.3.1 Contractor shall possess a valid Certified General Contractor License issued by the State of Florida. Contractor shall also possess a current business license issued by the City of Jacksonville/Duval County.
- 1.3.2 Contractor shall meet all minimum qualifications as identified in JEA solicitation documents.
- 1.3.3 Subcontracting of work must be approved by the JEA Contract Administrator.

1.4 QUALITY ASSURANCE

- 1.4.1 Contractor shall ensure that all work is to JEA standards. It is the contractor's responsibility to review JEA standards for applicable work. Contractor shall be aware of all JEA Standards that apply to the tasks executed by the Contractor. Standards are available to the public on JEA's website, www.JEA.com.
- 1.4.2 Contractor shall ensure that all work is conducted in accordance with the associated JEA Project Manual for *Construction of Administration Building for JEA Buckman Water Reclamation Facilities (WRF)*, as shown in Appendix C – Buckman Admin Project Manual.

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- 1.4.3 Contractor shall ensure that all work is conducted in accordance with the associated engineering drawings in accordance with City of Jacksonville comments dated April 26, 2018, as shown in Appendix C - Drawings.
- 1.4.4 On all installations and repairs, the Contractor shall confirm that the installation and/or repairs comply with accepted practice as specified in the most update versions of the Florida Building Code. The Contractor shall apply all applicable ASTM standards.
- 1.4.5 Work that does not conform to expected levels of craftsmanship or the specifications shall be redone at Contractor's expense.
- 1.4.6 Any worker employed by the Contractor, who exhibits inadequate experience and knowledge or is incapable in his/her field, shall be removed from the work site at the discretion of the JEA Contract Administrator.
- 1.4.7 JEA reserves the right to add/delete quantities, as required. Pricing for added quantities will be set at the current bid price. JEA may take action to perform work in house and, thereby, reduce contractor workload.
- 1.4.8 The Contractor shall submit invoicing documents annotated on the contractor's letterhead. The invoice (containing company name and address) shall include JEA purchase order, contract reference number, and work order numbers. JEA will not provide payment for deficient invoices that do not contain required information. Contractor shall ensure that unit prices and unit counts must be indicated on the invoice, as well as parts number, product, and labor description.
- 1.4.9 Contractor's invoiced pricing must agree with the contract bid pricing established in the agreement between the Contractor and JEA.
- 1.4.10 The administrative cost, profit, travel time, and other indirect contractor costs will not be permitted as separate billable costs. These costs must be included in the bid price provided by the Contractor.
- 1.4.11 JEA Contract Administrators will evaluate vendor performance through a Vendor Performance Scorecard. In the event of a deficiency, JEA will coordinate mandatory vendor conference and take any other steps required to resolve the performance deficiency. The scorecard is attached as Appendix C – Facilities Vendor Scorecard.

1.5 DELIVERY, STORAGE, AND HANDLING

- 1.5.1 The Contractor must dispose of all waste generated as a result of the contract at an officially permitted location. Any fees and/or charges associated with this disposal should be included in bid price of work. JEA will not pay additional charges/fees for waste disposal.
- 1.5.2 The Contractor shall prevent access by the public to materials, tools, and equipment during the course of the work.

1.6 SAFETY

- 1.6.1 The Contractor shall become JEA Safety Qualified prior to beginning actual work at JEA. All employees of the Contractor, including Project Managers, who perform work on JEA property, shall be JEA Safety Qualified. Supervisors may be required to have additional training. Site specific training may be required to work at certain job sites (i.e: substations). Contractor is responsible for ensuring ALL personnel have received the appropriate training prior to beginning work.
- 1.6.2 The Contractor shall familiarize all workers with all fire and safety regulations recommended by OSHA and other industry or local governmental groups at the Federal, State, and local levels.
- 1.6.3 Contractor shall maintain a safe work environment at all times.
- 1.6.4 The Contractor shall furnish JEA with material safety data sheets on all chemical products utilized.
- 1.6.5 The Contractor shall also adhere to current JEA Safety and Training regulations at all times.
- 1.6.6 Contract workers are required to wear proper Personal Protective Equipment (PPE). PPE minimums include safety footwear with steel toes, hard hat and safety glasses. Hearing protection is required while

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operating machinery or equipment (including saws). Ripped jeans, shorts, tennis shoes, sleeveless shirts, and shirts with offensive logos or messages are not permitted.

- 1.6.7 The Contractor shall keep the work area free from accumulation of waste materials or rubbish.
- 1.6.8 The nature of work (cutting, sanding and general work) to be performed may produce heat, smoke, steam, dust or vapors, which may result in the activation of an alarm. To avoid Contractor caused alarms, the Contractor shall notify the JEA Contract Administrator, whom will issue a hot work permit (permit valid for one (1) day only) before any procedure. After such procedures are concluded, Contractor shall notify the JEA Contract Administrator who will inspect, and re-arm the alarm system.
- 1.6.9 If the Contractor's negligence results in a release of a Clean Agent (i.e. FM 200), the Contractor shall be responsible for all costs incurred to refill and restore the fire suppression system.

1.7 SECURITY

- 1.7.1 A JEA issued security badge shall be visible at all times while on JEA property. Background checks and mandatory training may be required (during work hours) for entry to North American Electric Reliability Corporation (NERC) regulated spaces.
- 1.7.2 JEA issued security badges will become deactivated after 90 days of non-activity. It is the Contractor's responsibility to ensure all employees have active badges prior to commencement of work.
- 1.7.3 Contractors shall check in and check out with the JEA Contract Administrator daily.
- 1.7.4 Contractor shall wear uniforms/t-shirts displaying company logo whenever working for JEA.
- 1.7.5 The Contractor shall ensure subcontracted employees obtain background checks, training, and active badge status prior to the start of work.

1.8 ENVIRONMENTAL REQUIREMENTS

- 1.8.1 The Contractor shall conform to environmental regulations of public agencies, including local, state and Federal jurisdiction.
- 1.8.2 Contractor shall be accountable for timely clean-up and remediation associated with any contaminant spills, accidental or otherwise, including, but not limited to diesel fuel, gasoline, lubricants, and cleaning fluids, etc.

PART 2 PARTS AND PRODUCTS

2.1 APPROVAL

- 2.1.1 The Contractor shall ensure that parts and products meet JEA Standards as well as Federal, State, and local regulations.

2.2 MARKUP

- 2.2.1 Markup on parts and products is not applicable.

PART 3 EXECUTION

3.1 GENERAL CONSTRUCTION REQUIREMENTS

- 3.1.1 Contractor shall provide all labor, tools and equipment needed for the scope of work. Unsafe tools and equipment are never permitted on JEA sites. Hand tools shall be secured with lanyard or safety device to prevent tools from falling off of swing scaffolding.
- 3.1.2 The Contractor shall obtain all permits required by local agencies and pay all fees which may be required for the performance of the work and removal/disposal of hazardous materials. Bid prices should include this cost.

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- 3.1.3 Contractor shall verify existing conditions and dimensions prior to starting work. Any discrepancies must be brought to the attention of the JEA Contract Administrator. It is the Contractor's responsibility to remove and/or provide additional items as required to comply with the contract documents.
- 3.1.4 Construction duration to be provided by the Contractor and agreed to by all parties before work proceeds. Changes in the schedule shall be coordinated through the JEA Contract Administrator.
- 3.1.5 Contractor shall provide any and all dust curtains, temporary partitions, walk-off mats or any other barricade or process necessary to keep site clean.
- 3.1.6 Job sites are to be kept clean at all times. Contractor shall supply necessary cleaning products. In office environments, site shall be vacuumed at the end of work each day and at the end of the job. In field environments, areas shall be kept broom-clean.
- 3.1.7 All work shall meet or exceed applicable building codes.
- 3.1.8 All doors, lids, and gates shall be locked and secured at all times when unattended.
- 3.1.9 Parking is the responsibility of the Contractor, however, requests may be made to the Contract Administrator to park on JEA property, and shall be granted/denied at the sole discretion of the Contract Administrator.

3.2 RESPONSE TIME

- 3.2.1 When requested by the JEA Contract Administrator (or his/her designee), the Contractor will provide services to a JEA facility to on a non-emergency basis. The Contractor must respond to the Contract Administrator's call within five (5) hours and must be on site within two (2) days.
- 3.2.2 Contractor will perform necessary repairs discovered during construction only after written and or verbal authorization from the designated JEA Contract Administrator (or his/her designee) in Facilities Operations and Maintenance.

3.3 PREPARATORY WORK

- 3.3.1 Contractor must receive verbal and/or written agreement from JEA Contract Administrator prior to commencement of construction activities.
- 3.3.2 Contractor will provide JEA with a construction schedule to complete construction. The Contractor shall track progress and communicate with the JEA Contract Administrator weekly, at minimum, updating the JEA Contract Administrator on critical elements of the construction schedule.
- 3.3.3 Contractor must attend all pre construction meetings prior to the commencement of work.
- 3.3.4 Pre-construction walk-throughs will be performed with the QC employee and a JEA Contract Administrator.

3.4 PROJECT COMPLETION

- 3.4.1 Contractor shall remove all debris, demolished items, and construction waste, including the proper and legal disposing of such. At the completion of the work, the building interior, exterior and landscaping, where affected by Contractor work, shall be restored.
- 3.4.2 If necessary, the Contractor shall provide the JEA Contract Administrator required photographic documentation of completed work.
- 3.4.3 Prior to leaving the site, the contractor shall contact JEA Contract Administrator to confirm completion of work activities. Unless otherwise instructed by the JEA Contract Administrator, Contractor must fully exit JEA property following completion of work.

**APPENDIX B - MINIMUM QUALIFICATION FORM
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GENERAL

THE MINIMUM QUALIFICATIONS SHALL BE SUBMITTED ON THIS FORM. IN ORDER TO BE CONSIDERED A QUALIFIED BIDDER BY JEA YOU MUST MEET THE MINIMUM QUALIFICATIONS LISTED BELOW, AND BE ABLE TO PROVIDE ALL THE SERVICES LISTED IN THIS SOLICITATION.

THE BIDDER MUST COMPLETE THE BIDDER INFORMATION SECTION BELOW AND PROVIDE ANY OTHER INFORMATION OR REFERENCE REQUESTED. THE BIDDER MUST ALSO PROVIDE ANY ATTACHMENTS REQUESTED WITH THIS MINIMUM QUALIFICATIONS FORM.

PLEASE SUBMIT THE ORIGINAL, THREE (3) COPIES AND ONE (1) CD OF THIS FORM AND ANY REQUESTED ADDITIONAL DOCUMENTATION WITH THE BID SUBMISSION.

BIDDER INFORMATION

COMPANY NAME: _____

BUSINESS ADDRESS: _____

CITY, STATE, ZIP CODE: _____

TELEPHONE: _____

FAX: _____

E-MAIL: _____

PRINT NAME OF AUTHORIZED REPRESENTATIVE: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

TITLE OF AUTHORIZED REPRESENTATIVE: _____

MINIMUM QUALIFICATIONS:

The Bidder shall meet the following Minimum Qualifications to be considered eligible to submit a Bid in response to this IFB. **JEA reserves the right to ask for additional back up documentation or additional reference projects to confirm the Respondent meets the requirements stated below.** A Bidder not meeting all of the following criteria will have their Response rejected:

- Contractor shall possess a valid Certified General Contractor License issued by the State of Florida.

Certified General Contractor License Number: _____

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- Contractor shall provide two (2) account references for similar construction projects completed as the prime contractor in a commercial setting in the last two (2) years ending July 31, 2018 and valued at least \$2,000,000 each. Bidder shall provide valid references for each contract listed.
 - A Commercial setting is defined as follows: A minimum of 14,000 square foot new office building with breakroom, small and large conference rooms, multiple bathrooms, Telcom and mechanical rooms.
 - The Contractor shall have successfully completed the referenced projects, which includes submitting as-builts to owner.
 - The account references must include the referenced company name, contact person, phone number, email address, project dates, contact amounts and a summary of the scope of work provided. JEA will contact and verify the account references.

Please provide the reference verification information requested below pertaining to this contract.

1. REFERENCE

Reference Name _____

Reference Phone Number _____

Reference Company Name _____

Address of Work _____

Reference E-Mail Address _____

Dates of Work/\$ Amount _____

Description of Work _____

2. REFERENCE

Reference Name _____

Reference Phone Number _____

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Reference Company Name _____

Address of Work _____

Reference E-Mail Address _____

Dates of Work/\$ Amount _____

Description of Work _____

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Company Name: _____

Company's Address _____

Phone Number: _____ FAX No: _____ Email Address: _____

License: _____

<p><u>BID SECURITY REQUIREMENTS</u></p> <p><input type="checkbox"/> None required</p> <p><input checked="" type="checkbox"/> Certified Check or Bond (Five Percent (5%))</p>	<p><u>TERM OF CONTRACT</u></p> <p><input type="checkbox"/> One Time Purchase</p> <p><input type="checkbox"/> Annual Requirements</p> <p><input checked="" type="checkbox"/> Other, Specify - Project Completion</p>
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<p><u>SAMPLE REQUIREMENTS</u></p> <p><input checked="" type="checkbox"/> None required</p> <p><input type="checkbox"/> Samples required prior to Bid Opening</p> <p><input type="checkbox"/> Samples may be required subsequent to Bid Opening</p>	<p><u>SECTION 255.05, FLORIDA STATUTES CONTRACT BOND</u></p> <p><input type="checkbox"/> None required</p> <p><input checked="" type="checkbox"/> Bond required 100% of Bid Award</p>
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<p><u>QUANTITIES</u></p> <p><input type="checkbox"/> Quantities indicated are exacting</p> <p><input checked="" type="checkbox"/> Quantities indicated reflect the approximate quantities to be purchased Throughout the Contract period and are subject to fluctuation in accordance with actual requirements.</p>	<p><u>INSURANCE REQUIREMENTS</u></p> <p align="center">Insurance required</p>
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<p><u>PAYMENT DISCOUNTS</u></p> <p><input type="checkbox"/> 1% 20, net 30</p> <p><input type="checkbox"/> 2% 10, net 30</p> <p><input type="checkbox"/> Other _____</p> <p><input type="checkbox"/> None Offered</p>	<p align="center"><u>SUNSHINE LAW ACKNOWLEDGEMENT</u></p> <p>_____ (Initials) I have read and understood the Sunshine Law/Public Records clauses contained within this solicitation. I understand that in the absence of a redacted copy my bid will be disclosed to the public "as-is".</p>
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Item	ENTER YOUR BID FOR IFB 144-18	TOTAL BID PRICE
1	Total Bid Price For New Construction of Buckman (WRF) Admin Building	\$

BIDDER'S CERTIFICATION

By submitting this Bid, the Bidder certifies that it has read and reviewed all of the documents pertaining to this Solicitation, that the person signing below is an authorized representative of the Bidder's Company, that the Company is legally authorized to do business in the State of Florida, and that the Company maintains in active status an appropriate contractor's license for the work (if applicable). The Bidder also certifies that it complies with all sections (including but not limited to Conflict Of Interest and Ethics) of this Solicitation, and that the Bidder is an authorized distributor or manufacturer of the equipment that meets the Technical Specifications stated herein.

We have received addenda _____ through _____

_____ Handwritten Signature of Authorized Officer of Company or Agent _____ Date

_____ Printed Name and Title