

**APPENDIX A - TECHNICAL SPECIFICATIONS
RFP 100320 FACILITIES DISINFECTING SERVICES FOR JEA**

SCOPE OF WORK

This contract is executed between JEA and the Contractor to perform disinfecting services to environments that are suspected to have potentially been exposed to the Covid-19 virus and/or other viruses. These services include, but are not limited to: disinfecting of buildings, disinfecting of vehicles interior and exterior, sanitizing, or other treatments related to Covid-19 virus. Appendix B - Response Workbook represents estimated quantities of related services and is to be used as a guideline and not a guarantee of work. The work will be scheduled on an as-needed basis. The following specifications are not intended to supersede Federal, State, or local regulations to which the Contractor must comply; nor are they intended to supersede or contradict content in the contract documents between JEA and the Contractor.

GENERAL

1.1 CODES AND STANDARDS

OSHA 29 CFR 1910.134 132 - Personal Protective Equipment

OSHA 29 CFR 1910.134 – Respiratory Protection Standard

OSHA 29 CFR 1910.1200 – Hazard Communication

OSHA 29 CFR 1910.144 – Safety Color Code for Marking Physical Hazards

1.2 CONTRACTOR QUALIFICATIONS

1.2.1 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.

1.2.2 Contractor shall comply with OSHA, CDC and EPA standards for disinfecting activities. Contractor shall be familiar with guidelines recommended by CDC, available online at: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

1.2.3 Contractor shall meet all minimum qualifications as identified in JEA solicitation documents.

1.2.4 Contractor will self-perform the work. Subcontracting of remediation work will not be permitted. Contractor shall be responsible for satisfactory results.

1.3 QUALITY ASSURANCE

1.3.1 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, https://www.jea.com/About/Procurement/Become_a_Vendor/Contractor_Safety/Contractor_Safety_Manual.aspx

1.3.2 Work or services that do not conform to expected levels of craftsmanship or the specifications, shall be redone at Contractor's expense.

APPENDIX A - TECHNICAL SPECIFICATIONS
RFP 100320 FACILITIES DISINFECTING SERVICES FOR JEA

- 1.3.3 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.
- 1.3.4 JEA reserves the right to add and/or delete quantities, as required. Pricing for added quantities will be set at pricing found within the Response Workbook.

1.4 INVOICES

- 1.4.1 Invoices shall be submitted no later than 30 days after the service is provided.
- 1.4.2 The Contractor shall submit invoicing documents annotated on the contractor's letterhead. The invoice (containing company name and address) shall include JEA purchase order and work order numbers (if applicable).
- 1.4.3 The Contractor shall include the following information on the invoice: date of service, location, description of service provided, amount payable, JSEB forms (if applicable), and detailed unit cost for parts, labor, including units and quantities.
- 1.4.4 Invoices shall include detailed breakdown for each room where the work was performed. The following information must be included: room layout, unit measures per room and grand totals. Numbered photos of the work completed with description (if applicable) must be provided, if requested by Contract Administrator.
- 1.4.5 Contractor's invoice shall be based on actual hours and quantities for work performed. Only time on job-site shall be invoiced.
- 1.4.6 Contractor's invoiced pricing must agree with the contract bid pricing established in the agreement between the Contractor and JEA. If there is a change in the scope of work, Contractor must re-submit quote.
- 1.4.7 Any invoice that omits the required information will be rejected and not paid until a corrected invoice is submitted.
- 1.4.8 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 in the Response Workbook.

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 Keep the site and work area free from accumulations of dust, waste materials, or rubbish caused by Contractor operations and free from any flammable materials or other sources of fire hazard. Remove all waste materials and rubbish from and about the work site in strict accordance with the specifications and applicable codes and regulations.
- 1.5.3 The Contractor shall prevent access by the public to materials, tools, and equipment during the course of the work.

APPENDIX A - TECHNICAL SPECIFICATIONS
RFP 100320 FACILITIES DISINFECTING SERVICES FOR JEA

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. 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 also adhere to current JEA Safety and Training regulations at all times.
- 1.6.5 Contract workers are required to wear proper Personal Protective Equipment (PPE). PPE minimums include safety footwear with steel toes, hardhat and safety glasses. Hearing protection is required while operating machinery or equipment. Ripped jeans, shorts, tennis shoes, sleeveless shirts, and shirts with offensive logos or messages will not be permitted.
- 1.6.6 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 REQUIREMENTS

- 1.7.1 The Company shall complete a Seven (7) Year Background Check for each employee assigned to work at any JEA site at no additional cost to JEA. Each background check will be performed through First Coast Security through which JEA has obtained pricing of \$70.00 per background check. In the event of a price increase, JEA will either pay the surplus amount in excess of \$70.00 per background check, or at its discretion, source an alternative provider to complete the Seven (7) Year Background Check for an amount not to exceed \$70.00. First Coast Security shall review each background check for "Meets Requirements/Does Not Meet Requirements" determinations based on Florida statutes. Any Company employee with a "Does Not Meet" determination, will be disqualified for JEA service.
- 1.7.2 Assigned Company personnel will be issued JEA badges and access to non-occupied areas. This badging process will require background checks (see Section above) and mandatory training. Badges must be visible at all times while on JEA Property.
- 1.7.3 Background checks and mandatory training may be required (during work hours) for entry to North American Electric Reliability Corporation (NERC) regulated spaces.
- 1.7.4 The Company should allow two (2) weeks for background checks and badge processing.

APPENDIX A - TECHNICAL SPECIFICATIONS
RFP 100320 FACILITIES DISINFECTING SERVICES FOR JEA

- 1.7.5 The Contractor shall ensure employees obtain background checks, training, and active badge status prior to the start of work.
- 1.7.6 JEA issued security badges, will be 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.
- 1.7.7 Contractors shall check in and check out with the JEA Contract Administrator or assigned designee daily.
- 1.7.8 Contractor shall wear uniforms/t-shirts displaying company logo whenever working for JEA.
- 1.7.9 The contractor will provide a list of all personnel, which will be entering the facility to do remediation work, to the contract administrator. The contractor shall maintain a logbook documenting entry into and out of the regulated work area. The contractor shall not allow unauthorized personnel access to the site.

1.8 RESPONSE TIME

- 1.8.1 JEA will be a priority for services. The Contractor must respond the Contract Administrator's call or email request for service within (30) thirty minutes and must be on site within two (2) hours on a daily basis, which includes after hours and holidays. There shall be no pay for travel time or travel mileage.
- 1.8.2 Non-emergency services may at times be requested by the JEA Contract Administrator or assigned designee. Regular work hours are (6:00 am – 6:00 pm, Monday – Friday). Contractor must be on site within two (2) hours of notification.
- 1.8.3 After hour service requests may be requested by the JEA Contract Administrator or assigned designee. After hours are considered (6:01 pm – 5:59 am, Monday Friday and any hours Saturday through Sunday. After hour services are to be billed at the after-hours rate, as designated in the Response Workbook section IV.
- 1.8.4 Emergency services may be requested by the JEA Contract Administrator or assigned designee (or his/her designee). The JEA Contract Administrator or assigned designee will specify if the call is determined to be an emergency.
- 1.8.5 Emergencies may occur outside of regular work hours, including weekends and JEA Holidays and will be billed at the emergency call-out rate, listed as a unit price in the Response Workbook section V. The Contractor must be on site within one (1) hour after initial contact. If the Contractor fails to respond within the one (1)-hour timeline, service will be billed at the non-emergency rate.

PRODUCTS AND HAZARD COMMUNICATION

2.1 PRODUCTS

- 2.1.1 Contractor shall only use Disinfectants, Biocides, Sanitizing solutions and Fungicidal agents approved by CDC and EPA. Products must be EPA Registered for the use detailed in the Microbial Remediation Plan and used in accordance with the manufacturer's specifications and safety regulations.

APPENDIX A - TECHNICAL SPECIFICATIONS
RFP 100320 FACILITIES DISINFECTING SERVICES FOR JEA

2.2 HAZARD COMMUNICATION

- 2.2.1 Should the Contractor encounter any hazardous materials, notify the Contract Administrator or assigned designee immediately for direction.
- 2.2.2 Contractor shall post Warning signs to identify hazards that might exist on the job site and should list emergency contact information: the remediation company name, remediation company address, 24-hour emergency contact number and name of project supervisor.
- 2.2.3 When warning signs are posted, they shall be printed with the date they were posted and the approximate date they are expected to be taken down or reassigned.
- 2.2.4 Contractor shall ensure that all signs, equipment, machinery, and hazards are marked or painted to identify the hazard. The colors and markings used shall conform to OSHA regulations specified at 29 CFR 1910.144 (Safety Color Code for Marking Physical Hazards), and other State and Local statutes as applicable.

MATERIALS AND EQUIPMENT

3.1 MATERIALS

- 3.1.1 Contractor shall store all materials subject to damage off the ground. Materials shall be place away from wet or damp surfaces to prevent damage or contamination.
- 3.1.2 Contractor shall store replacement materials outside of the work area until remediation is completed.
- 3.1.3 Damage or previously used materials are not be used and it is expected they will be removed from the worksite and disposed properly.

3.2 EQUIPMENT

- 3.2.1 HEPA machines utilized shall be certified and tested before the start of work.
- 3.2.2 Contractor shall provide to employees Personal respiratory protection at no additional cost to JEA.
- 3.2.3 Contractor shall provide Non-skid footwear to all abatement personnel.
- 3.2.4 Disposable clothing should be adequately sealed to the footwear to prevent body contamination.
- 3.2.5 Contractor shall supply disposable rags, sponges, mops, rubber or plastic dustpans for decontamination work area at no additional cost to JEA.
- 3.2.6 Contractor shall frequently cleaning and disinfect equipment used at JEA facilities with professional-grade, EPA-approved disinfectant.

COVID-19 GUIDANCE FOR THE CONSTRUCTION WORKFORCE

- 4.1.1 Due to the current Pandemic and for everyone's safety, Contractor shall familiarize all employees with guidelines recommended by OSHA and other industry or local governmental groups and maintain a safe working environment at all times. OSHA recommendations available at: <https://www.osha.gov/Publications/OSHA4000.pdf>

APPENDIX A - TECHNICAL SPECIFICATIONS
RFP 100320 FACILITIES DISINFECTING SERVICES FOR JEA

- 4.1.2 Reducing the risk of exposure to the coronavirus, Contractor shall:
 - 4.1.2.1 Keep the recommended social distance of 6 feet away from others in gatherings or meetings.
 - 4.1.2.2 Wear a facemask before entering the building and during working hours.
 - 4.1.2.3 Wash your hands often.
 - 4.1.2.4 Avoid touching your eyes, nose or mouth with unwashed hands.
 - 4.1.2.5 Avoid shaking hands when greeting others.
 - 4.1.2.6 Avoid contact with sick people.
- 4.1.3 Contractor shall provide masks, hand sanitizers and any other equipment required to protect its employees at no additional cost to JEA.

EXECUTION

5.1 GENERAL REQUIREMENTS

- 5.1.1 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.
- 5.1.2 Workers must wear respirators and other PPE as outlined in the microbial remediation plan when installing critical barriers where microbial contaminated surfaces (walls or surfaces with visible settled dusts) are likely to be disturbed.
- 5.1.3 Remediation schedules are to be provided to the Contract Administrator or assigned designee and agreed to by all parties before work proceeds. Changes in the schedule shall be coordinated through the JEA Contract Administrator.
- 5.1.4 Contractor shall supply necessary cleaning products. In office environments, site should be vacuumed at the end of work each day and at the end of the job. In field environments, areas should be kept broom-clean.
- 5.1.5 All work shall meet or exceed applicable building codes.
- 5.1.6 Contractor shall conform to environmental regulations of public agencies, including local, state and Federal jurisdiction.
- 5.1.7 Contractor shall be accountable for timely clean-up and remediation associated with any contaminant spills, accidental or otherwise.
- 5.1.8 All doors, lids, and gates shall be locked and secured at all times when unattended.
- 5.1.9 Parking is the responsibility of the Contractor, however, requests may be made to the Contract Administrator or assigned designee to park on JEA property, and shall be granted/denied at the sole discretion of the Contract Administrator or assigned designee.
- 5.1.10 Prior to leaving the site, the contractor shall contact JEA Contract Administrator, or designee 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 A - TECHNICAL SPECIFICATIONS
RFP 100320 FACILITIES DISINFECTING SERVICES FOR JEA

5.1.11 Any damages caused by Contractor must be remediated, at their own expense.

5.2 DISINFECTING REQUIREMENTS

5.2.1 Contractor shall disinfect based on the guidelines of the Centers for Disease Control and Prevention (CDC). Available online at: <https://www.cdc.gov/>

5.2.2 Contractor should always adhere to the cleaning and decontamination standards set by the Centers for Disease Control and Prevention (CDC).

5.2.3 Contractor shall provide intensified cleaning of visibly high touch-points, dirty surfaces, and any other areas that may have been impacted or exposed to the designated virus.

5.2.4 Contractor shall use EPA-registered hospital-grade disinfectants for the cleaning of COVID-19 (coronavirus) contamination and other viral respiratory illnesses.

5.2.5 Contractor shall always use disinfectants that are safe for all surfaces.

5.2.6 Contractor may use Fogging to eliminate airborne viruses and bacteria.

5.2.7 Disinfecting services may include applying disinfectant to walls, floors, structures, equipment, offices, conference rooms, breakrooms or vehicles.

5.2.8 Contractor is expected to disinfect high-touch points such as (door handles / knobs, elevator buttons, light switches).

5.2.9 Contractor is expected to disinfect large areas, including surfaces and inaccessible areas.

5.2.10 After disinfecting, Contractor shall provide and post warning signs on a room or space that cannot be occupied immediately.

5.3 CLEAN-UP AND DISPOSAL

5.3.1 Contractor shall follow all applicable local, State, and Federal requirements for the disposal of this material.

5.3.2 Contractor shall place waste, as waste is removed, into a disposal container promptly. Disposal containers must consist of at a minimum, two layers of clear 0.15-millimeter 6 mil (IHFOM, CH 13, section 3) polyethylene bags. Tape bags in a gooseneck fashion to form an airtight seal and label appropriately. Bag waste from vacuums equipped with HEPA filters in 0.15 millimeter 6 mil (IHFOM, CH 13, section 3) polyethylene bags.

5.4 VENDOR PERFORMANCE EVALUATION

5.4.1 JEA shall utilize Vendor Performance Evaluation Scorecards as described in “Solicitation Document” and in “Appendix C – Vendor Performance Scorecard” to monitor Company performance during the duration of project.

5.4.2 JEA requires a minimum performance level. For any performance below the minimum, remedial action will be required to improve Company’s performance level, or the company may be in default of its contract. For specific details of this process, review the Vendor Performance Evaluation section of the “Solicitation Document.”