



SCOPE OF WORK

Annual Requirements Contract for Electrical Services.

1.0 INTENT

The intent of this specification is to establish an annual requirements contract for electrical services for the City of Arlington Parks & Recreation Department. These services will be issued as needed and shall include all labor, materials, miscellaneous parts, equipment, and tools needed to complete the services as contracted.

The City reserves the right to make an award to either one vendor whose proposal is the best value for the City, or to multiple vendors, at the City's discretion.

2.0 APPLICABLE CODE, STANDARD AND REFERENCES

All electrical services shall be in accordance with the following applicable codes and standards except as provided.

- National Electric Code (NEC)
- National Electrical Manufacturer's Association (NEMA)
- American Society for Testing and Materials (ASTM)
- Institute of Electrical and Electronic Engineers (IEEE)
- Texas Electrical Safety and Licensing Act
- National Electrical Testing Association (NETA)
- American Standards Institute (ANSI)
- State and Local Codes and Ordinances
- Occupational Safety and Health Act of 1970 (OSHA) Part 1910; Subpart S, 1910, 308
- City of Arlington Parks and Recreation Standards.

All repair and replacements shall utilize manufacturers' instruction manuals applicable to each particular apparatus.

3.0 REQUIREMENTS

The awarded vendor shall provide all labor, materials and equipment necessary to perform maintenance, repair, renovations, installation or alteration of electrical systems including lighting, power, electrical



related fixtures, computer and telephone wiring and any other components requested by the City. Work may be performed on the exterior or interior of buildings.

Projects shall include, but not limited to, adding additional circuits, replacing panels and subpanels, adding dedicated lines and grounds, replacing motors, running telephone and computer wiring and other electrical work required by the City.

Man hours under this contract shall be only for productive hours at the job site. Time spent for transportation of workers, material acquisition, handling, and delivery, or for movement of awarded vendors owned or rental equipment is not chargeable directly but is overhead and the cost shall be included in the hourly rate bid for basic labor.

4.0 MINIMUM QUALIFICATIONS

All vendors shall provide documentation as part of their proposal packet. **Failure to provide this documentation may result in the bid being deemed non-responsive and not considered.**

- Master Electrician: Shall be a licensed commercial master electrician with a minimum of five (5) years of commercial electrical experience within the last seven (7) years. Electricians shall maintain a current commercial master electrician's license issued by the State of Texas.
- Journeyman Electrician: Shall be licensed commercial journeyman electricians with a minimum of three (3) years of commercial electrical experience within the last five (5) years. Electricians shall maintain a current commercial journeyman electrician's license issued by the State of Texas.
- Apprentice Electrician: Shall have a minimum of one (1) year of commercial electrical experience.

5.0 RENTAL EQUIPMENT

Contractor shall provide miscellaneous services (such as rental equipment, insulation services, and sheet metal fabrication), as necessary to complete needed electrical work.

The awarded vendor may use rented equipment if necessary; however, the City will not be charged a percentage mark-up on any rental equipment the vendor may rent and utilize under this annual contract.

6.0 MATERIAL

Bidders shall provide a discount percentage from normal rates for any materials the awarded vendor will need to complete the job. All bidders must submit a receipt for all the materials that were purchased per job and submit it minus the percentage off with your invoice.



7.0 PROJECT ESTIMATES

The awarded vendor shall provide written “not to exceed” estimates on all projects except for emergencies. This estimate shall include the estimated number of hours, contract hourly rate, number and type of employees required, estimated material cost and project completion in number of days. The awarded vendor shall respond to requests for estimates for non-emergency work within two (2) days of first contact by the City. It shall be the Contractor’s responsibility to ensure they have all information to prepare accurate estimates. The City expects the estimate to be updated after actual work is complete for proper billing.

Non-emergency work shall only be performed with the contract administrator’s written authorization by issuance of a Work Order, Purchase Order, or written authorization from the Parks Department. Actual work shall not exceed the Contractor’s estimate without prior written authorization by the City.

8.0 WARRANTY

The successful bidder shall provide a one- (1) year labor warranty, against all defects in workmanship. The terms of this warranty shall require twenty-four- (24) hour service response and first response within an eight- (8) hour timeframe for warranty work unless the site’s engineer determines that the problem is an emergency situation, then the four- (4) hour emergency timeframe will apply.

Contractor shall provide a written description of all warranties with their bid.

9.0 DEFECTIVE WORK AND DAMAGES

The Contractor shall be wholly responsible for and shall promptly correct or restore all defective Work or damages to any/all City facilities caused by its activities. Restoration and correction shall be to the complete satisfaction of the City. This shall apply to any part of a building, its appurtenances, the adjacent grounds, or any other tangible damage incurred in the performance of the Contract.

Failure by the Contractor to proceed promptly with corrective actions may be cause for cancellation of this Contract with amount(s) necessary to correct defective work and/or damage being withheld from payments due or to become due to the Contractor.

10.0 SAFETY & WORKSITE CLEAN UP

Awarded vendor shall provide all equipment and tools which shall be the appropriate type for the task and shall be well maintained, calibrated, and in proper working order before use in the performance of the work.

Contractor shall, prior to commencing work, thoroughly examine and become familiar with the system(s) and associated facilities to ensure the service can be completed in an orderly, safe manner. Contractor shall always maintain a safe work environment. Contractor shall report to the City’s representative the existence of unsafe condition(s) that may compromise the performance of the service.



Contractor shall leave the work area broom-clean of materials, debris, and equipment and shall dispose of all defective materials removed in performance of the service and within strict accordance with all applicable rules, regulations, codes, laws, ordinances, statutes, etc.

Contractor shall clean, repair, or replace any item damaged by the contractor during the performance of the service at no additional cost to the City of Arlington.