



Engineering Department

REQUEST FOR PROPOSALS
(C3)RFP E21-166
TERM CONTRACT FOR ELECTRICAL WORK

Issued By:  Date: 2/1/2021
Greg Smith, Contract Administrator

Term Contract for Electrical Work
(C3)RFP E21-166

SCOPE OF WORK: The purpose of this document is to solicit proposals from qualified contractors to provide electrical contracting services to the CBJ. The proposed term contract will cover small projects not-to-exceed \$50,000 each.

PRE-PROPOSAL MEETING: A non-mandatory pre-proposal conference call will be held at **10:00 a.m., Alaska time on February 11, 2021.** Persons interested in submitting proposals are encouraged to attend. Proposers intending to participate via teleconference shall request the call-in information from the CBJ Engineering Contracts Division, at contracts@juneau.org by 4:30 p.m., on February 10, 2021.

QUESTIONS REGARDING THIS REQUEST FOR PROPOSALS (RFP): Greg Smith, phone (907) 586-0873, fax (907) 586-4530 is the sole point of contact for all issues pertaining to this procurement.

NOTICE TO PROPOSERS

The Engineering Department is now receiving electronic proposals **ONLY** through a web based platform, Public Purchase.

Information regarding this free e-procurement service can be found by following this link: <https://juneau.org/finance/purchasing/bids-rfps> and <http://www.publicpurchase.com/>

DEADLINE FOR PROPOSALS: NOTE: Electronic proposals are to be uploaded to Public Purchase **prior to 2:00 p.m. Alaska Time on February 26, 2021,** or such later time as the Contract Administrator may announce by addendum to planholders at any time prior to the submittal date. It is the responsibility of the Proposer to submit all solicitation documents, by the advertised deadline. Submitting any response to a solicitation shall be solely at the Proposers risk. The Purchasing Division will attempt to keep all office equipment used in methods of document receipt, in working order but is **NOT** responsible for communications or documents that are late, **regardless of cause.** No Proposer documentation will be accepted as proof of receipt. Prior to any deadline, Proposers are strongly encouraged to confirm receipt of any submitted documents with the Purchasing Division. All electronic submittals must be uploaded as an Adobe Portable Document Format (PDF). Proposers will not secure, password protect or lock uploaded files; the City must be able to open and view the contents of the file. Proposers will not disable or restrict the ability of the City to print the contents of an uploaded file. Scanned documents or images must be of sufficient quality, no less than 150 dpi, to allow for reading or interpreting the words, drawings, images or sketches. The City may disqualify any Submittal Response that does not meet the criteria stated in this paragraph.

Disadvantaged Business Enterprises are encouraged to respond.

CONTACT INFORMATION REGARDING ELECTRONIC SUBMITTALS

City and Borough of Juneau, Purchasing Division
155 South Seward Street
Juneau, AK 99801

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1.0 GENERAL INFORMATION

This Class 3 Request for Proposals (C3RFP) defines the scope of the project, explains the procedures for selecting a firm to provide the requested services, and defines the documents required to respond to the RFP.

1.1 Purpose

The purpose of this document is to solicit proposals from qualified contractors to provide electrical contracting services for general electrical repair, maintenance and new work. Up to **four** contractors will be selected and used on a rotational basis. Each project task will be assigned based on the contractor's availability and ability to perform the given work. Once a project task is assigned, a CBJ Project Manager will contact the assigned contractor to discuss the scope of work and request a fee proposal. Term contracts are established in an effort to streamline the process necessary to obtain services from various trades to perform small emergency and routine maintenance and repair of CBJ facilities.

The cost of each individual project performed under these term contracts shall be greater than \$2,000 and may not exceed \$50,000.

1.2 Scope of Work

General Information

The price estimate supplied by the Contractor for a specific project agreement must be reasonable and within the maximum allowable amount of \$50,000 and shall include all labor, materials and equipment. If a project task is assigned to a Contractor, a scope of work, schedule and fee will be mutually agreed upon by the CBJ Project Manager and the Contractor. A project agreement will be signed by the Contractor and the CBJ Engineering Contract Administrator. Each project will stand alone and must be authorized in the form of a written Notice to Proceed by a representative of the CBJ.

Although the primary purpose of this contract is to perform work that has been pre-scheduled, there may be work that requires an immediate response. Work may also be required outside of the CBJ's regular business hours (Monday – Friday, 8:00a.m. – 4:30p.m.), including weekends and CBJ holidays.

In the event that no electrical contracting services are requested during the contract period, project tasks will not be assigned.

General Electrical Repair, Maintenance and New Work

In general, the work under this term contract may include but not be limited to the following:

- Initial installation, repair and/or replacement of electrical wiring, fixtures, services and other similar tasks.
- Installation, repair and servicing of emergency generator sets, including solid-state automatic transfer switches, control circuits and generators.
- Installation, repair and servicing of outdoor lighting, including luminaire installation, lamp, control and circuit repair and replacement and support removal, installation and repair.

- Installation, repair and servicing of motor control centers and motor starters, service entrances switchgear, circuit breakers, timers, control systems and other electrical apparatus used in the water and wastewater industry.
- Configuring, installing and testing communication data ports and Category (CAT) 5E and CAT 6 wiring for computer systems.
- Other electrical work as needed.

Note: Work on fire and alarm control systems (e.g. sprinklers, intrusion alarm systems, mechanical alarm monitoring systems) may be included in this contract. If the Contractor has available NICET-certified staff, this contract may be used if the permit number and/or NICET number is supplied prior to commencing work and appears on the Contractor's invoice upon completion of the work.

Subcontractors

Subcontracting will be accepted only with written authorization from the CBJ Engineering Contract's Office. If a Subcontractor is accepted, the following requirements shall apply.

- Department of Labor (DOL) requirements as indicated in Section 1.8
- Required insurance as indicated in section 6.0
- A Subcontract Report shall be submitted by the Contractor
- Verification the Subcontractor is current in all taxes owed to the CBJ.

1.3 Minimum Qualifications

Proposing firm must have at least one employee who has held a State of Alaska Electrical Administrator License, in the category of Unlimited Commercial Wiring, for a minimum of three years. Desirable qualifications are employee(s) who hold a State of Alaska Electrical Administrator License in one or more of the following categories: Controls and Control Wiring, Inside Communications, Outside Communications, Unlimited Line Work Outside.

1.4 Contract Period

The initial term of this contract will end on December 31, 2021, and it will automatically renew annually through December 31, 2023, unless either party chooses to terminate the contract.

Basic hourly rates may be adjusted once annually, upon the written request of the Contractor to the CBJ Engineering Contract Administrator. See Appendix B – Compensation of Attachment 1 – Standard Term Contract.

1.5 Background

Juneau is Alaska's Capital City. The CBJ municipal offices are located at 155 South Seward Street, Juneau, Alaska 99801. The Engineering Department is located on the 3rd Floor of the Marine View Center, 230 South Franklin Street, Juneau, Alaska.

1.6 Questions

Questions regarding this proposal will be handled by:

Greg Smith
Contract Administrator
City and Borough of Juneau
ENGINEERING DEPARTMENT
Marine View Center - 3rd Floor
230 South Franklin Street
Juneau, Alaska 99801

Email: greg.smith@juneau.org
Telephone: (907) 586-0873
FAX: (907) 586-4530

Office hours are 8:00 a.m. to 4:30 p.m. local time, Monday through Friday.

1.7 Sample Term Contract

Term contract clauses, hourly rates/mark-up percentages and insurance requirements are shown in Attachment 1 – Sample Term Contract.

1.8 Alaska Statute 36 (Little Davis-Bacon) Requirements

The following will apply if work exceeds \$25,000 and employees or subcontractors are hired to perform the work.

State of Alaska, Department of Labor, Laborers' and Mechanics' Minimum Rates of Pay, AS 36.05.010 and AS 36.05.050, Wage and Hour Administration Pamphlet No. 600, the latest edition published by the State of Alaska, Department of Labor inclusive, are made a part of this contract by reference.

The CONTRACTOR is responsible for contacting the Alaska Department of Labor to determine compliance with current regulations.

Correspondence regarding Title 36 requirements may be submitted electronically or paper copies can be submitted by mail. To submit Title 36 documents electronically, go to <https://myalaska.state.ak.us/home/app>. If filing electronically, submit certified payrolls to ADOL at the website above and email a copy of all certified payrolls to Greg Smith at the email address below. If Contractor elects to submit paper copies, they should be submitted electronically to the physical addresses below.

Within 10 Days of "Notice of Award/Notice to Proceed" make a list of all Subcontractors. Include their name, address, phone, estimated subcontract amount, and estimated start and finish dates. Send this list to the Wage and Hour Section (contact information below).

Certified Payrolls must be submitted every two weeks. Before the second Friday, each CONTRACTOR and Subcontractor must file Certified Payrolls with Statements of Compliance for the previous two weeks. Indicate **"Start"** on your first payroll, and **"Final"** on your last payroll for this Project.

As part of the **final payment request package**, CONTRACTOR must submit a "NOTICE OF COMPLETION OF PUBLIC WORKS" form signed by ADOL personnel, AND Employment Security Tax Clearance for the Contractor and each Subcontractor from Alaska Department of Labor, Juneau Field Tax Office

Contact Information:

Wage and Hour Section
State of Alaska
Department of Labor and Workforce Development
Labor Standards and Safety Division and
Wage and Hour Administration
P.O. Box 11149
Juneau, AK 99811-1149
907-465-4842
<http://labor.state.ak.us/lss/home.htm>

Greg Smith, Contract Administrator
City and Borough of Juneau
155 S. Seward Street
Juneau, AK 99801
(907) 586-0873
greg.smith@juneau.org

If you need additional information, contact the State of Alaska, Department of Labor at 465-4842.

1.9 Terms and Conditions

Compliance: The Contractor must comply with all applicable federal and state labor, wage, hour and safety laws. To determine compliance, the City reserves the right to inspect and audit the Contractor's records and to inspect the Contractor's premises and job sites.

Contract Amendments: Any requested changes or alterations to the contract must be approved by the CBJ Project Manager. Any changes or work performed without such approval, even if approved by the user department, will not be binding.

Defective Work: The Contractor, at its own expense, must remedy and correct any defect in its work or in articles, materials or services which it provides in connection with the work when said defects are brought to its attention. The CBJ has the right to withhold 10% percent of the payment until the project is completed and accepted by the CBJ Project Manager. The Contractor must, without additional expense to the City, be responsible and make whole all injury, loss or damages to persons or property which may result from the use of any equipment, materials or workmanship which is inferior, defective or not in conformance with the terms or conditions, as specified in this bid.

If the Contractor fails to correct any defective work within a reasonable time frame set by the City, the City may, at its sole option, terminate the contract and/or obtain the necessary contract services from another source. The City may hold the original Contractor responsible for any excess costs the City has incurred in order to correct the deficiencies.

Impossibility to Perform: The Contractor will not be liable for default or breach of contract resulting from impossibility to perform when caused by "Acts of God" or as otherwise provided by the law.

Performance of Contract: If the Contractor is not performing according to the conditions stated in the bid document (contract), City staff will list the nonconformance issues and notify the Purchasing Division in writing and copy the Contractor. If, for some reason, these complaints are not resolved and/or the same type of complaint is being demonstrated over and over and the "good faith effort" in correcting differences appears to be ignored, the Purchasing Division will consider the contract "in breach" and terminate immediately. In the event the City finds it mandatory to obtain services of another Contractor, the original Contractor may be held ultimately responsible. For any additional costs which may be incurred by the City.

Permits, Laws and Taxes: The Contractor must obtain all required permits (including building permits, if needed), licenses and bonds to comply with applicable municipal, state and federal laws, unless otherwise stated in the Project Agreement.

Equal Employment Opportunity (EEO): The CONTRACTOR may not discriminate against any employee or applicant for employment because of race, religion, color, national origin, age, disability, sex, marital status, changes in marital status, pregnancy or parenthood. The CONTRACTOR shall post a notice setting out the provisions of this paragraph in a conspicuous place available to employees and applicants for employment.

The CONTRACTOR and each Subcontractor shall state in all solicitations and advertisements for employees to work on this Project, that it is an Equal Opportunity Employer and that all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, age, disability, sex, marital status, changes in marital status, pregnancy or parenthood.

The CONTRACTOR shall include the provisions of this EEO article in every contract relating to this Project and shall require the inclusion of these provisions in every agreement entered into for this Project, so that those provisions will be binding upon the CONTRACTOR and each Subcontractor.

1.10 Performance Specifications

1.10.1 Types of Work

Scheduled Work During Business Hours. Regular business hours are from 8:00 am to 4:30 pm. Monday through Friday, excluding City holidays. The contractor will not begin work on any job until a Notice to Proceed has been issued. Work extending beyond regular business hours must be approved in writing by the CBJ Project Manager. All scheduled work shall be scheduled a minimum of 24 hours in advance.

- **Scheduled Work During Non-Business Hours.** The Contractor will not begin work on any job during non-business hours until a Notice to Proceed has been issued.
- **Emergency or Non-Scheduled Work.** This work may occur during regular business hours or non-business hours. The Contractor will not begin work on any job classified as emergency or non-scheduled work until a Notice to Proceed has been issued.

1.10.2 Response Time

All projects shall require a signed proposal provided by the Contractor which includes a complete description of the work to be performed, written cost estimate and schedule of completion that includes all labor, materials and equipment costs. **An appointment to visit the job must be scheduled within 24 hours of the request from the CBJ Project Manager.** The City shall not be charged for the preparation of the proposal and cost estimate. Work is to begin and be completed within a reasonable timeframe, unless the CBJ Project Manager indicates that a longer response time is acceptable. A “reasonable time frame” implies that the work is to commence and be completed in an amount of time that is “reasonable” by industry standards and is acceptable to the City. If needed, the City will contact other vendors to determine/verify the industry standard.

2.0 RULES GOVERNING COMPETITION

2.1 Pre-Proposal

2.1.1 Examination of the Request for Proposals

Proposers should carefully examine the entire Request for Proposals (RFP) and any addenda thereto, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the services requested and the conditions likely to be encountered in performing the services.

2.2 Proposal Development

2.2.1 Confidentiality

The content of proposals will be kept confidential until the selection of the Contractor is publicly announced. All materials submitted in response to this RFP will become the property of the CBJ. One copy shall be retained for the official files of the Engineering Department and will become public record after announcement of the successful Proposer. The CBJ will not return proposals to the Proposer. The CBJ reserves the right to reject any or all proposals.

2.2.2 Proposal Submission Process

Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of the Proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, and on completeness and clarity of content.

This solicitation does not commit CBJ to select any Contractors for the requested services. All costs associated with the respondents' preparations and submission shall be the responsibility of the Proposer.

All proposals must be signed. A proposal may be signed by the Proposer or by an agent(s) only if the agent is an officer or a corporate representative authorized to sign contracts on the Proposer's behalf, a member of a partnership, or is properly authorized by a power of attorney or equivalent document. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature. Proposals must be received in the number of copies stated in RFP cover letter not later than the date and time specified in the cover letter. All copies of the proposals must be under sealed cover and plainly marked. Proposals not received by the date and time specified in the cover letter will not be considered.

3.0 PROPOSAL CONTENT REQUIREMENTS

To achieve a uniform review process and obtain the maximum degree of comparability for the Selection Committee, proposals should be organized in the manner specified below.

3.1 Title Page

Show the Request for Proposals subject, the name of your firm, address, telephone numbers, name of contact person and date of submission.

3.2 Table of Contents

Clearly identify the materials by section and page number.

3.3 Letter of Transmittal

Limit to one or two printed pages.

- Give names of the person(s) who will be authorized to represent your firm, their title(s), address(es) and telephone number(s).
- The transmittal letter must be signed by a corporate officer who has authority to bind the firm.
- State whether the firm is a Juneau proposer.
- ***Acknowledge receipt of all addenda.***

3.4 Past Record of Performance

- Provide general background information on the firm including specialized experience, capabilities, and unique qualifications in the field.
- Provide references, proof of three years work experience in Southeast Alaska, and evidence that firm meets minimum qualifications stated in section 1.3 of this RFP. Reference information should include companies worked for, specific contact persons and their phone numbers and locations within the last three years.

3.5 Capacity of Firm

- Discuss the Scope of Services and the firm's abilities to provide the desired services.
- Include a statement acknowledging the ability of the Contractor to meet potential project requirements for the variety of work listed in section 1.2 **Scope of Services**.

3.6 Hourly Rates and Mark-up

In order to participate in this term contract, proposing firms must agree to work according to the labor rates, mark-up percentages, and general compensation terms included in ***Appendix B of the attached Standard Term Contract.*** Contractor must state in their proposal that they agree to these compensation terms.

3.7 Licenses

The proposal must include a statement indicating that all necessary business and corporate licenses are currently held and must provide the license numbers. If all necessary licenses are not currently held, the proposal must indicate that the necessary applications have been made and that the firm is qualified for the licenses.

4.0 EVALUATION OF PROPOSALS

4.1 Criteria

Proposals will be evaluated and scored, using the criteria on the EVALUATION/RANKING page, found at the end of this document, in order to ascertain which proposals best meet the needs of the CBJ. The items to be considered during the evaluation and the associated point values are identified in 4.2 – Evaluation Data and the attached Evaluation/Ranking Sheet.

4.2 Evaluation Data

The Evaluation Data discussed below is presented in an effort to delineate what criteria will be used to score proposals. Please do not include a separate section in your proposal for Evaluation Data. Much of the information discussed and requested below should be included in the proposal as part of the Proposal Content Requirements discussed in SECTION 3.0 of this RFP.

4.2.1 Past Record of Performance

Evaluation of the Proposer's experience with the CBJ and in Southeast Alaska will be made. CBJ will verify Proposers responsiveness to client work requests, ability to meet schedules, quality of work performed.

4.2.2 Capacity of the Firm

Evaluation will be made on the Proposer's ability to perform the desired services. The proposal should discuss the ability to provide the variety of services including but are not limited to the items included in Section 1.2 Scope of Work.

4.2.3 Hourly Rates

Hourly rates shall be awarded points according to the following formula:

$$\text{Points Awarded} = \frac{(\text{Lowest Hourly Rates Total}) \times (\text{Maximum Points for Hourly Rates})}{(\text{Proposed Hourly Rates Total})}$$

4.2.4 Mark-up on Materials and Subcontractors

Mark-up on materials shall be awarded points according to the following formula:

$$\text{Points Awarded} = \frac{(\text{Lowest Mark-up Percentage}) \times (\text{Maximum Points for Mark-up})}{(\text{Proposed Mark-up Percentage})}$$

4.2.5 Established Juneau bidder according to SECTION 7.0.

4.3 Evaluation Process

Evaluation of the proposals will be performed by a committee selected by CBJ.

5.0 SELECTION AND AWARD PROCESS

The proposals are individually scored by the Selection Committee. The reviewers' scores are then ranked according to the individual scores, with the highest score given a ranking value of one. The rankings are then determined. The lowest numerical rankings will be used to determine the successful term contract Contractors.

The numerical rankings will be used to establish the rotation sequence for individual project award. The Proposers ranked 1, 2, 3, and 4 will be asked to enter into a term contract with the CBJ.

Proposal evaluation results are anticipated to be announced within 15 calendar days of the submission date, although all offers must be complete and irrevocable for 60 days following the submission date.

Award of a term contract, if made, will be to the responsible proposers selected in accordance with the criteria described in SECTION 4 of this RFP.

The CBJ reserves the right to award term contracts solely on the basis of written proposals and reserves the right to award term contracts to the successful firms without further discussion.

6.0 INSURANCE REQUIREMENTS

Insurance requirements are described in Appendix C of Attachment 1 – Sample Term Contract.

7.0 JUNEAU PROPOSER

Juneau Proposer points shall be awarded if the Proposer is determined to be a “Juneau proposer” meeting the criteria of CBJ’s Purchasing Ordinance 53.50, section 53.50.010. CBJ Ordinance 53.50 can be viewed electronically at the following internet address: <http://www.juneau.org/law/code/code.php>. **Note:** *This criteria for meeting Juneau Proposer requirements have changed. Among other requirements, a Proposer must be in Good Standing with the CBJ Finance Department at the time a proposal is submitted. Please review the new requirements and contact the CBJ Engineering Department or Purchasing Division with any questions.*

A paper copy of the CBJ Purchasing Ordinance is available upon request from the CBJ Engineering Department or Purchasing Division.

8.0 PROPOSER WITH DISABILITIES

Proposer with disabilities points shall be awarded if Proposer is determined to be a “proposer with disabilities” meeting the criteria of CBJ’s Purchasing Ordinance 53.50, section 53.50.010 and section 53.50.060 (e), paragraph 2. CBJ Ordinance 53.50 can be viewed electronically at the following internet address: <http://www.juneau.org/law/code/purchasing.pdf>

A paper copy of the CBJ Purchasing Ordinance is available upon request from the CBJ Engineering Department.

9.0 PROTESTS

The protest period begins with the posting of a notice of apparent successful proposer, in the CBJ Purchasing Division, and expires at the close of the next business day.

Protests shall be executed in accordance with CBJ Ordinance 53.50.062 PROTESTS and 53.50.080 ADMINISTRATION OF PROTEST. Copies of the ordinances describing protest procedures are available from the CBJ Purchasing Division, 155 South Seward Street, Juneau, Alaska. Questions concerning protests or protest procedures should be directed to the CBJ Purchasing Officer, at 586-5258. CBJ Ordinance 53.50 can be viewed electronically at the following Internet address: <http://www.juneau.org/law/code/purchasing.pdf>.

10.0 JUNEAU BUSINESS SALES TAX AND PERSONAL PROPERTY TAX

Vendors/merchants conducting business within the City are required by law to register with, and periodically report to, the City for sales and property taxes. Consultants and Subconsultants must be in good standing with the City prior to award, and prior to any contract renewal and in any event no later than five business days following notification by the City of intent to award or renew. **Good standing** means: all amounts owed to the City are paid in full, including Confession of Judgments; and vendor/merchant is current in reporting (sales tax filings, business personal property declarations). Failure to meet these requirements, if so subject, shall be cause for rejection of your proposal and/or contract renewal. To determine if your business is in good standing, or for further information, contact the City Finance Department's Sales Tax Division, at (907) 586-5265, concerning sales tax and/or Treasury Division, at (907) 586-5268, concerning business personal property and real property tax. *Note: Juneau Proposer preference has requirements regarding a firm's good standing with the City at the time a proposal is submitted. Please review Section 7.0 above, as well as the Purchasing Code cited.*

**HOURLY RATE AND MARK-UP SCHEDULE
 CBJ TERM CONTRACT FOR ELECTRICAL WORK
 RFP E18-164**

COMPANY NAME: _____

Hourly Rates

Item	Description	Price per Hour
1.	Journeyman Rate (Normal Working Hours, 8:00a.m. to 4:30p.m., Monday through Friday)	\$
2.	Apprentice Rate (Normal Working Hours, 8:00a.m. to 4:30p.m., Monday through Friday)	\$
3.	Journeyman Rate (Scheduled Evening/Weekend/Holiday Hours)	\$
4.	Apprentice Rate (Scheduled Evening/Weekend/Holiday Hours)	\$
5.	Journeyman Overtime Rate	\$
6.	Apprentice Overtime Rate	\$
Total		\$

Markup – Materials - No higher than 10%

1.	Percentage markup on materials	%
2.	Subcontract Markup – *All inclusive	%

EVALUATION/RANKING

CONTRACTOR: _____

SCORED BY: _____

DATE: _____

POINTS AWARDED

		<u>Points Possible</u>	<u>Score</u>
4.2.1.	Past record of performance on contracts with the CBJ and in Southeast Alaska.	0 – 30	_____
4.2.2.	Capacity of firm to perform the services.	0 – 15	_____
The Contract Administrator will assign points for criteria 4.2.3 through 4.2.6., below.		Subtotal	_____
4.2.3	Hourly rates for regular working hours.	0 – 25	_____
4.2.4	Mark-up on materials and subcontractor	0 - 20	_____
4.2.5	Firm meets Juneau proposer requirements.	0 or 10	_____
TOTAL POINTS		100	_____
INDIVIDUAL RANKING			_____



ATTACHMENT 1 – STANDARD CONTRACT

SERVICES CONTRACT Term Contract for Electrical Work Contract No. RFP E21-166

This Agreement is entered into by and between the City and Borough of Juneau, Alaska ("City"), and _____ whose address is _____ phone & fax____ ("Contractor").

Witnesseth:

Whereas, the City desires to engage the Contractor for the purpose of rendering certain professional services, and

Whereas, the Contractor represents that it is in all respects licensed and qualified to perform such services;

Now, Therefore, the parties agree as follows:

1. CONTRACTUAL RELATIONSHIP. The parties intend that an independent Contractor/City relationship will be created by this Contract. City is interested only in the results to be achieved, and the conduct and control of the work will lie solely with the Contractor. Contractor is not considered to be an agent or employee of City for any purpose, and the employees of Contractor are not entitled to any benefits that City provides for City's employees. It is understood that the City does not agree to use the Contractor exclusively. It is further understood that the Contractor is free to contract for similar services to be performed for others while it is under contract with the City.

2. SCOPE OF SERVICE. The Contractor shall carry out in a professional and prudent manner all of the services required by the Contract. These services include all of the services described in Appendix A. Contractor will diligently proceed with the Scope of Services, and will provide such services in a timely manner.

3. PERSONNEL, EQUIPMENT, SUPPLIES, AND LICENSES.

(A) Except as noted in Appendix A, the Contractor represents that it has or will secure at its own expense all personnel, equipment, and supplies required in performing the services under this Contract.

(B) All of the services required hereunder will be performed by the Contractor or under its supervision.

(C) None of the work or services covered by this Contract shall be subcontracted without prior written approval of the City.

(D) Contractor warrants that it is fully licensed under all applicable local, state, and federal laws to perform the services to be provided hereunder.

4. TIME OF PERFORMANCE. The term of this contract will be in effect from the date it is executed and will automatically renew through December 31, 2023, unless either party elects to terminate the contract.

The services of the Contractor are to commence as soon as practicable after the execution of any Project Agreement issued pursuant to this Contract and shall be completed no later than the time specified in the Project Agreement. No Project Agreements shall be executed after this contract has expired.

5. REPORTING. Except as authorized within Appendix A, the City's primary representative for this Contract shall be Greg Smith. The City Manager shall be an alternate representative. The City shall not be liable for Contractor's expenses incurred in reliance on directions received from any other municipal officer or employee. The Contractor's representative shall be _____. Reliance by the City on representations by any other person shall be at the City's own risk.

6. COMPENSATION. The City agrees to pay the Contractor according to the schedule attached as Appendix B. The Contractor's estimated fee schedule is attached to Appendix B.

7. TERMINATION OF CONTRACT FOR CAUSE. If, through any cause, except causes beyond the control of the Contractor, the Contractor shall fail to fulfill in a timely and proper manner its obligations under this Contract; or if the Contractor shall violate any of the covenants, agreements, or stipulations of this Contract, the City shall have the right to terminate this Contract by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least ten days before the effective date of such termination. In that event, all finished or unfinished documents, or other data, in whatever form, prepared by the Contractor under this Contract shall, at the option of the City, become its property, and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and materials, not to exceed the Contract amount.

8. TERMINATION FOR CONVENIENCE OF CITY. The City may terminate this Contract at any time by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least thirty days before the effective day of such termination. In that event, all finished or unfinished documents and other materials as described in paragraph 7 above shall, at the option of the City become its property, and the Contractor will be paid an amount not to exceed the sum set forth in Appendix B for work satisfactorily completed on or before the date of termination, less payments of compensation previously made.

9. CONTRACT AGREEMENT. All parties mutually agreed to the terms of this Contract. The Contract should not be construed in favor of or against any party. This Contract contains the entire agreement between the parties; there are no other promises, terms, conditions, or obligations other than those contained herein; and this Contract shall supersede all previous communications, representations or agreements, either oral or written, between the parties.

10. CHANGES. The City may, from time to time, require changes in the scope of services to be performed under this Contract. Such changes, including any increase or decrease in the amount of the Contractor's compensation, must be mutually agreed upon in writing before they will be regarded as part of this Contract.

11. EQUAL EMPLOYMENT OPPORTUNITY. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin.

12. CONFLICTS OF INTEREST. Contractor agrees that no officer of the City who has exercised or will exercise any authority over the specifications, procurement, supervision or payment for this Contract, and no family member, has had or will have any direct or indirect financial interest in this Contract. If the Contractor learns of any such interest, the Contractor shall without delay inform the City Attorney or one of the officers specified in Paragraph 5.

13. ETHICS. Contractor shall discharge its duties fairly, impartially and maintain a standard of conduct that competently serves the City and the interests of the City. Contractor shall at all times exercise unbiased judgement when performing its duties under this contract.

14. PUBLIC RELATIONS. Contractor shall issue press releases, respond to press inquiries, make public speeches, appear on broadcast media or otherwise engage in public relations regarding the project only with the specific approval of the CBJ Project Manager.

15. ELECTED OFFICIALS. The Contractor shall respond to project-related inquiries from elected officials by providing impartial, factual information, but shall not initiate contact or attempt to persuade an elected official to agree with any viewpoint or to take any official action. The Contractor will promptly notify the Project manager of any request by an elected official for project-related information.

16. ASSIGNABILITY. The Contractor shall not assign any interest in this Contract and shall not transfer any interest in the same without the prior written consent of the City; however, claims for money due or to become due to the Contractor from the City under this Contract may be assigned to a bank, trust company, or other financial institution without approval. Notice of any such assignment or transfer shall be furnished promptly to the City.

17. RECORDS. During performance and after termination of this Contract, each party shall make available to the other party for inspection and copying, all records, whether external or internal, having any relevance to this Contract.

18. INSURANCE REQUIREMENTS. The Contractor shall secure and maintain insurance for the risks and in the amounts specified in Appendix C, prior to execution of any Project Agreements. For all insurance except for professional liability insurance, the Contractor and its insurance carrier waive subrogation against the City.

19. INDEMNIFICATION AND HOLD HARMLESS. The Contractor agrees to defend, indemnify, and hold harmless CBJ, its employees, and authorized representatives, with respect to any action, claim, or lawsuit arising out of or related to the Contractor's negligent performance of this contract without limitation as to the amount of fees, and without limitation as to any damages, cost or expense resulting from settlement, judgment, or verdict, and includes the award of any attorney's fees even if in excess of Alaska Civil Rule 82. This indemnification agreement applies to the fullest extent permitted by law, meaning that if there is a claim of, or liability for, a joint act, error, or omission of the contractor and the CBJ, the indemnification, defense, and hold harmless obligation of this provision shall be apportioned on a comparative fault basis. This agreement is in full force and effect whenever and wherever any action, claim, or lawsuit is initiated, filed, or otherwise brought against CBJ relating to this contract. The obligations of Contractor arise immediately upon actual or constructive notice of any action, claim, or lawsuit. CBJ shall notify Contractor in a timely manner of the need for indemnification, but such notice is not a condition precedent to Contractor's obligations and may be waived where the Contractor has actual notice.

20. CHOICE OF LAW; JURISDICTION. This Contract shall be governed by the laws of the State of Alaska. Jurisdiction shall be in the State of Alaska, First Judicial District.

21. SUCCESSORS. This Contract shall be binding upon the successors and assigns of the parties.

22. PRECEDENCE OF DOCUMENTS. In the event of a conflict between the provisions of this document and its appendices, the order of precedence shall be this document, Appendix A, Appendix B and Appendix C.

23. ALASKA STATUTE 36 (LITTLE DAVIS-BACON) REQUIREMENTS

The following will apply if work exceeds \$25,000 and employees or subcontractors are hired to perform the work.

State of Alaska, Department of Labor, Laborers' and Mechanics' Minimum Rates of Pay, AS 36.05.010 and AS 36.05.050, Wage and Hour Administration Pamphlet No. 600, the latest edition published by the State of Alaska, Department of Labor inclusive, are made a part of this contract by reference.

The CONTRACTOR is responsible for contacting the Alaska Department of Labor to determine compliance with current regulations.

Correspondence regarding Title 36 requirements may be submitted electronically or paper copies can be submitted by mail. To submit Title 36 documents electronically, go to <https://myalaska.state.ak.us/home/app>. If filing electronically, submit certified payrolls to ADOL at the website above and email a copy of all certified payrolls to Greg Smith at the email address below. If Contractor elects to submit paper copies, they should be submitted to the physical addresses below.

Within 10 Days of "Notice of Award/Notice to Proceed" make a list of **all** Subcontractors. Include their name, address, phone, estimated subcontract amount, and estimated start and finish dates. Send this list to the Wage and Hour Section (contact information below).

Certified Payrolls must be submitted every two weeks. Before the second Friday, each CONTRACTOR and Subcontractor must file Certified Payrolls with Statements of Compliance for the previous two weeks. Indicate **"Start"** on your first payroll, and **"Final"** on your last payroll for this Project.

As part of the **final payment request package**, CONTRACTOR must submit a "NOTICE OF COMPLETION OF PUBLIC WORKS" form signed by ADOL personnel. AND

Employment Security Tax Clearance for the Contractor and each Subcontractor from Alaska Department of Labor, Juneau Field Tax Office.

Contact Information:

Wage and Hour Section
State of Alaska
Department of Labor and Workforce Development
Labor Standards and Safety Division
Wage and Hour Administration
P.O. Box 11149
Juneau, AK 99811-1149
907-465-4842
<http://labor.state.ak.us/lss/home.htm>

Greg Smith, Contract Administrator
City and Borough of Juneau
155 S. Seward Street
Juneau, AK 99801
(907) 586-0873
greg.smith@juneau.org

If you need additional information, contact the State of Alaska, Department of Labor at 465-4842.

24. ADDITIONAL TERMS AND CONDITIONS

Defective Work: The Contractor, at its own expense, must remedy and correct any defect in its work or in articles, materials or services which it provides in connection with the work when said defects are brought to its attention within one year of completion of the work. The CBJ has the right to withhold 10% percent of the payment until the project is completed and accepted by the CBJ Project Manager. The Contractor must, without additional expense to the City, be responsible and make whole all injury, loss or damages to persons or property which may result from the use of any equipment, materials or workmanship which is inferior, defective or not in conformance with the terms or conditions, as specified in this bid.

If the Contractor fails to correct any defective work within a reasonable time frame set by the City, the City may, at its sole option, terminate the contract and/or obtain the necessary contract services from another source. The City may hold the original Contractor responsible for any excess costs the City has incurred in order to correct the deficiencies.

Permits, Laws and Taxes: The Contractor must obtain all required permits (including building permits, if needed), licenses and bonds to comply with applicable municipal, state and federal laws, unless otherwise stated in a Project Agreement issued under this contract.

Compliance: The Contractor must comply with all applicable federal and state labor, wage, hour and safety laws. To determine compliance, the City reserves the right to inspect and audit the Contractor's records and to inspect the Contractor's premises and job sites.

Contract and Project Agreement Amendments: Any requested changes or alterations to the contract must be approved by the City Engineer. Any requested changes or alterations to a specific project agreement must be approved by the designated CBJ Project Manager for that project. Any changes or work performed without such approval, even if approved by the user department, will not be binding.

Project Agreement Closeout: Prior to final payment, Contractor shall provide:

- Alaska Department of Labor and Workforce Development (DOL) documents (certified payrolls, Notice of Completion of Public Works, and Employment Security Tax Clearance for prime and all subcontractors).

In Witness Whereof the parties have affixed their signatures the date first above set out:

CITY AND BOROUGH OF JUNEAU

_____ Date
Duncan Rorie Watt
City & Borough Manager

Company name

_____ Date
name
rank
email

Approved as to Content

_____ Date
Greg Smith
Contract Administrator
greg.smith@juneau.org

STANDARD TERM CONTRACT

APPENDIX A: SCOPE OF SERVICES
Term Contract for Electrical Work
Contract No. RFP E18-164

General Information

The price estimate supplied by the Contractor for a specific project agreement must be reasonable and within the maximum allowable amount of \$50,000 and shall include all labor, materials and equipment. If a project task is assigned to a Contractor, a scope of work, schedule and fee will be mutually agreed upon by the CBJ Project Manager and the Contractor. A project agreement will be signed by the Contractor and the CBJ Engineering Contract Administrator. Each project agreement will stand alone and must be authorized in the form of a written Notice to Proceed by a representative of the CBJ.

Although the primary purpose of this contract is to perform work that has been pre-scheduled, there may be work that requires an immediate response. Work may also be required outside of the CBJ's regular business hours (Monday – Friday, 8:00a.m. – 4:30p.m.), including weekends and CBJ holidays.

In the event that no electrical contracting services are requested during the contract period, project tasks will not be assigned.

General Electrical Repair, Maintenance and New Work

In general, the work under this term contract may include but not be limited to the following:

- Initial installation, repair and/or replacement of electrical wiring, fixtures, services and other similar tasks.
- Installation, repair and servicing of emergency generator sets, including solid-state automatic transfer switches, control circuits and generators.
- Installation, repair and servicing of outdoor lighting, including luminaire installation, lamp, control and circuit repair and replacement and support removal, installation and repair.
- Installation, repair and servicing of motor control centers and motor starters, service entrances switchgear, circuit breakers, timers, control systems and other electrical apparatus used in the water and wastewater industry.
- Configuring, installing and testing communication data ports and Category (CAT) 5E and CAT 6 wiring for computer systems.
- Other electrical work as needed.

Note: Work on fire and alarm control systems (e.g. sprinklers, intrusion alarm systems, mechanical alarm monitoring systems) may be included in this contract. If the Contractor has available NICET-certified staff, this contract may be used if the permit number and/or NICET number is supplied prior to commencing work and appears on the Contractor's invoice upon completion of the work.

Subcontractors

Subcontracting will be accepted only with written authorization from the CBJ Engineering Contract's Office. If a Subcontractor is accepted, the following requirements shall apply.

- Department of Labor (DOL) requirements as indicated in Section 1.8
- Required insurance as indicated in section 6.0

- A Subcontract Report shall be submitted from the Contractor
- Verification the Subcontractor is current in all taxes owed to the CBJ.

STANDARD TERM CONTRACT

APPENDIX B: COMPENSATION
Term Contract for Electrical Work
Contract No. RFP E18-164

HOURLY RATES/MARK-UP PERCENTAGES

Basic Hourly Rate, Labor Prices and Administrative Overhead: Basic hourly rate during regular business hours, includes all labor and tools. Basic hourly rate shall include all provisions necessary to perform work defined under the scope of work. No charges may be made for freight, delivery, non-required supervision, or other miscellaneous expenses. The Contractor must invoice lesser rates for apprentice labor. The City reserves the right to audit or inspect the Contractor's records to determine accuracy of any charges.

The following hourly rates shall be charged during the initial contract period:

Journeyman Rate - Normal hours: \$-----
Journeyman Rate - Scheduled Evening/Weekend hours: \$-----
Apprentice Rate - Normal hours: \$-----
Apprentice Rate - Schedule Evening/Weekend hours: \$-----
Journeyman - Overtime Rate \$-----
Apprentice - Overtime Rate \$-----

Contractor shall be entitled to overtime wages if services are needed outside of regular work hours.

Price Adjustment: Hourly rates and mark-up percentages will be held firm, but will be adjusted approximately annually when IBEW "Inside" wages are increased. When IBEW wages are increased, hourly rates for this contract will be increased according to the following formula: new journeyman wage x 2.37. Apprentice rate will = 87% of Journeyman wage.

Material/Parts Prices:

The price of materials/parts used in this contract is to be F.O.B. Juneau job site. All work orders that accompany billing invoices must clearly define cost of the materials billed to the City. Materials costs shall not exceed "book rate" (either Trade Service Corporation or Epic Electrical) but shall represent local costs if they are lower. The Contractor must make pricing information available to the City upon request. The cost shall not exceed invoice plus ten (10) percent. The City will periodically ask the Contractor to verify costs. If a discrepancy or question arises, the City may require actual invoices showing the Contractor's cost for materials/parts. The City will provide a minimum of 24 hours advanced notice when requesting price verification. In the event the Contractor continues to charge a higher percentage than specified above, the City will have just cause for terminating the contract.

Billing Invoices: A separate invoice must be submitted for each Project Agreement. The invoice must include the CBJ purchase order number, detailed hourly labor, equipment, material costs, and any other items chargeable to the job. Invoices without a purchase order number may be returned to the Contractor. The CBJ Project Manager will review each invoice individually to determine if charges are applicable and make payment accordingly. ***Invoices must be submitted within 30 calendar days of completion of the work. Failure to provide invoices in a timely manner may result in cancellation of contract.***

APPENDIX C: INSURANCE REQUIREMENTS
Term Contract for Electrical Work
Contract No. RFP E18-164

The Contractor must provide certification of proper insurance coverage and amendatory endorsements or copies of the applicable policy language affecting coverage required in this contract to the City and Borough of Juneau. Failure of the City to demand such certificate or other evidence of full compliance with these insurance requirements or failure of the City to identify a deficiency from evidence that is provided shall not be construed as a waiver of the obligation of the Contractor to maintain the insurance required by this contract.

Contractor agrees to maintain insurance as follows at all times while the contract is in effect, including during any periods of renewal.

Commercial General Liability Insurance. The Contractor must maintain Commercial General Liability Insurance in an amount it deems reasonably sufficient to cover any suit that may be brought against the Contractor. This amount must be at least one million dollars (\$1,000,000.00) per occurrence, and two million dollars (\$2,000,000.00) aggregate.

This insurance policy is to contain, or be endorsed to contain, additional insured status for the CBJ, its officers, officials, employees, and volunteers. If Additional insured status is provided in the form of an endorsement to the Contractor's insurance, the endorsement shall be at least as broad as ISO Form CG 20 10 11 85 or **both** CG 20 10, CG 20 26, CG 20 33, or CG 20 38; **and** CG 20 37 forms if later revisions used).

Workers Compensation Insurance. The Contractor must maintain Workers Compensation Insurance to protect the Contractor from any claims or damages for any personal injury or death which may arise from services performed under this contract. This requirement applies to the Contractor's firm, the Contractor's subcontractors and assignees, and anyone directly or indirectly employed to perform work under this contract. The Contractor must notify the City as well as the State Division of Workers Compensation immediately when changes in the Contractor's business operation affect the Contractor's insurance status. Statutory limits apply to Workers Compensation Insurance.

- a. Employers Liability

Bodily Injury by Accident:	\$100,000.00 Each Accident
Bodily Injury by Disease:	\$100,000.00 Each Employee
Bodily Injury by Disease:	\$500,000.00 Policy Limit

- b. The Contractor agrees to waive all rights of subrogation against the OWNER and Engineer for WORK performed under the contract.

- c. If the Contractor directly utilizes labor outside of the State of Alaska in the prosecution of the WORK, "Other States" endorsement shall be required as a condition of the contract.

If the Contractor is exempt from Alaska Statutory Requirements, the Contractor will provide written confirmation of this status in order for the City to waive this requirement. The policy shall be endorsed to waive subrogation rights against the City.

Comprehensive Automobile Liability Insurance. The coverage shall include all owned, hired, and non-owned vehicles to a one million dollar (\$1,000,000.00) combined single limit coverage.

This insurance policy is to contain, or be endorsed to contain, additional insured status for the CBJ, its officers, officials, employees, and volunteers The CONTRACTOR shall require each Subcontractor similarly to provide Commercial Automobile Liability Insurance for all of the latter's employees to be engaged in such WORK unless such employees are covered by the protection afforded by the CONTRACTOR's Commercial Automobile Liability Insurance.

STANDARD TERM CONTRACT