

# Request for Proposal

Electrical Services – Federally Funded

*Pre-Offer Conference*

*Via WebEx*

*March 28, 2024, 9:00 a.m.*



# RFP Timeline

Written Inquiries Due

March 29, 2024, 3:00 p.m.

Deadline for Submittals

April 12, 2024, 2:00 p.m.

Contract Begins

July 1, 2024

# Important Item

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Anything discussed today or at any point in time does not change anything in the RFP.

Only a formal written and issued addendum changes the RFP.

# Solicitation Instructions

- ▶ Transparency Policy starts at solicitation opening and ends at City Council Award
- ▶ All offerors must register at:  
<https://www.phoenix.gov/procure>
- ▶ All written inquiries are due **March 29, at 3:00 p.m.**
- ▶ The City will not be responsible for oral instructions made by employees or officers, any changes will be in the form of solicitation addenda
- ▶ Businesses **must** be registered with the Arizona Corporation Commission (this is checked)
- ▶ Offeror must read the entire solicitation and accept all terms and conditions without exception

# Term

- ▶ Commencing on or about July 1, 2024
- ▶ 5-Year period

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# Special Terms and Conditions

- Pricing
- Background Screening
- Import to note items
- Invoicing

# Insurance & Indemnification

- Please note the indemnification provisions within the solicitation
- ▶ Insurance requirements cover:
  - ▶ General Liability
  - ▶ Automobile liability
  - ▶ Worker's compensation
  - ▶ Professional liability
- ▶ Upon award, certificates of insurance (ACORD form or equivalent) must be provided to the City within 10 days
- ▶ Send to the Procurement Division at  
[Hou.procurement@phoenix.gov](mailto:Hou.procurement@phoenix.gov)

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# Pre-requisites

- ▶ Offeror must have been in operation a minimum of three years.



# Scope of Work

## Electrical Services:

- Electrical Panel Work
- Upgrades/Repairs
- Fans, Switches, Smoke Detectors, Ballasts, Lighting
- Indoor/Outdoor Outlets
- Miscellaneous Projects
  - Upgrades and Repairs (not federally funded)
- Bacon Davis and LPC Tracker

# Evaluation Criteria

## Method of Approach (335 Points)

- A. Describe in detail the procedures your firm will use to complete emergency requests and routine work along with the planning and availability of their staff.
- B. Does your firm have experience working with Government Contracts and/or Federally Funded entities that require Davis Bacon wages? Please elaborate.
- C. Based on the information below, do you agree to comply with the Davis Bacon wage rule and the LPC Tracker?
  - The current wage decision is “Davis-Bacon Act WD # AZ20240001” and the minimum hourly rate for an “Electrician” is \$15.45 per hour with no requirement for fringe benefits. In other words, you have to pay your Electricians, working on the Housing Departments jobs at least \$15.45 per hour. You may pay them higher but not lower. The rate changes from time to time, and we would update the contract when that happens.
  - Each invoice submitted would have to have the Labor Rates and hours submitted through something called the LPC Tracker an on-line tool. It’s not complicated but your firm has to do it so that we can pay your invoice.

## Experience and Qualifications (335 points)

- A. Proposer shall provide a history of the business including the date established, the type of ownership or legal structure of the business (sole proprietor, partnership, corporation, etc.), the length of time that the business has been operating as the legal entity and length of time the business has been providing the requested services.
- B. List the staff to be assigned to the City of Phoenix’s contract including their roles, licenses & certifications.

## Price (330 points)

Pricing Proposal Attachment I

# Proposals

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## Submittal Requirements:



- E-mail attachment
- Tab 1 Cover Letter with contact information
- Tab 2 Evaluation Materials
- Tab 3 Attachments A-L
- Tab 4 Signed Addenda



# DAVIS-BACON

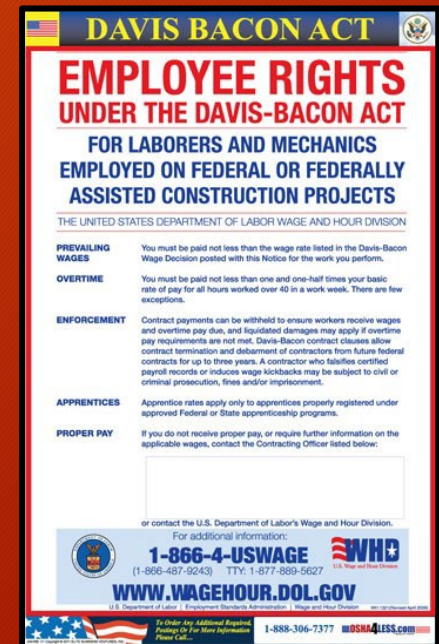
Overview for General  
Contractors and  
Subcontractors



**City of Phoenix**  
HOUSING DEPARTMENT

# DAVIS-BACON ACT

- Requires payment of prevailing wage rates to laborers
- Consists of Federally assisted construction projects in excess of \$2,000
- Includes building, repairing or demolishing of any public structure or building
- Requires one- and one-half pay for overtime of 40 hours per week
- Criminal prosecution and penalty fees are enforced for intentional violations



**DAVIS BACON ACT**

**EMPLOYEE RIGHTS UNDER THE DAVIS-BACON ACT**

**FOR LABORERS AND MECHANICS EMPLOYED ON FEDERAL OR FEDERALLY ASSISTED CONSTRUCTION PROJECTS**

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

**PREVAILING WAGES** You must be paid not less than the wage rate listed in the Davis-Bacon Wage Decision posted with this Notice for the work you perform.

**OVERTIME** You must be paid not less than one and one-half times your basic rate of pay for all hours worked over 40 in a work week. There are few exceptions.


**ENFORCEMENT** Contract payments can be withheld to ensure workers receive wages and overtime pay due, and liquidated damages may apply if overtime pay requirements are not met. Davis-Bacon contract clauses allow contract termination and debarment of contractors from future federal contracts for up to three years. A contractor who falsifies certified payroll records or induces wage kickbacks may be subject to civil or criminal prosecution, fines and/or imprisonment.

**APPRENTICES** Apprenticeship rates apply only to apprentices properly registered under approved Federal or State apprenticeship programs.

**PROPER PAY** If you do not receive proper pay, or require further information on the applicable wages, contact the Contracting Officer listed below.


or contact the U.S. Department of Labor's Wage and Hour Division.

For additional information:

**1-866-4-USWAGE**   
(1-866-487-5243) TTY: 1-877-889-5627

**WWW.WAGEHOUR.DOL.GOV**

U.S. Department of Labor • Employment Security Administration • Wage and Hour Division

To Order Any Additional Required Postings Or For More Information Please Call... **1-888-306-7377** 

# COPELAND ACT (Anti-Kickback Act)



- Federal crime for anyone to require a laborer to kickback any of their wages
- Requires all Subcontractors to submit weekly certified payroll reports (CPR)
- Regulates permitted payroll deductions

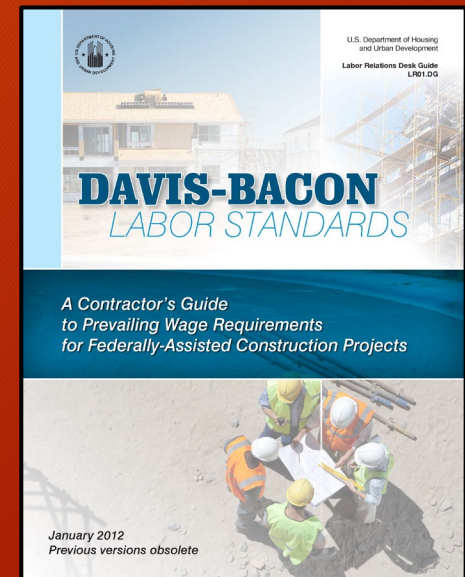
# Fair Labor Standards Act (FLSA)

- Oversees Federal minimum wage rates and overtime requirements
- Laborers must be paid appropriate wages and fringe benefits for classification of work performed
- If performing work in more than one classification, must pay rate for each classification
- Must visibly post Davis-Bacon poster, wage determination, and Employee Rights poster at worksite



# GENERAL CONTRACTOR

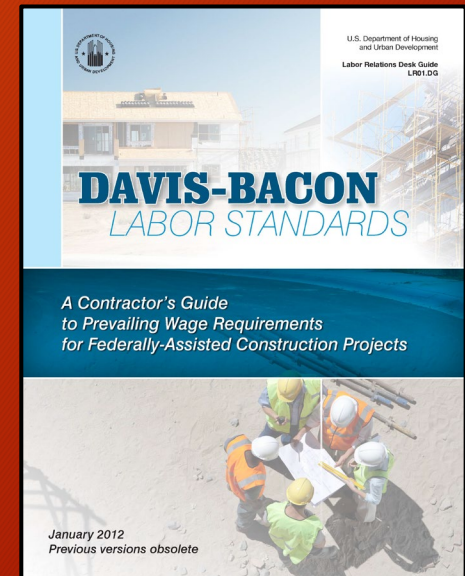
- Responsible for all Subcontractors complying with Federal labor standards while working on project
- Review each Subcontractor's payroll reports for compliance
- Keep sets of all payrolls for every Subcontractor for 3 years after completion of project
- Accountable for restitution for underpayment, including liquidated damages owed by Subcontractors
- Must post Davis-Bacon poster, wage determination, and Employee Rights poster at worksite





# CONTRACTORS/SUBCONTRACTORS

- Must select work classification as on wage decision for work performed and submit weekly payroll reports on LCP Tracker
- If employee performs carpentry work, laborer must be paid as listed under carpentry work even if not fully trained as a carpenter
- Can make “Other” payroll deductions as permitted by DOL, but must be authorized by employees using a wage deduction authorization form
- Must also keep payroll records for 3 years after completion of project



# COMPLIANCE OFFICER

Responsible for administering and enforcing Federal labor standards covered by Davis-Bacon.

- Conduct remote or on-site interviews with construction workers
- Review project payroll for compliance
- Provide support and advice on proper wage decisions
- Prepare reports for HUD and DOL



# CERTIFIED PAYROLL REPORTS (CPR)



Called “certified” because Contractors sign each report certifying information is true and correct.

## SUBMIT WEEKLY

Begin the first week of work and every week thereafter until work is completed

## NUMBER PAYROLLS

Start with #1 and last payroll for project as “Final”

## NO WORK WEEKS

Submit “no” work week payrolls when there is a temporary break on project

# WAGE DECISIONS

[www.wdol.gov/dba.aspx](http://www.wdol.gov/dba.aspx)



- Example - List of different work classifications, with minimum wage rates and fringe benefits that must be paid under classifications

General Decision Number: AZ170001 02/17/2017 AZ1  
 Superseded General Decision Number: AZ20160001  
 State: Arizona

Construction Type: Residential  
 County: Maricopa County in Arizona.

RESIDENTIAL CONSTRUCTION PROJECTS (consisting of single family homes and apartments up to and including 4 stories)

Modification Number	Publication Date		
0	01/06/2017		
1	01/20/2017		
2	02/17/2017		

\* BRAZ0003-007 01/01/2017

	Rates	Fringes
BRICKLAYER.....	\$ 25.36	6.98
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ENGI0428-005 09/01/2016		
	Rates	Fringes
POWER EQUIPMENT OPERATOR (Grader/Blade).....	\$ 27.69	9.68
-----		
IRON0075-008 08/01/2015		
	Rates	Fringes
IRONWORKER, STRUCTURAL.....	\$ 26.00	21.77
-----		
PLAS0394-006 07/01/2013		
	Rates	Fringes
CEMENT MASON/CONCRETE FINISHER...\$	22.84	8.57
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SUAZ2011-001 07/28/2011		
	Rates	Fringes
ALARM INSTALLER, Includes Wiring and Installation.....	\$ 13.91	0.00
CARPENTER, Excludes Drywall Hanging, and Form Work.....	\$ 18.16	0.00
DRYWALL HANGER.....	\$ 15.00	0.58
ELECTRICIAN, Excludes Low Voltage Wiring and Installation of Alarms.....	\$ 15.45	0.01
FORM WORKER.....	\$ 14.37	0.00
GLAZIER.....	\$ 13.45	0.00

Total Wages  
 \$32.34  
 \$37.37  
 \$47.77  
 \$31.41

# WAGE DETERMINATION



- If classification is not on Wage Decision list, contractor should go to General Contractor and request
- General Contractor to complete Form 1444 and submit to Compliance Administrator
- Compliance Administrator to review and approve within 10 days of request if in conformance with wage determination in area
- If not, DOL to approve classification, only when work to be performed is not classified in geographic area by construction industry - processing from DOL takes up to 6 weeks

# WAGE RATES AND FRINGE BENEFITS



- Basic Wage Rate + Fringe Benefits Rate = Total Hourly Wage Rate
- Fringe benefits include health insurance, retirement contributions, life insurance, training, vacation, and paid leave
- Does not include payments required by Federal, State or local laws (i.e. Federal and State taxes, Social Security, and disability insurance)
- Overtime work in excess of 40 hours in one week, must be paid one- and one-half times the rate for work performed

# RESTITUTION



- Compliance Administrator will notify General Contractor and Subcontractors in writing of any underpayments during payroll reviews
- Subcontractors are required to pay wage restitution in full to affected employees within 30 days
- Restitution must be reported on certified payroll reports
- Subcontractors must provide copy of Restitution Confirmation form to General Contractor and Compliance Administrator

# LCP TRACKER



Construction compliance management software system for certified payroll and reporting.

- All Subcontractors assigned to project must use and enter certified payrolls in LCP Tracker for performing and non-performing weeks
- Start with first week of work on project
- Pay all workers weekly and maintain up-to-date payrolls
- If owner-operator has NO staff, must have another person certify payrolls



# LCP TRACKER

## www.lcptracker.net

LCPtracker © 2003 - 2017

Secure | <https://prod.lcptracker.net/WebForms/login.aspx>

**LCP**tracker

### Sign into LCPtracker

For Electronic Submission and Management of Certified Payroll Reports

Username  
Enter a user id

Password

**SIGN IN**

Remember me

Forgot Password?  
Invalid login. Attempt 2 of 5. Passwords are case sensitive.

**Ignite**  
Hosted by LCPtracker  
Register Now

LCPtracker Annual User Conference  
Compliance and Workforce Education  
May 30th - June 2nd, 2017

Contact Sales | Contact Support | About | Webinar Sign Up | Demo Sign Up  
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- Once you receive an email verifying assignment to project, create a username and password
- Upload required documents
  1. Labor Standards Certification
  2. Employee wage deduction authorizations
  3. Certificate of Understanding of Section 3
  4. Estimated Project Workforce Breakdown
- Error notices will occur if documents are not current

# QUESTIONS



City of Phoenix  
HOUSING DEPARTMENT

## Assistance

- Alex Rivera
- 602-262-6017
- [alex.rivera.iii@phoenix.gov](mailto:alex.rivera.iii@phoenix.gov)

## Labor Standards and Related Forms

- [WWW.HUD.GOV](http://WWW.HUD.GOV)

## Department of Labor (DOL)

- [WWW.DOL.GOV](http://WWW.DOL.GOV)



# Solicitation Transparency

Commencing on the date and time a solicitation is published, potential or actual offerors or respondents (including their representatives) shall only discuss matters associated with the designated procurement officer and not with any City Staff.

*Melanie Bynoe Torzala*

*Management Assistant II – Contracts and Procurement*

*602-262-4927*

*[Hou.procurement@phoenix.gov](mailto:Hou.procurement@phoenix.gov)*