



SOLICITATION ADDENDUM

Solicitation Number: IFB 23-FMD-014 (KP) Addendum #3 Page 1 of 3

Solicitation Due Date: Wednesday, May 11, 2022 11:00 a.m. Local Time

CITY OF PHOENIX
Procurement Division
200 W. Washington Street
7th Floor
Phoenix, AZ 85003
Phone: (602) 256-5634

ELECTRICAL SERVICES

UPDATE:

Update Section I – Instructions, Item 3 – Schedule of Events to the following:

ACTIVITY (All times are local Phoenix time)	DATE	LOCATION
Solicitation Issue Date	Tuesday, April 5, 2022	
Pre-Offer Conference	Tuesday, April 12, 2022 at 10:00am	<p>The public will be able to join the WebEx by the meeting link or phone number noted below and listen to the Pre-Offer meeting live:</p> <p>Join by meeting link https://phxpublicworks.webex.com/phxpublicworks/j.php?MTID=md8a409d3286256114e90b13a08260a67 [phxpublicworks.webex.com]</p> <p>Join by phone +1-415-655-0001 US Toll Free Access Code: 2497 146 1815</p>
Written Inquiries Due Date	Friday, April 15, 2022 at 1:00pm	kristina.pylant@phoenix.gov
Offer Due Date	Wednesday, May 11, 2022 at 11:00am	<p>See SECTION I – INSTRUCTIONS, Item 12, SUBMISSION OF OFFER</p> <p>The public will be able to call the WebEx phone number noted below and listen to the Bid Opening meeting live:</p> <p>Join by phone +1-415-655-0001 US Toll Access Code: 2499 294 0539</p>



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REVISE:

Revise Section V – Scope of Work, Item 2 - Definitions, to include the language below:

“Skilled Electrician” An individual who has acquired the training and experience to work independently and has NFPA 70E training but does not possess a certification for journeyman electrician.

Revise Section V – Scope of Work, Item 3.11, to include the language below:

A skilled electrician can work alone and/or alongside a Journeyman, but never oversee an electrical apprentice or helper.

DELETE AND REPLACE:

Delete Section V – Scope of Work, Item 3.9, in its entirety, and replace with the following:

Contractor’s field staff employees must have completed an accredited electrical apprenticeship program or have a minimum of three years’ experience as a skilled electrician prior to commencing work on any City project.

Delete Section V – Scope of Work, Item 7 – Qualified Personnel, in its entirety, and replace with the following:

Personnel performing work shall be a certified journeyman electrician, skilled electrician, electrical apprentice, or electrician helper. The ratio of employees working must be a two (2) to one (1) ratio, journeyman to apprentice or helper. To clarify, there must never be more than one apprentice or helper on a project unless prior approval is received from the ADR or large project and then ratio must remain a 2:1 journeyman to apprentice or helper ratio. A skilled electrician can work alone and/or alongside a Journeyman, but never oversee an electrical apprentice or helper.

Delete and Replace, in its entirety and any reference to:

SECTION V – REVISED SCOPE OF WORK to be replaced with SECTION V – REVISED SCOPE OF WORK II.

SECTION VI – REVISED SUBMITTALS to be replaced with SECTION VI – REVISED SUBMITTALS II.

Both revisions are attached to this addendum and can also be found on the solicitation webpage at <https://solicitations.phoenix.gov/>.



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The balance of the specifications and instructions remain the same. Interested parties must acknowledge receipt and acceptance of this addendum by returning the entire addendum with the inquiry.

Name of Company: _____

Address: _____

Authorized Signature: _____

Print Name and Title: _____



SECTION V – SCOPE

1. SCOPE OF WORK:

The City of Phoenix (City) seeks qualified electrical contractor(s) to supply all labor, materials, supplies, equipment, and transportation necessary to accomplish the commercial and industrial electrical work requested as stated herein.

Work is performed through individual work orders initiated by the City of Phoenix. Work orders will contain the general scope for the work to be performed. Work may include performing simultaneous projects and maintenance at multiple sites, with locations throughout the Phoenix Metropolitan area; from the Verde River (Salt River Pima Maricopa Indian Reservation) on the eastside, to SR85 near Buckeye on the west side and from Anthem on the north side, down to Pecos Road – south side. In addition, there are radio communication towers located at Lake Pleasant, New River, White Tank Mountains, Sacaton and Burnt Mountain in Quartzsite, Arizona that will require maintenance and/or repair. Contractor will provide the level of technical expertise required to meet the contract requirements.

The Contractor will provide a detailed list of parts and labor pursuant to the terms of the contract in their cost estimate for all services and projects. Miscellaneous charges including but not limited to, overhead, delivery, fuel, transportation, shop supplies, freight, travel, etc. will not be allowed under this contract and these charges will not be paid by the City. The Contractor(s) must receive written authorization from the Authorized Department Representative (ADR) prior to commencement of each service.

The City of Phoenix will have the sole decision as to any acceptable alternate product.

Projects in Group I shall include:

- Service Entrance Section (SES) preventative maintenance
- Electrical distribution preventative maintenance to include panels and disconnects
- Replacement of electrical wire due to wire theft
- General electrical services
- Electrical maintenance

Projects in Group II – Relamping shall include:

- Building relamping
- Exterior lighting and replacement
- Non-traffic light pole base removal and replacement



SECTION V – REVISED SCOPE OF WORK II

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2. DEFINITIONS:

“Electrical Apprentice”	An individual who is currently attending a certified apprenticeship program.
“Electrical Helper”	An individual who assists certified Journeyman Electricians.
“Journeyman Electrician”	An individual who has completed a certified Electrician’s apprenticeship.
“Skilled Electrician”	An individual who has acquired the training and experience to work independently and has NFPA 70E training but does not possess a certification for journeyman electrician.
“On-site”	The time the electrician(s) arrive at one of the locations covered under this contract or as listed on the purchase order and checks-in/signs-in with the Authorized Department Representative.

3. GENERAL REQUIREMENTS:

- 3.1. Work, materials, and equipment must comply with the most current rules and regulations of the following:
 - National Electrical Code (NEC)
 - Occupational Safety and Health Act (OSHA)
 - American Society for Testing and Materials (ASTM)
 - National Electrical Code, latest edition (NFPA 70)
 - Applicable city, state, and federal codes, ordinances and regulations.
- 3.2. The Electrical Contractor shall maintain proper licensure in the State of Arizona to perform the commercial electrical work identified in the scope of this contract throughout the contract term.
- 3.3. Contractor’s license shall be current and valid for a minimum of five (5) consecutive years within the last ten (10) years.
- 3.4. Contractor needs to have a dedicated service department that can respond to service calls on an as-needed basis to troubleshoot equipment or perform repairs.
- 3.5. Contractor’s license must be current and valid throughout the contract term.
- 3.6. Contractor shall be allowed to subcontract work not identified in the scope but directly related to the scope including but not limited to concrete work, sawcutting, scaffolding, etc.
- 3.7. Contractor’s employees shall have NFPA 70E training. Contractor must provide proof of training at the time of bid for each employee who will be providing services under this contract.



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- 3.8.** Contractor will provide a copy of their Lockout/Tagout program, training records, records of their apprenticeship program upon request.
- 3.9.** Contractor's field staff employees must have completed an accredited electrical apprenticeship program or have a minimum of three years' experience as a skilled electrician prior to commencing work on any City project.
- 3.10.** Contractor's technicians performing repairs on medium voltage from 4,160-13,000 volts must be properly trained.
- 3.11.** Any electrical apprentice may work under the supervision of an approved electrical journeyman on a 2-journeyman to 1-apprentice ratio. A skilled electrician can work alone and/or alongside a Journeyman, but never oversee an electrical apprentice or helper.
- 3.12.** Each new hire that will be working on the facilities listed in 3.13 below must submit all documentation and be approved by the Public Works Electrical Facilities Supervisor.
- 3.13.** Maximum security badging is required for all staff to work for the Contractor under the terms of this contract. In addition, a separate Criminal Justice Information Systems (CJIS) check will need to be obtained by Contractor staff who work at the following department facilities:
 - Police
 - Fire
 - Information Technology Services
 - Downtown facilities:
 - Calvin Goode Building
 - Information Technology Services
 - Phoenix City Hall
 - Phoenix Municipal Court
 - Police Crime Lab
 - Police Headquarters, 620 W. Washington
 - Police Property
- 3.14.** Contractor shall obtain Maximum security badging for all staff and CJIS for a minimum four (4) journeyman and/or skilled electricians, one (1) on-site supervisor, and all service technicians.
- 3.15.** Contractor staff doing work at Luke Air Force Base will need to undergo military background verification to obtain access the base. City staff will not be responsible for escorting Contractor's staff onto Luke Air Force Base.
- 3.16.** Contractor staff working at the Phoenix Convention Center will need to complete background checks for contractor badging.
- 3.17.** Contractor(s) will provide verbal project progress update on a daily basis to the ADR or their designee on their respective location.
- 3.18.** Provide a written weekly status report of projects to the ADR or their designee. The report is due by close of business on Fridays.
- 3.19.** All field alterations to new or existing projects will need prior written approval by ADR, shall require site engineering, drawn plans and specifications



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designed and permitted by an engineering firm and approved by City of Phoenix Facilities Management Annual Facilities Program (AFP) Inspector and Developmental Services Department (DSD).

- 3.20.** The Contractor(s) will be required to keep all work areas clean during and upon the completion of each project. The Contractor(s) will dispose of all debris and spilled fluids, and leave work area(s) broom cleaned after each project. This cost shall be included in the labor rate quoted for the project.

4. JOB REQUIREMENTS:

Contractor must be familiar with all aspects of electrical maintenance, including installation of all sizes of electrical conduits, cables, wires, and switches. Contractor's employees must be skilled in the care and use of hand tools and equipment necessary to perform various electrical repair tasks such as volt meters, meggers, and other testing equipment. They must be proficient in locating and adjusting defects in electrical systems and equipment and in using a locator to find conduit and wire. Some projects may require the use of earth moving equipment, aerial equipment and pneumatic equipment.

Contractor's employees must be able to:

- 4.1.** Inspect all equipment for completeness and accuracy prior to installation.
- 4.2.** Distinguish between the full range of colors in the color spectrum related to electrical wires.
- 4.3.** Use graphic instructions such as blueprints, schematic drawings, layouts or other visual aids.
- 4.4.** Estimate labor or material costs/amounts from blueprints or work plans and to make field estimates.
- 4.5.** Make mathematical computations.
- 4.6.** Exercise independent thought and action within the scope of assigned duties.
- 4.7.** Comprehend and make inferences from written materials.
- 4.8.** Measure distances with a tape measure or other measuring device.
- 4.9.** Work in small, cramped areas such as ceiling crawl spaces, equipment enclosures, closets, confined spaces, etc.
- 4.10.** Climb ladders or steps to reach work areas.
- 4.11.** Work at heights greater than ten (10) feet.
- 4.12.** Remain in a standing position for extended periods of time.
- 4.13.** Work in a variety of weather conditions with exposure to the outdoor elements.
- 4.14.** Express ideas on technical problems clearly and concisely both orally and written in the English language.
- 4.15.** Work cooperatively with City employees, building occupants, and the public in face-to-face, one-on-one settings or using a telephone.
- 4.16.** Make decisions and coordinate work based on information given by the City of Phoenix.



4.17. Work safely without presenting a direct threat to self or others.

5. LABOR RATES:

The labor rate will start upon arrival at the job site and end upon completion of work that day at the job site with a one-hour minimum. Additional labor will be paid in fifteen-minute increments. The Contractor(s) shall not charge portal to portal rates or additional charges for service calls.

5.1. All jobs are expected to require one (1) service person.

5.2. ADR must approve of multiple service people before the work is started and if approved, costs must be included in the quote prior to the start of any work.

5.3. ADR will notify vendor of the minimum number of staff required for large projects.

6. WORK HOURS / LABOR RATES:

6.1. **Regular:** Work hours are from 6:00 a.m. through 5:00 p.m., Monday through Friday, excluding City holidays. Regular hourly labor rates will apply during these hours. Actual work hours may vary and will be dependent upon time of entry permitted by the private property owner (or representative) as coordinated by the Contractor(s). Work shall be scheduled so as to not interfere with ongoing operations of the City or the Public.

- Regular calls for service should be returned within three (3) hours and be on-site within twenty-four (24) hours.

6.2. **Premium:** Work hours other than regular hours defined above will be considered premium hours. Premium hours include Saturdays, Sundays, City holidays, and weekdays from 5:01 p.m. through 5:59 a.m. Use of premium work hours shall have the prior approval of the ADR.

6.3. **Emergency:** Emergency work may be required under this contract. Emergencies will be defined by the ADR. The ADR will call the Contractor and indicate that it is an emergency; Contractor will return the call within one (1) hour. The name and phone number of the emergency contact shall be furnished to the City. When the ADR declares an emergency, the Contractor(s) will be on the job site no later than three (3) hours from the time of the initial call.

7. QUALIFIED PERSONNEL:

Personnel performing work shall be a certified journeyman electrician, skilled electrician, electrical apprentice, or electrician helper. The ratio of employees working must be a two (2) to one (1) ratio, journeyman to apprentice or helper. To clarify, there must never be more than one apprentice or helper on a project unless prior approval is received from the ADR or large project and then ratio must remain a 2:1 journeyman to apprentice or helper ratio. A skilled electrician can work alone and/or alongside a Journeyman, but never oversee an electrical apprentice or helper.



8. EQUIPMENT RENTAL:

The Contractor shall be responsible for providing all equipment and vehicles necessary to complete the project at no additional cost to the City, except that Contractor may be required to service unique building structures that may require utilizing specialty equipment. The Contractor shall identify all special equipment necessary (that will result in additional charges) prior to performing the service. Upon approval of the ADR, the charges and fees as agreed upon will be reimbursed at the actual expense of the Contractor, without added overhead and profit. Original invoice(s) from supplier's materials and special equipment will be provided at the time of billing. The City will not accept any invoice that has been altered in any manner.

Any sub-contractor needed for support services will be for a unique or specialty nature. Subcontractor must meet insurance, security, and badging requirements. Contractor is responsible for verifying subcontractors' insurance, security and badging.

9. HAZARDOUS WASTE:

Contractor(s) is responsible for proper disposal for all hazardous waste including lamps and ballasts which do not contain PCBs or mercury. Lamps or ballasts that are missing labels stating, "No polychlorinated biphenyls" (PCBs), High Intensity Discharge (HID), fluorescent lamps and lamps or ballasts containing mercury will be properly packaged and taken to an appropriate recycling facility by the Contractor at Contractors expense. Any additional charges for these services will not be paid by the City.

10. CODES, PERMITS, AND FEES:

10.1. Contractor must utilize the City of Phoenix Facilities Management Annual Facilities Program (AFP) Inspector in partnership with Developmental Services Department (DSD) to inspect all work. Field inspection and testing will be performed under provisions of electrical staff.

10.2. All field alterations to new or existing projects will need prior written approval by ADR, shall require site engineering, drawn plans and specifications designed and permitted by an engineering firm and approved by AFP/DSD.

10.3. Unauthorized City employees are not allowed to authorize work requiring a permit to be performed without a permit. Should Contractor perform work without the required permit(s), they will be responsible to correct said work at no cost to the City. Such work will be completed within one (1) day or one (1) week depending on the amount of work to be performed, as required by the ADR.

10.4. Contractor is responsible for obtaining all necessary permits throughout the duration of the contract term. Permit fees will not be reimbursed to the Contractor.



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- 10.5.** Contractor will pay any fees to high potential test (hipot) the Service Entrance Section (SES) before re-energizing (1000 amps or over.) This will be a “pass through” cost. Contractor is to show this as a separate line item on the invoice and include the receipt in order to be reimbursed for the fee at-cost, no markup.
 - 10.6.** Contractor will pay for utility company fee for power outage, contact utility companies to schedule power outages, and schedule AFP/DSD inspections and include those charges in their quote.
 - 10.7.** Other fees, costs or charges not specifically set forth herein are not allowed and will not be paid.
- 11. SAFETY:**
- 11.1.** Contractor is responsible for training all personnel under their employment including (electrical and non-electrical) subcontractors in areas concerning safe work habits and construction safety. The Contractor must continually inform personnel on hazards specific to any projects assigned.
 - 11.2.** Contractor will secure all electrical rooms, to limit access, prior to energizing any switchgear and will control access during the project after energizing. Contractor must post and maintain warning and caution signage in areas where work is ongoing near energized equipment. Contractor must cover all energized live parts when work is not being done in the equipment, including during lunch and break times.
 - 11.3.** Contractor will strictly enforce OSHA lock out/tag out procedures. Initial minor infractions will result in a warning; two (2) additional minor infractions may result in contract cancellation. Minor Infractions are those that violate OSHA or NFPA70E standards.
 - 11.4.** Major infractions will result in contract cancellation. Major Infractions are those that violate OSHA or NFPA70E standards and removing any Lockout/Tagout device or labeling, and any act that results in personnel injury or equipment damage.
- 12. QUOTES/ESTIMATES:**
- 12.1.** Contractor(s) shall provide complete written quotes for all projects which shall include a breakdown of materials and labor, prior to the start of any planned project.
 - 12.2.** Quotes shall include all information detailed in Section III - Special Terms and Conditions.
 - 12.3.** If a quote appears to exceed reasonable and customary trade standard pricing, in either labor hours or material cost, the City may require that the Contractor(s) submit a cost proposal in sufficient detail for the City to perform a cost/price analysis to determine if the price is fair and reasonable.
 - 12.4.** Materials required for each project may be charged at a discount or markup percentage, not to exceed the percentage listed in Section VI - Submittals.
 - 12.5.** Original invoices are required before payment is authorized.



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- 12.6. Only those materials and/or supplies actually used on the requested job will be reimbursed.
- 12.7. The City may also provide materials and supplies for a particular job.
- 12.8. Quotes shall be provided at no cost to the City.

13. GROUP I SPECIFICATIONS:

The City may, at its discretion, provide the materials for any job or project. All materials must be reviewed and approved by the ADR. Substitutions must obtain prior written approval from the ADR before ordering. If substitutions are approved, Contractor will invoice the City based on the substitution price if it is different from the original quoted price. All materials shall be commercial or industrial grade, residential grade is not allowed.

13.1. Conduit and Fittings:

- Conduit sizes for various numbers and sizes of wires are as required by the NEC, but not smaller than $\frac{3}{4}$ ".
- Each length of conduit will be stamped with the name or trademark of the manufacturer and will bear the Underwriters Laboratories (UL) label.
- Rigid Galvanized Steel (RGS), Intermediate Metallic Conduit (IMC), and Electrical Metal Tubing (EMT) will be Allied Tube & Conduit, Republic Conduit, Western Tube & Conduit Corp., or an alternate acceptable to the ADR.
- Polyvinyl Chloride (PVC) coated RGS or IMC will be Robroy Industries Inc., or an alternate acceptable to the City.
- Polyvinyl Chloride (PVC) conduit will be Carlon, Cantex, or an alternate acceptable to the City.
- Liquid-tight flexible metallic conduit shall be Anaconda Sealtite Type Unauthorized Authentic (UA), an alternate acceptable to the City.
- Metal Clad (MC) Cable of any size shall not be used except with prior permission and written authorization by the ADR.

13.2. Fittings for RGS & IMC Conduits:

- Couplings and connectors for rigid galvanized steel (RGS) or intermediate metal conduit (IMC) conduit will be steel or malleable iron, threaded, raintight, and concrete-tight. Couplings and connectors that are exposed, installed in hollow construction, or above ceilings will be threaded, unicouple, or compression type. Compression-type steel watertight fittings will be used for EMT. Die-cast or pressure-cast EMT fittings are not allowed.
- Bushings and locknuts will be malleable iron with sharp, clean-cut threads.
- Fittings will be Appleton, Crouse-Hinds, Thomas & Betts (T&B), or as accepted.



- Couplings and connectors for the PVC conduit will be of the same manufacturer as the conduit to be coupled or connected. Fittings will be provided in accordance with the manufacturer’s recommendations.

13.3. Conduit:

- PVC conduit may be used for all exterior underground systems, 24 inches below ground. All plastic conduit must be rigid, Schedule 40, heavy wall PVC. All PVC conduits must be UL listed. Install bell ends at all conduit terminations in manholes and pull boxes.
- Liquid-tight flexible metallic conduit, in lengths not exceeding 4 feet, will be used to connect motors and transformers. Installation will be such that considerable slack is realized. The conduit will contain a separate grounding conductors. Connectors will be steel or malleable iron.
- Galvanized steel, flexible metallic conduit, in lengths not exceeding 6 feet, will be used to connect fire alarm and wiring devices mounted in moveable panels such as acoustical ceiling tiles, etc. Installation will be such that considerable slack is realized. Connectors will be steel or malleable iron.
- All other conduit will be electrical metallic tubing (EMT). A separate insulating grounding conductor, sized per NEC 250-122, will be installed in all EMT. Conduit will be continuous from outlet to outlet, cabinet or junction box and will be so arranged that wire may be pulled in with the minimum practical number of junction boxes.
- All conduits will be concealed wherever possible. All conduit runs may be exposed in mechanical equipment rooms, electrical equipment rooms and electrical closets and where indicated on the drawings. No conduit will be run exposed in finished areas without specific acceptance by the City.
- Exposed conduit will be run in straight lines at right angles to or parallel with walls, beams or columns. In no case will conduit be supported or fastened to other pipes or installed to prevent the ready removal of other pipes. Where possible, all conduits for wiring within stud or moveable partitions will enter the partition from above.
- Provide corrosion protection for metallic conduit under concrete or in earth. Provide half-lap wrap of polyethylene 20-mil tape, factory PVC coating or as accepted. Where PVC coating is provided, joints must be sealed in accordance with the coating manufacturer’s published instructions.

13.4. All Other Fittings:

- Bushings and locknuts: where conduit enters boxes, panels, cabinets, etc., it must be rigidly clamped to the box by locknuts on the outside and inside and a bushing on the inside of the box. All conduits will enter the box squarely.



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- Provide insulated bushing per NEC article 373-6(C) on all conduits. The use of insulated bushings does not exclude the use of double locknuts to fasten conduit to the box.
- Provide expansion fitting for all conduits where it crosses building expansion joints. Fittings will be complete with bonding jumpers and clamps shall be suitably bonded to conduits.
- Provide weatherproof fittings in exterior installations or as noted on the plans.

13.5. Wire:

- Provide new wire and cable. Each reel or coil must bear Underwriters Laboratories (UL), label. Mark or mould into insulation at regular intervals, the manufacturer’s name conductor size, insulation type, voltage rating and any additional information required by code.
- All wire must be stranded. Wire will also be rated for 600 volts and Cross-Linked High Heat Water Resistant (XHHW) for outdoor insulation, and THHN for indoor insulation, except for ufer or bare ground wires.
- Splice shall only be located in approved junction or outlet boxes.
- All branch circuit wiring shall be no smaller than 12-gauge wire.
- Electrical system color codes, main and branch conductors identified as follows:

WIRE	120/280V	277/480V	120/240V
A Phase	Black	Brown	Black
B Phase	Red	Orange	Orange
C Phase	Blue	Yellow	Red
Neutral	White	Gray	White
Ground	Green	Green	Green

- Changes to the color coding may be changed or approved by the ADR.
- Pull all conductors into a raceway at the same time. Use UL listed wire pulling lubricant for pulling.
- Provide excess free conductor end length at termination points, adequate to make splices and terminations, permitting neatly trained conductors and in any case not less than 18 inches in Christy boxes and minimum 6 inches in standard openings.
- Splice only in accessible junction boxes.
- Inspect wire and cable for physical damage and proper connection.
- All control wiring in a circuit must be color-coded, each phase leg having a separate color and with all segments of the control circuit, whether in apparatus or conduit, utilizing the same color-coding.



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- Wiring must be color-coded throughout its entire length, except feeders may have color-coded plastic tape at both ends and all accessible points.
- At all terminations of control wiring must have a numbered wire marker.

13.6. Boxes:

- All switch and outlet boxes installed will meet Americans with Disabilities Act (ADA) requirements.
- All boxes must conform to the provisions of the most current NEC. All boxes must be of the proper size to accommodate the quantity of conductors enclosed in the box. Boxes must not be less than 4" square and 1-1/2" deep.
- Generally, boxes will be hot-dipped galvanized steel with knockouts. Where recessed, boxes will have square corners. Outlet, switch and gang size junction boxes on exterior surfaces in damp locations will be corrosion-resistant, cast malleable iron. Boxes will have threaded hubs for rigid conduit and neoprene gaskets for their covers. Boxes will be Appleton Unilets, Crouse-Hinds or alternate acceptable to the City ADR.
- Deep boxes will be used in walls covered by wainscot acoustical wall panels or paneling and in walls of glazed tile, brick or other masonry which will not be covered with plaster. The bottom of the box shall be located on the horizontal joint. Through the wall type boxes will not be used. All boxes will be non-gangable. Boxes in concrete will be of a type to allow the placing of conduit without displacing the reinforcing bars. All lighting fixture outlet boxes will be equipped with the proper fittings to support and attach a light fixture.
- All light switch, receptacle and similar outlets will be provided with approved boxes, suitable for their function. Back boxes shall be furnished and installed as required for the equipment and/or systems under this contract.
- Boxes will be rigidly attached to the structure, independent of any conduit support. Boxes will have their covers accessible. Covers must be fastened to boxes with machine screws to ensure continuous contact all around.
- Boxes will be as manufactured by Steel City, Appleton, Raco, or as accepted.
- Install all boxes parallel and perpendicular to the finished floor. Adjust all flush mounting positions so as to compensate for wall material thickness. Where devices occur in the same horizontal view plane, align devices.
- Support all boxes independently of conduit, except cast type which may be supported by rigid steel conduit only. Secure flush-mount boxes to wall and interior partition studs using stamped steel bridges as required



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to accurately position boxes. Secure ceiling-hung boxes to adjustable steel channel fasteners.

- Boxes with unused punched-out openings must have the openings filled with factory-made knockout seals.
- Where emergency power and normal power are located in the same outlet box or a potential of 480 volts is present in a switch box, install partition barriers to separate the various systems.
- Concrete pull boxes must be made of polymer/concrete 15" X 21".
- Ground rods will be copper or copper-clad steel 5/8-inch diameter by 8' long. All non-current-carrying metallic components will be bonded to the ground rods with minimum #4 copper wire.

13.7. Service Entrance Section (SES) Preventative Maintenance:

- City will conduct a walk-through of all electrical equipment prior to maintenance performance by Contractor.
- Contractor will coordinate with ADR to schedule all utility company outages.
- City will obtain permits and schedule City inspector for utility clearance.
- Contractor will pay to have the equipment hipot tested before the Service Entrance Section (SES) is re-energized (if required). Testing fees will be reimbursed at cost without mark-up and must be shown as a separate line item on the invoice and a receipt must be included.
- All equipment will be torqued to manufacturer specifications.
- City will contact and pay for Annual Facilities Program (AFP) inspector.
- Contractor will be escorted as needed into all buildings by a City representative.
- Contractor will prepare a written report of any repairs made and make recommendations for any further repairs necessary and deliver it to the ADR.
- Contractor must get PM spec sheet from ADR before starts.
- Any damage to property or office area caused by Contractor shall be repaired by Contractor at no additional cost to the City.

13.8. Wire Theft:

- Contractor will replace any wire that is stolen and ensure the damaged system is back in operation. If Contractor cannot make repairs same day, the work area must be properly secured.
- Contractor shall repair or replace all wire, including conduit, box, fittings, and any other electrical accessory materials that were damaged by the theft.
- All wires will be XHHW-2 and terminations will be made with Polaris or equivalent connectors.



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- City electrical staff will inspect the completed installation and ensure the system is operating correctly.
- Any damage to property or office area caused by Contractor shall be repaired by Contractor at no additional cost to the City.

14. GROUP II SPECIFICATIONS:

Approximately 66 sites per year. All materials must be reviewed and approved by ADR. Substitutions must obtain prior written approval from ADR before ordering.

14.1. Building Re-lamping:

- Contractor will use ecological lamps in all City buildings.
- Contractor will use electronic ballasts and will replace any broken lamp holders (tombstones) in the light fixtures.
- Contractor will clean fixtures and diffusers. Contractor will be escorted into all buildings by a City representative.
- Any damage to property or office area caused by Contractor will be repaired by Contractor at no additional cost to the City.
- Contractor will leave work site clean of all work debris upon completion of project.
- Contractor shall dispose of all materials in the proper manner at no additional cost to the City. Contractor shall not dispose of any material on site.

15. FOCUSED PERFORMANCE STANDARDS:

The Contractor(s) shall supply the information stated in the Focused Performance Standards Table within the time specified in their contract, or any extension thereof. Therefore, the Contractor(s) shall pay to the City the penalties listed in the liquidated damages clause. The City may terminate this contract in whole or part as provided in the “Default” provision. In that event, the Contractor(s) shall be liable for such penalties accruing until such time as the City may reasonably obtain delivery or performance of similar supplies and services. The Contractor(s) shall not be charged with penalties when the delay arises out of causes beyond the control and without the fault or negligence of the Contractor(s).

Electrical Services Focused Performance Standards

Performance Standard	Measurement	How to Measure
Daily Verbal Progress Update	Provide verbal project progress update on daily basis to ADR or their designee. Section V, 3.14.	ADR or their designee to monitor and document
Weekly Written Status Report	Provide a written status report of a project to ADR or their designee. The report is due on Friday at the end of the business day. Section V, 3.15.	Received on time and reviewed for the completeness of report

**SECTION V – REVISED SCOPE OF WORK II****CITY OF PHOENIX**

Qualified Personnel to Complete the Job	Provide qualified personnel to complete the job in a safe and workman-like manner. Qualified personnel are defined per the contract. Section V, 7.	Random site inspections
Provide Written Estimates and obtain Approval before starting work	Provide written estimate and obtain approval from ADR or their designee before starting any work. Section V, 12.	ADR or their designee to monitor and document
Conformance of All Safety Requirement	The Contractor is to comply with all safety requirements and ensure personnel have proper devices to perform Lock Out/Tag Out procedures. Section V, 11.3.	Random site inspections and records review
Proper Disposal of All Hazardous Waste	The Contractor must follow proper procedure to dispose all Hazardous Material under this contract. Section V, 9.	ADR or their designee to monitor the return of all lamps, PCB ballast and any other hazardous material
Cleanliness of Work Area(s)	Properly dispose of all debris, spilled fluids and leave work area(s) broom clean after each project is completed. Section V, 3.17.	Random site inspections
Emergency Response Time	When the ADR declares an emergency, the Contractor will be on the job site no later than three (3) hours from the time of the initial call. Section V, 6.3.	ADR or their designee to monitor emergency call outs
Product Specifications	All products to meet or exceed specifications listed in Section V, 13 and 14.	Random site inspections



SECTION VI – SUBMITTALS

1. COPIES:

1.1 For In-Person and Carrier Delivery

If submitting a hardcopy offer to the City, please submit one original, one copy, and one electronic copy (portable thumb drive) of the Submittal Section and addenda(s). Please include updated W-9, a sample invoice and all other required documentation.

1.2 For Electronic Submittal via email

If submitting an electronic offer to the City via email, please submit one copy of the Submittal Section and addenda(s). Please include an updated W-9, a sample invoice and all other required documentation.

1.3 Please submit only the Submittal Section, do not submit a copy of the entire solicitation document. This offer will remain in effect for a period of 180 calendar days from the opening date and is irrevocable unless it is in the City’s best interest to release offer(s).

1.3.1 Please **DO NOT** submit links to Google Docs, Dropbox Paper, or similar services. Your offer may be deemed non-responsive if your offer is supplied utilizing these services.

1.4 Required documentation to be included with submittal:

Offeror will submit documentation for the below items for employees who will be providing services under any resulting contract.

- NFPA 70E Training for employees
- Accredited Electrical Apprenticeship Program completion for employees

2. COSTS AND PAYMENTS:

2.1 PAYMENT TERMS & OPTIONS: Vendors must choose an option, if a box is not checked, the City will default to 0% - net 45 days:

Contractor offers a prompt payment discount of either _____% - 30 days or 0% – 45 days - to apply after receipt of invoice or final acceptance of the products (invoice approval), whichever date is later, starts the 30 days. If no prompt payment discount is offered, the default is 0%, net 45 days; effective after receipt of invoice or final acceptance of the products, whichever is later. **Payment terms offering a discount will not be considered in the price evaluation of your offer.**

Contractor may be paid immediately upon invoice approval, if enrollment is made to the Single Use Account (SUA) Program, administered by the City’s servicing bank (“Bank”). By checking this box, the vendor accepts transaction costs charged by their merchant bank and agrees not to transfer to the City those extra charges. The City will not pay an increase



SECTION VI – REVISED SUBMITTALS II

CITY OF PHOENIX

in our services for the SUA charges; if an audit uncovers an upcharge for the SUA charges the vendor will owe the City all costs. The vendor may opt-out of the SUA program once, but then may not rejoin during the same contract term. For more information about the SUA program or to enroll, send email to mailbox.sua@phoenix.gov.

3. BID PRICE SCHEDULE:

Note: Prices offered shall not include applicable state and local taxes. The city will pay all applicable taxes. For the purposes of determining the lowest cost, the city will not take tax into consideration. Taxes must be listed as a separate item on all invoices.

ALL OR NONE BID BY GROUP

GROUP A – JOURNEYMAN:

Table with 5 columns: Item No., Description, Estimated Annual Quantities*, Labor Rate (Hourly), and Extended Price (Estimated Annual Quantities times Labor Rate). Rows include Journeyman On-Site Regular Labor Rate, On-Site Premium Labor Rate, and Emergency Labor Rate during Regular Business Hours and Premium Hours. Includes a GROUP A Grand Total** row.

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Solicitation Due Date: May 11, 2022 at 11:00 am Solicitation No. IFB 23-FMD-014



SECTION VI – REVISED SUBMITTALS II

CITY OF PHOENIX

GROUP B – SKILLED ELECTRICIAN:

Item No.	Description	Estimated Annual Quantities*	Labor Rate (Hourly)	Extended Price (Estimated Annual Quantities times Labor Rate)
1	Skilled Electrician On-Site Regular Labor Rate, Non-Emergency, Business Hours: 6:00 A.M. to 5:00 P.M. Monday–Friday; City Holidays Excluded	2800	\$	\$
2	Skilled Electrician On-Site Premium Labor Rate, Non-Emergency, Hours: 5:01 P.M. to 5:59 A.M. Monday–Friday; Weekends and City Holidays	1800	\$	\$
3	Skilled Electrician Emergency Labor Rate during Regular Business Hours: 6:00 A.M. to 5:00 P.M. Monday–Friday; City Holidays Excluded	200	\$	\$
4	Skilled Electrician Emergency Labor Rate during Premium Hours: 5:01 P.M. to 5:59 A.M. Monday–Friday; Weekends and City Holidays	200	\$	\$
GROUP B Grand Total**				\$

GROUP C – APPRENTICE AND HELPER:

Item No.	Description	Estimated Annual Quantities*	Labor Rate (Hourly)	Extended Price (Estimated Annual Quantities times Labor Rate)
1	Apprentice/Helper On-Site Regular Labor Rate, Non-Emergency, Business Hours: 6:00 A.M. to 5:00 P.M. Monday–Friday; City Holidays Excluded	1450	\$	\$

Company Name _____	Page 61 of 71
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SECTION VI – REVISED SUBMITTALS II

CITY OF PHOENIX

2	Apprentice/Helper On-Site Premium Labor Rate, Non-Emergency, Hours: 5:01 P.M. to 5:59 A.M. Monday–Friday; Weekends and City Holidays	500	\$	\$
3	Apprentice/Helper Emergency Labor Rate during Regular Business Hours: 6:00 A.M. to 5:00 P.M. Monday–Friday; City Holidays Excluded	100	\$	\$
4	Apprentice/Helper Emergency Labor Rate during Premium Hours: 5:01 P.M. to 5:59 A.M. Monday–Friday; Weekends and City Holidays	100	\$	\$
GROUP C Grand Total**				\$

*Estimated Annual Quantities are used for evaluation purposes only.

**Grand Total will be used to determine lowest bid.

CATALOGS AND PRICE LISTS:

All invoices must include the manufacturer’s part number, list price and discount/markup percentage, net price extended and totaled. The City reserves the right to request a hard copy of the manufacturer’s documented price listing for any item(s) invoiced.

ITEM NO.	MANUFACTURER	WEBSITE OR CATALOG	DATE OF ISSUE	PARTS DISCOUNT/ MARKUP (%)
1	Halco			
2	Phillips			
3	Sylvania			
4	Advance			
5				
6				
7				

Company Name _____	Page 62 of 71
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SECTION VI – REVISED SUBMITTALS II

CITY OF PHOENIX

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Materials:

Materials necessary to complete services, not listed in the above Catalogs and Price Lists, can be provided at a markup, not to exceed 15%.

DESCRIPTION	MARKUP PERCENTAGE
Parts and Material (markup may not exceed 15%)	Markup _____ %

Medium Voltage Services:

Contractor has trained employees and will provide medium voltage services.

Select one: ____ Yes ____ No

4. EMERGENCY 24-HOUR SERVICE CONTACT:

Name _____

Telephone Number _____

Alternate Contact _____

Telephone Number _____

5. CONTRACTOR LICENSING REQUIREMENTS:

Offeror shall comply with all statutes and rules of the State of Arizona and the Registrar of Contractors. In accordance with A.R.S. §. 32-1151, and unless otherwise exempted by A.R.S. § 32-1121, Offeror shall have the correct class of license as required by the Registrar of Contractors for the work specified, at the time of offer submission. Offeror certifies possession of the following license:

Licensed Contractor’s Name _____

Class _____

License Number _____

Expiration Date _____

6. YEARS IN BUSINESS AND REFERENCES: Contractor certifies that they have provided complete industrial and commercial electrical services for a period of _____ years.



SECTION VI – REVISED SUBMITTALS II

CITY OF PHOENIX

Contractor shall furnish the names, addresses, and telephone numbers of a minimum of three firms or government organizations for which the Contractor is currently furnishing or has furnished, completed service for industrial and commercial electrical services.

Company Name _____

Address _____

Reference _____

Telephone Number _____

Email address _____

Company Name _____

Address _____

Reference _____

Telephone Number _____

Email address _____

Company Name _____

Address _____

Reference _____

Telephone Number _____

Email address _____

Company Name _____



SECTION VI – REVISED SUBMITTALS II

CITY OF PHOENIX

OFFER

TO THE CITY OF PHOENIX - The Undersigned hereby offers and agrees to furnish the material and or service(s) in compliance with all terms, conditions, specifications, and addenda issued as a result of a solicitation.

Arizona Sales Tax No. _____
Use Tax No. for Out-of State Suppliers _____
City of Phoenix Sales Tax No. _____
Arizona Corporation Commission File No. _____

Taxpayer’s Federal Identification No.: If recommended for contract award, Bidder agrees to provide its federal taxpayer identification number or as applicable its social security number to the City of Phoenix for the purposes of reporting to appropriate taxing authorities, monies paid by the City of Phoenix under the awarded contract. If the Bidder provides its social security number, the City will only share this number with appropriate state and federal officials. This submission is mandatory under 26 U.S.C. § 6041A.

Enter City’s Registration System ID Number Located at City’s eProcurement website (see SECTION I – INSTRUCTIONS - CITY’S REGISTRATION)	
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Offeror has read, understands, and will fully and faithfully comply with this solicitation, its attachments and any referenced documents. Offeror certifies that the prices offered were independently developed without consultation with any other Offeror or potential Offerors.

Authorized Signature

Date

Verify Name and Type of Company
(LLC, Inc., Sole Proprietor)

Printed Name and Title
(Member, Manager, President)

Address _____
City, State and Zip Code _____
Telephone Number _____
Company’s Fax Number _____
Company’s Toll Free # _____
Email Address _____



ACCEPTANCE OF OFFER

The Offer is hereby accepted.

The Contractor is now bound to sell the material(s) or service(s) listed by the attached contract and based upon the solicitation, including all terms, conditions, specifications, amendments, etc. and the Contractor’s Offer as accepted by the City.

This contract shall henceforth be referred to as Contract No._____. The Contractor has been cautioned not to commence any billable work or provide any material or service under this contract until Contractor receives purchase order, or contract documentation.

CITY OF PHOENIX

A Municipal Corporation
Jeffrey Barton, City Manager

Joe Giudice
Public Works Director

Attest:

_____ this ____ day of _____ 2022
City Clerk

Approved as to form this 19th day of January 2017. This document has been approved as to form by the City Attorney and is on file with the City Clerk. It need not be submitted to the City Attorney for approval unless the form document is altered.



SECTION VI – REVISED SUBMITTALS II

CITY OF PHOENIX

This form must be signed and submitted to the City and all questions must be answered (or N/A) or your Offer may be considered non-responsive.

1. Name of person submitting this disclosure form.

First	MI	Last	Suffix
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2. Contract Information

Solicitation # or Name:

3. Name of individual(s) or entity(ies) seeking a contract with the City (i.e. parties to the Contract)

4. List any individuals(s) or entity(ies) that are owners, partners, parent, sublessees, joint venture, or subsidiaries of the individual or entity listed in Question 3. Please include all Board members, executive committee members and officers for each entry. If not applicable, indicate N/A.

5. List any individuals or entities that will be subcontractors on this contract or indicate N/A.

- Subcontractors may be retained, but not known as of the time of this submission.
- List of subcontracts, including the name of the owner(s) and business name:

6. List any attorney, lobbyist, or consultant retained by any individuals listed in Questions 3, 4, or 5 to assist in the proposal or seeking the resulting contract. If none, indicate N/A.

Company Name _____



7. Disclosure of Conflict of Interest:

A. City Code Section 43-34

Are you aware of any fact(s) with regard to this solicitation or resulting contract that would raise a “conflict of interest” issue under City Code Section 43-34?

“An elected City official or a City employee shall not represent any person or business for compensation before the City regarding any part of a procurement, including any resulting contract, if during the time the elected official is or was in office or the employee is or was employed by the City such elected official or employee played a material or significant role in the development of the solicitation, any other part of the procurement, or the contract award.”

- I am not aware of any conflict(s) of interest under City Code Section 43-34.
- I am aware of the following potential or actual conflict(s) of interest:

B. ARS Sections 38-501 et. Seq. & City Charter Chapter 11

State law and the Phoenix City Charter and Code prohibit public officers or employees, their close relatives, and any businesses they, or their relatives, own from (1) representing before the City any person or business for compensation, (2) doing business with the City by any means other than through a formal procurement, and (3) doing business with the City without disclosing that the person has an interest in the contract. This prohibition extends to subcontracts on City contracts and also applies to parent, subsidiary, or partner businesses owned by a public officer or employee. See A.R.S. Sections 38-501 through 38-511, for more information (City Charter, Chapter 11, applies the state conflict-of-interest law to City employees).

Please note that any contract in place at the time a person becomes a public officer or employee may remain in effect. But the contract may not be amended, extended, modified, or changed in any manner during the officer’s or employee’s city service without following city administrative regulations.

Company Name _____



Are you aware of any fact(s) with regard to this contract that would raise a “conflict of interest” issue under A.R.S. Sections 38-501 through 38-511 (See Arizona Revised Statutes regarding conflict of interest at www.azleg.gov).

- I am not aware of any conflict(s) of interest under Arizona Revised Statutes Sections 38-501 through 38-511.
- I am aware of the following conflict(s) of interest:

8. Acknowledgements

A.Solicitation Transparency Policy – No Contact with City Officials or Staff During Evaluation

- I understand that a person or entity who seeks or applies for a city contract, or any other person acting on behalf of that person or entity, is prohibited from contacting city officials and employees regarding the contract after a solicitation has been posted.
- This “no-contact” provision only concludes when the contract is awarded at a City Council meeting. If contact is required with City official or employees, the contact will take place in accordance with procedures by the City. Violation of this prohibited contacts provision, set out in City Code Sections 2-190.4 and 43-36, by respondents, or their agents, will lead to **disqualification**.

B.Fraud Prevention and Reporting Policy

Company Name _____



SECTION VI – REVISED SUBMITTALS II

CITY OF PHOENIX

- I acknowledge that the City has a fraud prevention and reporting policy and takes fraud seriously. I will report fraud, suspicion of fraud, or any other inappropriate action to: telephone no. 602-261-8999 or 602-534-5500 (TDD); or aud.integrity.line@phoenix.gov.

The purpose of the fraud policy is to maintain the City's high ethical standards. The policy includes a way for our business partners to report wrongdoing or bad behavior. Suspected fraud should be reported immediately to the Phoenix Integrity Line. The City has adopted a zero-tolerance policy regarding fraud.

OATH

I affirm that the statements contained in this form, including any attachments, to the best of my knowledge and belief are true, correct, and complete.
Should any of the answers to the above questions change during the course of the contract, particularly as it relates to any changes in ownership, applicant agrees to update this form with the new information within 30 days of such changes. Failure to do so may be deemed a breach of contract.

PRINT NAME

TITLE

SIGNATURE

DATE

COMPANY (CORPORATION, LLC, ETC.) NAME and DBA

Company Name _____