

**Issue Date: September 14, 2017**

**INVITATION FOR BIDS #Y17-1141-OW**

**NOTICE IS HEREBY GIVEN** that the Board of County Commissioners of Orange County, Florida, henceforth referred to as the County is accepting sealed bids for:

**ELECTRICAL EQUIPMENT INSPECTION, TESTING AND DIAGNOSTIC SERVICES  
TERM CONTRACT**

Sealed bid offers in an **original** and **three (3) copies** for furnishing the above will be accepted up to **2:00 PM (local time), Tuesday, October 10, 2017**, in the Purchasing and Contracts Division, Internal Operations Centre II, 400 E. South Street, 2nd Floor, Orlando, FL 32801.

Copies of the bid documents may be obtained from the Orange County Purchasing and Contracts Division at the above address. Copies may be requested by phoning (407) 836-5635 or by download from the Internet at:

<http://apps.ocfl.net/orangebids/bidopen.asp>

**A Non- Mandatory Pre-Bid Conference** will be held on **Tuesday, September 26, 2017 at 2:00 PM**, at the Facilities Management Training Room, 2010 East Michigan Street, Orlando, FL. 32806. Attendance is not mandatory but encouraged.

Carrie Woodell, MPA, CFCM, CPPO, C.P.M., CPPB, APP  
Manager, Purchasing and Contracts Division

**NOTICE TO BIDDERS/OFFERORS**

To ensure that your bid/proposal is responsive, you are urged to request clarification or guidance on any issues involving this solicitation before submission of your response. Your point-of-contact for this solicitation is Ontario Washington Sr. Purchasing Agent at [Ontario.Washington@ocfl.net](mailto:Ontario.Washington@ocfl.net).

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## GENERAL TERMS AND CONDITIONS

### 1. GENERAL INFORMATION

These specifications constitute the complete set of specification requirements and bid forms. The bid proposal page(s), and all forms listed on the bid proposal page(s) shall be completed, signed, and sealed in an envelope **bearing the bid number** on the outside and mailed or presented to the Purchasing and Contracts Division on or before the specified time and date. Failure to comply with the preceding requirements shall result in the rejection of the bid.

**Bids submitted by e-mail, telephone, fax, or telegram shall not be accepted. An e-mailed or a faxed bid shall be rejected as non-responsive regardless of where it is received.**

It is the sole responsibility of the bidder to ensure that his or her bid reaches the Purchasing and Contracts Division. All bids, proposals or quotations, unless otherwise specified, must be delivered to the following address not later than the time and date specified in the solicitation:

Purchasing and Contracts Division  
Internal Operations Centre II  
400 E. South Street, 2nd Floor  
Orlando, FL 32801

Bidders are cautioned that they are responsible for delivery to the specific location cited above. Therefore, if your bid, proposal, or quotation is delivered by an express mail carrier or by any other means, it is your responsibility to ensure delivery to the above address. This office will not be responsible for deliveries made to any place other than the specified address.

**The County shall not be responsible for delays caused by any occurrence. The time/date stamp clock located in the Purchasing and Contracts Division shall serve as the official authority to determine lateness of any bid. The bid time must be and shall be scrupulously observed. Under no circumstances shall bids delivered after the time specified be considered. Such bids will be returned to the vendor unopened. The decision to refuse to consider a bid or proposal that was received beyond the date/time established in the solicitation shall not be the basis for a protest pursuant to the Orange County Code (Procurement Ordinance).**

All bids must be typewritten or filled in with pen and ink, and must be signed in ink by an officer or employee having authority to bind the company or firm. Errors, corrections, or changes on any document must be initialed by the signatory of the bid.

Bidders shall not be allowed to modify their bids after the opening time and date. Bid files may be examined during normal working hours, (30) days after bid opening or upon recommendation for award, whichever occurs first. Bidders desiring to view these documents are urged to schedule an appointment.

For information concerning this bid, please contact the Purchasing and Contracts Division at the address listed above or by calling (407) 836-5635. Please specify the bid number for which you are inquiring.

**2. QUESTIONS REGARDING THIS SOLICITATION**

All questions or concerns regarding this Invitation for Bids shall be submitted by email to Ontario.Washington@ocfl.net no later than 5:00 PM Tuesday, October 3, 2017 to the attention of Ontario Washington, Procurement Division, referencing the IFB number. When required the Procurement Division shall issue an addendum to the Invitation for Bids. The addendum shall be available on the Internet for access by potential Bidders. Bidders are instructed not to contact the initiating division directly. No oral interpretation of this Invitation for Bids shall be considered binding. The County shall be bound by information and statements only when such statements are written and executed under the authority of the Manager, Procurement Division.

This provision exists solely for the convenience and administrative efficiency of Orange County. No Bidder or other third party gains any rights by virtue of this provision or the application thereof, nor shall any Bidder or third party have any standing to sue or cause of action arising there from.

**3. FEDERAL AND STATE TAX**

The County is exempt from Federal and State Sales and Use Taxes for tangible personal property (Certificate of Registry for tax transactions under Chapter 32, Internal Revenue Code and Florida Sales/Use Tax Exemption Certificate). The Purchasing and Contracts Division Manager will sign an exemption certificate submitted by the Contractor. Contractors doing business with the County shall not be exempted from paying sales tax to their suppliers for materials to fulfill contractual obligations with the County, nor shall any Contractor be authorized to use the County's Tax Exemption Number in securing such materials.

**4. ACCEPTANCE/REJECTION/CANCELLATION**

The County reserves the right to accept or to reject any or all bids and to make the award to that bidder who, in the opinion of the County, will be in the best interest of and/or the most advantageous to the County. The County also reserves the right to reject the bid of any Bidder who has previously failed in the proper performance of an award or to deliver on time contracts of a similar nature or who, in the County's opinion, is not in a position to perform properly under this award. The County reserves the right to inspect all facilities of Bidders in order to make a determination as to the foregoing. The County reserves the right to waive any irregularities and technicalities and may, at its discretion, request a re-bid. Award will be made to the lowest responsive and responsible bidder as determined by the County.

The County reserves the right, and the Purchasing and Contracts Division Manager, has absolute and sole discretion, to cancel a solicitation at any time prior to approval of the award by the Board of County Commissioners when such approval is required. The decision to cancel a solicitation cannot be the basis for a protest pursuant to the Orange County Code.

**5. CONFLICT OF INTEREST**

The award is subject to provisions of applicable State Statutes and County Ordinances. All bidders must disclose with their bid the name of any officer,

director, or agent who is also an employee of Orange County. Further, all bidders must disclose the name of any County employee who owns, directly or indirectly, an interest of ten percent (10%) or more in the Bidder's firm or any of its branches. Should the Contractor permanently or temporarily hire any County employee who is, or has been, directly involved with the Contractor prior to or during performance of the resulting contract, the contract shall be subject to immediate termination by the County.

**6. LEGAL REQUIREMENTS**

All applicable Federal and State laws, Municipal and County ordinances, that in any manner affect the items covered herein apply. Lack of knowledge by the Bidder shall in no way be a cause for relief from responsibility.

- A. Contractors doing business with the County are prohibited from discriminating against any employees, applicant, or client because of race, religion, color, disability, national origin, gender, or age with regard to but not limited to the following: employment practices, rates of pay or other compensation methods, and training selection.
- B. Minority/Women Business Enterprises (M/WBE) indicates a business entity of which 51% or more is owned and operated by a minority. In this instance, minority group members are citizens of the United States or lawfully admitted permanent residents who are Blacks, Hispanics, Women, Native Americans, Asian-Pacific, Asian-Indian. Businesses wishing to participate in the County procurement process as an M/WBE are required to complete a certification application to attain recognition as such. You may contact the Purchasing and Contracts Division or the Business Development Division for information and assistance.

**7. MISTAKES**

In the event of extension error(s), the unit price will prevail and the bidder's total offer will be corrected accordingly. In the event of addition errors, the extended totals will prevail and the Bidder's total will be corrected accordingly. Bidders must check their bid proposal where applicable. Failure to do so will be at the bidder's risk. Bids having erasures or corrections must be initialed in ink by the Bidder.

**8. AVAILABILITY OF FUNDS**

The obligations of the County under this award are subject to the availability of funds lawfully appropriated for its purpose by the State of Florida and the Orange County Board of County Commissioners, or other specified funding source for this procurement.

**9. EEO STATEMENT**

It is hereby declared that equal opportunity and nondiscrimination shall be the County's policy intended to assure equal opportunities to every person, regardless of race, religion, sex, sexual orientation and gender expression/identity, color, age, disability or national origin, in securing or holding employment in a field of work or labor for which the person is qualified, as provided by Section 17-314 of the Orange County Code and the County Administrative Regulations.

Further, the Contractor shall abide by the following provisions:

- A. The Contractor shall represent that the Contractor has adopted and maintains a policy of nondiscrimination as defined by applicable County ordinance throughout the term of this contract.
- B. The Contractor shall allow reasonable access to all business and employment records for the purpose of ascertaining compliance with the non-discrimination provision of the contract.
- C. The provisions of the prime contract shall be incorporate by the Contractor into the contracts of any applicable subcontractors.

**10. BID TABULATION AND RESULTS**

Bid tabulations shall be available ten (10) days after opening on the Orange County website at: <http://apps.ocfl.net/orangebids/bidresults/results.asp>

**11. BID FORMS**

All bids must be submitted on the County's standard Bid Response Form. Bids on Bidder's quotation forms shall not be accepted.

**12. RECIPROCAL PREFERENCE**

In the event the lowest responsive and responsible bid submitted in response to any Invitation for Bids is by a bidder whose principal place of business is in a county other than Orange County, and such county grants a bid preference for purchases to a bidder whose principal place of business is in such a county, then Orange County may award a preference to the next lowest responsive and responsible bidder having a principal place of business within Orange County Florida. Such preference shall be equal to the preference granted by the county in which the lowest responsive and responsible bidder has its principal place of business.

**13. POSTING OF RECOMMENDED AWARD AND PROTESTS**

The recommended award will be posted for review by interested parties at the Purchasing and Contracts Division and at <http://apps.ocfl.net/OrangeBids/AwardsRec/default.asp> prior to submission through the appropriate approval process and will remain posted for a period of five (5) full business days.

- **Orange County Lobbyist Regulations General Information**  
<http://www.orangecountyfl.net/OpenGovernment/LobbingAtOrangeCounty.aspx>

A lobbying blackout period shall commence upon issuance of the solicitation until the Board selects the Contractor. For procurements that do not require Board approval, the blackout period commences upon solicitation issuance and concludes upon contract award.

The Board of County Commissioners may void any contract where the County Mayor, one or more County Commissioners, or a County staff person has been lobbied in violation of the black-out period restrictions of Ordinance No. 2002-15.

- **Orange County Protest Procedures**  
<http://www.ocfl.net/VendorServices/VendorProtestProcedures.aspx>

Failure to file a protest with the Purchasing and Contracts Manager by 5:00 PM on the fifth full business day, after posting, shall constitute a waiver of bid protest proceedings.

**14. BID AND RELATED COSTS**

By submission of a bid, the Bidder agrees that any and all costs associated with the preparation of the bid will be the sole responsibility of the Bidder. The Bidder also agrees that the County shall bear no responsibility for any costs associated with the preparation of the bid including but not limited to any administrative or judicial proceedings resulting from the solicitation process.

**15. CONTRACTUAL AGREEMENT**

This Invitation for Bids shall be included and incorporated in the final contract or purchase order. The order of contract precedence will be the contract (purchase order), bid document, and response. Any and all legal actions associated with this Invitation for Bids and/or the resultant contract (purchase order) shall be governed by the laws of the State of Florida. Venue for any litigation involving this contract shall be the Ninth Circuit Court in and for Orange County, Florida.

**16. PUBLIC ENTITY CRIME**

Section 287.133(3)(d), Florida Statutes, provides that the Florida Department of Management Services shall maintain a list of the names and addresses of those who have been disqualified from participating in the public contracting process under this section.

**[http://www.dms.myflorida.com/business\\_operations/state\\_purchasing/vendor\\_information/convicted\\_suspended\\_discriminatory\\_complaints\\_vendor\\_lists/convicted\\_vendor\\_list](http://www.dms.myflorida.com/business_operations/state_purchasing/vendor_information/convicted_suspended_discriminatory_complaints_vendor_lists/convicted_vendor_list)**

A person or affiliate who has been placed on The Convicted Vendor list following a conviction for a public entity crime shall not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, shall not submit bids on leases of real property to a public entity, shall not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with a public entity, and shall not transact business with any public entity in excess of the threshold amount provided in Florida Statute Section 287.017, for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on The Convicted Vendor List.

**17. DRUG-FREE WORKPLACE FORM**

The Drug-Free Workplace Form, attached hereto, shall be submitted prior to award of the bid. **Failure to submit this form prior to award of the bid shall result in rejection/disqualification of your bid.** Failure to certify the firm has a drug-free workplace in accordance with Florida Statute 287.087 shall result in rejection/disqualification of your bid.

**18. SUBCONTRACTING**

Bidders subcontracting any portion of the work shall state name and address of subcontractor and the name of the person to be contacted on the attached "Schedule of Subcontractors Form".

**Subcontracting of services outlined in the Scope of Services and Bid Response form shall be allowed only for thermography services under this contract.**

**19. CONFLICT OF INTEREST FORM**

Bidder shall complete the Conflict of Interest Form attached hereto and submit it with their bid.

**20. ETHICS COMPLIANCE**

The following forms are included in this solicitation and shall be completed and submitted as indicated below:

- A. **Orange County Specific Project Expenditure Report** -The purpose of this form is to document any expenses incurred by a lobbyist for the purposes described in **Section 2-351, Orange County Code**. This form shall be completed and submitted with any bid, proposal or other response to an Orange County solicitation. The Bidder to the solicitation shall not be awarded a contract unless this form has been completed and submitted. Any questions concerning this form shall be addressed to the purchasing agent or contract administrator identified in the applicable solicitation. Also, a listing of the most frequently asked questions concerning this form is attached for your information.
- B. **Relationship Disclosure Form** – The purpose of this form is to document any relationships between a bidder, proposer or responder to an Orange County solicitation and the Mayor or any other member of the Orange County Board of County Commissioners. This form shall be completed and submitted with the applicable bid, proposal, or response to an Orange County solicitation. No contract award shall be made unless this form has been completed and submitted. Any questions concerning this form shall be addressed to the purchasing agent or contract administrator identified in the applicable solicitation. Also, a listing of the most frequently asked questions concerning this form is attached for your information.

**21. SUBMISSION OF BID**

The bid must be mailed or hand delivered in a sealed envelope to:

**ORANGE COUNTY PURCHASING & CONTRACTS DIVISION**  
Internal Operations Centre II  
400 E. South Street, 2nd Floor  
Orlando, Florida 32801

**Bidders must indicate on the sealed envelope the following:**

- A. **Invitation for Bids Number**
- B. **Hour and Date of Opening**

**C. Name of Bidder**

Bids received after the time, date, and/or at the location specified, due to failure to identify the envelope with the above information shall be rejected.

**22. COPIES**

Copies of documents, records, materials, and/or reproductions requests will be charged in accordance with Orange County's fee schedule. Copyrighted materials may be inspected, but cannot be copied or reproduced per Federal law.

**23. PROPRIETARY/RESTRICTIVE SPECIFICATIONS**

Prospective bidders who feel the specifications contained herein are proprietary or restrictive in nature, thus potentially resulting in reduced competition, must contact the Purchasing and Contracts Division upon receipt of this Invitation for Bids prior to bid opening. Specifications which are unrelated to performance will be considered for deletion via addendum to this Invitation for Bids.

**24. ASSISTANCE WITH SPECIFICATIONS**

Any prospective bidder which assisted the County in developing or writing the specifications contained herein are requested to so note such on the bid proposal page of their bid response.

**25. PAYMENT TERMS/DISCOUNTS**

The County's payment terms are in accordance with Florida Statute 218, Florida Prompt Payment Act. Cash discounts for prompt payment will not be considered in determining the lowest net cost for bid evaluation purposes.

**26. PATENTS AND ROYALTIES**

Unless otherwise provided, the Contractor shall be solely responsible for obtaining the right to use any patented or copyrighted materials in the performance of the contract resulting from this Invitation for Bids.

The Contractor, without exception, shall indemnify and save harmless the County and its employees from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or article manufactured or supplied by the Contractor. In the event of any claim against the County of copyright or patent infringement, the County shall promptly provide written notification to the Contractor. If such a claim is made, the Contractor shall use its best efforts to promptly purchase for the County any infringing products or services or procure a license, at no cost to the County, which will allow continued use of the service or product. If none of the alternatives are reasonably available, the County agrees to return the article on request to the Contractor and receive reimbursement, if any, as may be determined by a court of competent jurisdiction.

**27. INDEMNIFICATION**

To the fullest extent permitted by law, the Contractor shall defend, indemnify, and hold harmless the County, its officials, agents, and employees from and against any and all claims, suits, judgments, demands, liabilities, damages, cost and expenses including attorney's fees of any kind or nature whatsoever arising

directly or indirectly out of or caused in whole or in part by any act or omission of the Contractor or its subcontractors, anyone directly or indirectly employed by them, or anyone for whose acts any of them may be liable; excepting those acts or omissions arising out of the sole negligence of the County.

**28. CLARIFICATIONS**

It is the Bidder's responsibility to become familiar with and fully informed regarding the terms, conditions and specifications of this Invitation for Bids. Lack of understanding and/or misinterpretation of any portions of this Invitation for Bids shall not be cause for withdrawal of your bid after opening or for subsequent protest of award. Bidders must contact the Purchasing and Contracts Division, at the phone number on the bid cover sheet **prior** to bid opening, should clarification be required.

Modification or alteration of the documents contained in the solicitation or contract shall only be valid if mutually agreed to in writing by the Bidder and the County.

**29. CERTIFICATION OF INDEPENDENT PRICE DETERMINATION**

By submission of this bid, the Bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, that in connection with this procurement:

- A. The prices in this bid have been arrived at independently, without consultation, collusion, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor.
- B. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to opening, directly or indirectly to any other Bidder or to any competitor; and,
- C. No attempt has been made or shall be made by the Bidder to induce any other person or bidder to submit or not to submit a bid for the purpose of restricting competition.

**30. SUCCESSORS AND ASSIGNS**

The County and the Contractor each binds itself and its partners, successors, executors, administrators, and assigns to the other party of this Contract and to the partners, successors, executors, administrators, and assigns of such other party, in respect to all covenants of this Contract. Except as above, neither the County nor the Contractor shall assign, sublet, convey or transfer its interest in this Contract without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of the County which may be a party hereto, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the County and the Contractor.

**31. PRICING/AUDIT**

The Contractor shall establish and maintain a reasonable accounting system, which enables ready identification of Contractor's cost of goods and use of funds.

Such accounting system shall also include adequate records and documents to justify all prices for all items invoiced as well as all charges, expenses and costs incurred in providing the goods for at least five (5) years after completion of this contract. The County or its designee shall have access to such books, records, subcontract(s), financial operations, and documents of the Contractor or its subcontractors as required to comply with this section for the purpose of inspection or audit anytime during normal business hours at the Contractor's place of business. This right to audit shall include the Contractor's subcontractors used to procure goods or services under the contract with the County. Contractor shall ensure the County has these same rights with subcontractor(s) and suppliers.

**32. EMPLOYEES OF THE CONTRACTOR**

All work under this contract shall be performed in a professional and skillful manner. The County may require, in writing, that the Contractor remove from this contract any employee the County deems incompetent, careless, or otherwise objectionable.

**33. TOBACCO FREE CAMPUS**

All Orange County operations under the Board of County Commissioners shall be tobacco free. This policy shall apply to parking lots, parks, break areas and worksites. It is also applicable to Contractors and their personnel during contract performance on County owned property. Tobacco is defined as tobacco products including, but not limited to, cigars, cigarettes, pipes, chewing tobacco and snuff. Failure to abide by this policy may result in civil penalties levied under Chapter 386, Florida Statutes and/or contract enforcement remedies.

**34. CONTRACT CLAIMS**

"Claim" as used in this provision means a written demand or written assertion by one of the contracting parties seeking as a matter of right, the payment of a certain sum of money, the adjustment or interpretation of contract terms, or other relief arising under or relating to this contract.

Claims made by a Contractor against the County relating to a particular contract shall be submitted to the Purchasing and Contracts Manager in writing clearly labeled "Contract Claim" requesting a final decision. The Contractor also shall provide with the claim a certification as follows: "I certify that the claim is made in good faith; that the supporting data are accurate and complete to the best of my knowledge and belief; that the amount requested accurately reflects the contract adjustment for which the Contractor believes the County is liable; and that I am duly authorized to certify the claim on behalf of the Contractor.."

**Failure to document a claim in this manner shall render the claim null and void. Moreover, no claim shall be accepted after final payment of the contract.**

The decision of the Purchasing and Contracts Manager shall be issued in writing and shall be furnished to the Contractor. The decision shall state the reasons for the decision reached. The Purchasing and Contracts Division Manager shall render the final decision within sixty (60) days after receipt of Contractor's written

request for a final decision. The Purchasing and Contracts Division Manager's decision shall be final and conclusive.

The Contractor shall proceed diligently with performance of this contract pending final resolution of any request for relief, claim, appeal or action arising under the contract and shall comply with any final decision rendered by the Purchasing and Contracts Division Manager.

**35. VERIFICATION OF EMPLOYMENT STATUS**

Prior to the employment of any person under this contract, the Contractor shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of (a) all persons employed during the contract term by the Contractor to perform employment duties within Florida and (b) all persons, **including subcontractors, assigned by the Contractor to perform work pursuant to** the contract with Orange County. Please refer to USCIS.gov for more information on this process.

**Only those employees determined eligible to work within the United States shall be employed under this contract.**

By submission of a bid in response to this solicitation, the Contractor affirms that all employees in the above categories shall undergo e-verification before placement on this contract. The Contractor shall commit to comply with this requirement by completing the E-Verification certification, contained in this solicitation.

**36. CONFIDENTIAL INFORMATION**

In accordance with Chapter 119 of the Florida Statutes (Public Records Law), and except as may be provided by other applicable State or Federal Law, all proposers should be aware that Invitation for Bids and the responses thereto are in the public domain. Bidders must identify specifically any information contained in their response which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law. If a Bidder fails to cite the applicable exempting law, we will treat the information as public.

**37. FEDERAL REQUIREMENTS**

In the event this Contract is paid in whole or in part from any federal government agency or source, the specific terms, regulations and requirements governing the disbursement of these funds shall be specified herein and become a part of this clause.

All Contracts in excess of one hundred thousand dollars (\$100,000) shall comply with all the requirements of Section 114 of the Clean Air Act (42 USC 7401 et seq.) as amended and Section 308 of the Federal Water Pollution Control Act (33 USC 1251 et seq.) as amended.

**38. PUBLIC RECORDS COMPLIANCE**

Orange County is a public agency subject to Chapter 119, Florida Statutes. The Contractor agrees to comply with Florida's Public Records Law. Specifically, the Contractor shall:

1. Keep and maintain public records required by Orange County to perform the service.
2. Upon request from Orange County's custodian of public records, provide Orange County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from the public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Contractor does not transfer the records to Orange County.
4. Upon completion of the contract, Contractor agrees to transfer at no cost to Orange County all public records in possession of the Contractor or keep and maintain public records required by Orange County to perform the service. If the Contractor transfers all public record to Orange County upon completion of the contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to Orange County, upon request from Orange County's custodian of public records, in a format that is compatible with the information technology systems of Orange County.
5. A Contractor who fails to provide the public records to Orange County within a reasonable time may be subject to penalties under section 119.10, Florida Statutes.
6. **IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**

**Procurement Public Records Liaison  
400 E. South Street, 2nd Floor, Orlando, FL 32801  
ProcurementRecords@ocfl.net, 407-836-5897**

## **SPECIAL TERMS AND CONDITIONS**

### **1. NON- MANDATORY PRE-BID CONFERENCE**

All interested parties are invited to attend a **Non-Mandatory Pre-bid Conference** on Tuesday, September 26, 2017 commencing at 2:00 PM at the **Facilities Management Training Room, 2010 East Michigan Street, Orlando, Florida 32806**.

At that time, the County's representative shall be available to answer questions relative to this Invitation for Bids. Any suggested modifications may be presented in writing to, or discussed with, the County's representative(s) at this meeting and may be considered by said representative(s) as possible amendments to the Invitation for Bids.

### **2. INSPECTION OF FACILITIES/AREAS**

It is the Bidder's responsibility to become fully informed as to the nature and extent of the work required, local site conditions and any other factors that may impact performance of the contract. The responsibility to inspect the worksite is the sole responsibility of the Bidder. Arrangement for Bidder's inspection of facilities and/or activity schedules may be secured from **Taneya Simpson (407) 836-7482**. Failure to visually inspect the facilities may be cause for disqualification of your bid. After contract award, no additional compensation shall be made as a result of differences between actual labor and materials required to complete the project and the contract amount.

### **3. QUALIFICATION OF BIDDERS**

This bid shall be awarded to responsible, responsive bidders, qualified by experience and the requirements below to provide the work specified. The bidder shall submit the following information with his bid:

- A. Bidder shall have a minimum of five (5) satisfactory references for accounts substantially similar in size and scope of work completed within the past five (5) years. Similar shall be defined as electrical equipment inspection and testing (up to and including medium voltage 15Kv for multiple sites including governmental or commercial high level security buildings) and associated protective relay inspection and testing work.

At minimum, one (1) reference submitted shall have demonstrated the following two elements:

- i. Shall be for medium voltage electrical equipment testing for an active operational multi-site governmental or commercial facility that is multi-story; Type A, high-rise, governmental or commercial high level security buildings, with a minimum of 200,000 square feet, such as a courthouse, airport, correctional facility, or similar facility.
- ii. Experience in performing services in a building that has high level using the attached reference sheets, Bidder shall detail the following information for each reference: Name, position and telephone number of contact

person, dates of contract, description of units/building services, and description of work performed, estimated contract award, and how long the bidder has serviced the owner.

- B. Bidder shall submit a list of any contract(s) cancelled and/or terminated in the State of Florida in the last two (2) years. Bidder shall, provide a brief description of the reason for the action, contact name, address, and phone numbers of applicable contact persons involved in the cancellation/termination.
- C. Bidder shall demonstrate the ability to have all testing equipment ready and available to perform all work, in accordance with the Scope of Services, within ten (10) days of contract award by providing one of the two options:
  - 1. **If Equipment is owned by the Contractor:** A list of testing equipment and facilities available to do the work.
  - 2. **If Equipment will be leased/rented:** A written agreement with an electrical equipment rental company to supply the equipment upon the bidder's request. Agreement should be on the equipment rental company's letterhead.

The County retains the right to inspect the listed equipment and facilities prior to award, and at intervals after award, as deemed necessary by the County for the duration of the contract in order to verify compliance. This includes contacting the equipment rental company for which the agreement was provided.

- D. Bidder shall provide a detailed description of the equipment resources available to service the County's account, accounting for the possibility of multiple concurrent projects. Bidder shall also detail the number and size of clients and/or projects currently under contract and how the Bidder will manage existing workload in addition to the County's requirements.
- E. A list of personnel, by name and title, contemplated to perform the work including management, supervisors, and service personnel.

Bidder shall provide resumes for management and service personnel. Resumes shall include all experience, education, certifications, and qualifications applicable to the scope of service and specified standards. Bidders shall supplement resumes with back-up documentation such as copies of certifications, proof of training, etc. In addition, Electrical testing and inspection personnel shall meet the following minimum requirements:

- 1. **Supervisors:** Supervisors shall have a minimum of five (5) years of electrical equipment testing, inspection, and diagnostic experience for medium voltage electrical equipment.
- 2. **Technicians:** Technicians shall have a minimum three (3) years of electrical equipment testing and inspection experience and are direct employees of the Bidder.

F. Bidder shall submit a copy of Bidder's quality assurance. Plan shall be applicable to the Scope of Services and in accordance with NFPA 70E at a minimum. Plan shall include a detailed description of the training program provided to all employees and frequency. Training records of all employees shall be made available to the County's Representative upon request.

G. Bidder shall submit a sample work plan per the Scope of Service, Section 8, COORDINATION OF SERVICES, Item B. for the following locations:

BASE YEAR - LOT 1, DOWNTOWN DISTRICT BUILDINGS

- Courthouse Complex:
  - Building A – 435 N. Orange Ave.
  - Building B – 415 N. Orange Ave.
  - Building C – 425 N. Orange Ave.
- Courthouse Central Energy Plant – 76 E. Amelia St.

BASE YEAR - LOT 2, 33<sup>rd</sup> STREET DISTRICT BUILDINGS

- Central Energy Plant 2 – 3776 Vision Blvd. (#9097.28)
- Corrections Support – 3723 Vision Blvd. (#9097.01)

H. Bidder shall submit a copy of Bidder's safety plan. Safety plan shall include, at a minimum, procedures for safe work habits, safe use of equipment, and personal protective equipment.

I. Bidder to provide a written statement confirming that the Bidder is able to meet the response time(s) outline in the Scope of Service.

J. Bidder shall detail the contact information for the following services at a minimum: Contact information shall include name(s), positions, phone number(s), and email address (es):

1. Point of contact for contract performance related questions and inquiries
2. Point of contract for scheduling of standard business, non-emergency services
3. Contact information for emergency services request
4. General billing/invoicing/accounts payable questions

The determination on whether a bidder is responsible or not shall be at the sole discretion of the County. Although the County may request the submission of a minimum number of contracts similar to the requirements of this solicitation with certain minimum dimensions, quantities, dollar values, etc., the County's determination of a bidder's responsibility shall not be solely based on the number of similar procurements the bidder provides but the entirety of the bidder's qualifications.

**Failure to submit the above requested information shall be cause for rejection of your bid.**

**4. LICENSES AND PERMITS**

Prior to furnishing the requested product(s) or service(s), it shall be the responsibility of the Contractor to obtain, at no additional cost to Orange County, any and all licenses and permits required to complete this contractual service. These licenses and permits shall be readily available for review by the

Procurement Division Manager or authorized designee.

5. **BID ACCEPTANCE PERIOD**

A bid shall constitute an irrevocable offer for a period of ninety (90) days from the bid opening date or until the date of award, whichever is earlier. In the event that an award is not made by the County within ninety (90) days from the bid opening date, the Bidder may withdraw his bid or provide a written extension of his bid.

6. **AWARD**

Orange County reserves the right to award on an "All-or-None" basis to the lowest responsive and responsible Bidder or to award on a "Lot-by-Lot" basis to the lowest responsive and responsible Bidder, whichever is in the best interest of and/or most advantageous to the County.

7. **POST AWARD MEETING**

Within **ten (10)** days after receipt of notification of award of bid, Contractor shall meet with the County's representative(s) to discuss at a minimum, job procedures, scheduling, and review of updated work plan. The Contractor shall provide calibration certificates for all inspection and testing equipment at or prior to this meeting.

Post award meeting attendee shall include at minimum one contract supervisor per the qualifications of bidders.

8. **PERFORMANCE**

**Timely performance is of the essence in the award of this Invitation for Bids.** Performance shall be no later than twenty-four (24) hours from receipt of delivery order.

It is hereby understood and mutually agreed to by and between parties hereto that the time of performance is an essential condition of this contract.

Should the Contractor neglect, fail or refuse to provide the services within the time herein specified, then said Contractor does hereby agree as part of the consideration for the awarding of this contract, to pay Orange County the sum extended by the County to contract for like services approved by the Purchasing and Contracts Division for the period from the required scheduled commencement date until performance of services covered in the Invitation for Bids is completed. The Contractor shall, within two (2) calendar days from the beginning of such delay, notify the Purchasing and Contracts Division Manager in writing of the cause(s) of the delay.

9. **TERMINATION**

A. **Termination for Default:**

The County may, by written notice to the Contractor terminate this contract for default in whole or in part (delivery orders, if applicable) if the Contractor fails to:

1. Provide products or services that comply with the specifications herein or fails to meet the County's performance standards
2. Deliver the supplies or to perform the services within the time specified in this contract or any extension.
3. Make progress so as to endanger performance of this contract
4. Perform any of the other provisions of this contract.

Prior to termination for default, the County shall provide adequate written notice to the Contractor through the Purchasing and Contracts Division Manager, affording him/her the opportunity to cure the deficiencies or to submit a specific plan to resolve the deficiencies within ten (10) days (or the period specified in the notice) after receipt of the notice. Failure to adequately cure the deficiency shall result in termination action. Such termination may also result in suspension or debarment of the Contractor in accordance with the County's Procurement Ordinance. The Contractor and its sureties (if any) shall be liable for any damage to the County resulting from the Contractor's default of the contract. This liability includes any increased costs incurred by the County in completing contract performance.

In the event of termination by the County for any cause, the Contractor shall have, in no event, any claim against the County for lost profits or compensation for lost opportunities. After a receipt of a Termination Notice and except as otherwise directed by the County the Contractor shall:

1. Stop work on the date and to the extent specified.
2. Terminate and settle all orders and subcontracts relating to the performance of the terminated work.
3. Transfer all work in process, completed work, and other materials related to the terminated work as directed by the County.
4. Continue and complete all parts of that work that have not been terminated.

If the Contractor's failure to perform the contract arises from causes beyond the control and without the fault or negligence of the Contractor the contract shall not be terminated for default. Examples of such causes include (1) acts of God or the public enemy, (2) acts of a government in its sovereign capacity, (3) fires, (4) floods, (5) epidemics, (6) strikes and (7) unusually severe weather.

**B. Termination for Convenience:**

The County, by written notice, may terminate this contract, in whole or in part, when it is in the County's interest. If this contract is terminated, the County shall be liable only for goods or services delivered and accepted. The County Notice of Termination shall provide the Contractor thirty (30) days prior notice before it becomes effective. **A termination for convenience may apply to individual delivery orders, purchase orders or to the contract in its entirety.**

**10. COMPLIANCE WITH OCCUPATIONAL SAFETY AND HEALTH**

Bidder certifies that all material, equipment, etc., contained in their bid meets all OSHA requirements. Bidder further certifies that if they are the awarded Contractor, and the material, equipment, etc., delivered is subsequently found to be deficient in any OSHA requirements in effect on date of delivery, all costs necessary to bring the material, equipment, etc., into compliance with the aforementioned requirements shall be borne by the Contractor.

**11. SAFETY REGULATIONS**

Equipment shall meet all State and Federal safety regulations for grounding of electrical equipment.

**12. CODES AND REGULATIONS**

The Contractor shall strictly comply with all Federal, State and local building and safety codes.

**13. PAYMENT**

Partial payments in the full amount for the value of items received and accepted may be requested by the submission of a properly executed invoice, with supporting documents if required. Payment shall be made in accordance with Florida Statute 218, Florida Prompt Payment Act. Payment for accepted equipment/supplies/services shall be accomplished by submission of an invoice, in duplicate, to:

Orange County Facilities Management Division  
400 East South Street  
Orlando, FL 32801  
Phone (407) 836-7478

Or

Orange County Fire Rescue Department  
Financial Services Division  
PO Box 5879  
Winter Park, FL 32793-5879  
Phone (407)-836-9871

In the event additional County Departments or other public entities utilize this contract, invoices are to be sent directly to the Department or entity placing the order.

Detailed invoice and statement requirements are further outlined in the Scope of Services.

**14. SAFETY AND PROTECTION OF PROPERTY**

The Contractor shall at all times:

- A. Initiate, maintain and supervise all safety precautions and programs in connection with its services or performance of its operations under this contract.

- B. Take all reasonable precautions to prevent injury to employees, including County employees and all other persons affected by their operations.
- C. Take all reasonable precautions to prevent damage or loss to property of Orange County, or of other Contractors, consultants or agencies and shall be held responsible for replacing or repairing any such loss or damage.
- D. Comply with all ordinances, rules, regulations, standards and lawful orders from authority having jurisdiction (AHJ) bearing on the safety of persons or property or their protection from damage, injury or loss. This includes but is not limited to:
  - o Occupational Safety and Health Act (OSHA)
  - o National Institute for Occupational Safety & Health (NIOSH)
  - o National Fire Protection Association (NFPA)
  - o American National Standards Institute (ANSI)
  - o International Electrical Testing Association, Inc. (NETA)
  - o National Electrical Manufacturers Association (NEMA)
- E. The Contractor shall also comply with the guidelines set forth in the Orange County Safety & Health Manual. The manual can be accessed online at the address listed below:

<http://www.ocfl.net/VendorServices/OrangeCountySafetyandHealthManual.aspx>

## **15. INSURANCE REQUIREMENTS**

Vendor/Contractor agrees to maintain on a primary basis and at its sole expense, at all times throughout the duration of this contract the following types of insurance coverage with limits and on forms (including endorsements) as described herein. These requirements, as well as the County's review or acceptance of insurance maintained by Vendor/Contractor is not intended to and shall not in any manner limit or qualify the liabilities assumed by Vendor/Contractor under this contract. Vendor/Contractor is required to maintain any coverage required by federal and state workers' compensation or financial responsibility laws including but not limited to Chapter 324 and 440, Florida Statutes, as may be amended from time to time.

The Vendor/Contractor shall require and ensure that each of its sub-Vendors/sub-Contractors providing services hereunder (if any) procures and maintains until the completion of their respective services, insurance of the types and to the limits specified herein.

Insurance carriers providing coverage required herein must be licensed to conduct business in the State of Florida and must possess a current A.M. Best's Financial Strength Rating of A- Class VIII or better.

*(Note: State licenses can be checked via [www.floir.com/companysearch/](http://www.floir.com/companysearch/) and A.M. Best Ratings are available at [www.ambest.com](http://www.ambest.com))*

Required Coverage:

- Commercial General Liability - The Vendor/Contractor shall maintain coverage issued on the most recent version of the ISO form as filed for use in Florida or its equivalent, with a limit of liability of not less than \$500,000 per occurrence. Vendor/Contractor further agrees coverage shall not contain any endorsement(s) excluding or limiting Product/Completed Operations, Contractual Liability, or Separation of Insureds. The General Aggregate limit shall either apply separately to this contract or shall be at least twice the required occurrence limit.

Required Endorsements:

- Additional Insured- CG 20 26 or CG 20 10/CG 20 37 or their equivalents.

Note: CG 20 10 must be accompanied by CG 20 37 to include products/completed operations

- Waiver of Transfer of Rights of Recovery- CG 24 04 or its equivalent.

Note: If blanket endorsements are being submitted please include the entire endorsement and the applicable policy number.

- Business Automobile Liability - The Vendor/Contractor shall maintain coverage for all owned; non-owned and hired vehicles issued on the most recent version of the ISO form as filed for use in Florida or its equivalent, with limits of not less than \$500,000 (five hundred thousand dollars) per accident. In the event the Vendor/Contractor does not own automobiles the Vendor/Contractor shall maintain coverage for hired and non-owned auto liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

- Workers' Compensation - The Vendor/Contractor shall maintain coverage for its employees with statutory workers' compensation limits, and no less than \$100,000 each incident of bodily injury or disease for Employers' Liability. Elective exemptions as defined in Florida Statute 440 will be considered on a case-by-case basis. Any Vendor/Contractor using an employee leasing company shall complete the Leased Employee Affidavit.

Required Endorsements:

- Waiver of Subrogation- WC 00 03 13 or its equivalent

When a self-insured retention or deductible exceeds \$100,000 the COUNTY reserves the right to request a copy of Vendor/Contractor most recent annual report or audited financial statement. For policies written on a "Claims-Made" basis the Vendor/Contractor agrees to maintain a retroactive date prior to or equal to the effective date of this contract. In the event the policy is canceled, non-renewed, switched to occurrence form, or any other event which triggers the right to purchase a Supplemental Extended Reporting Period (SERP) during the life of this contract the Vendor/Contractor agrees to purchase the SERP with a minimum reporting period of not less than two years. Purchase of the SERP shall not relieve the Vendor/Contractor of the obligation to provide replacement coverage.

**By entering into this contract Vendor/Contractor agrees to provide a waiver of subrogation or a waiver of transfer of rights of recovery, in favor of the County for the workers' compensation and general liability policies as required herein. When required by the insurer or should a policy condition not permit the Vendor/Contractor to enter into a pre-loss agreement to waive subrogation without an endorsement, then Vendor/Contractor agrees to notify the insurer and request the policy be endorsed with a Waiver of Subrogation or a Waiver of Transfer of Rights of Recovery Against Others endorsement.**

Prior to execution and commencement of any operations/services provided under this contract the Vendor/Contractor shall provide the COUNTY with current certificates of insurance evidencing all required coverage. In addition to the certificate(s) of insurance the Vendor/Contractor shall also provide endorsements for each policy as specified above. All specific policy endorsements shall be in the name of the Orange County Board of County Commissioners.

For continuing service contracts renewal certificates shall be submitted immediately upon request by either the COUNTY or the COUNTY's contracted certificate compliance management firm. The certificates shall clearly indicate that the Vendor/Contractor has obtained insurance of the type, amount and classification as required for strict compliance with this insurance section. Vendor/Contractor shall notify the COUNTY not less than thirty (30) business days (ten business days for non-payment of premium) of any material change in or cancellation/non-renewal of insurance coverage. The Vendor/Contractor shall provide evidence of replacement coverage to maintain compliance with the aforementioned insurance requirements to the COUNTY or its certificate management representative five (5) business days prior to the effective date of the replacement policy (ies).

The certificate holder shall read:

Orange County Board of County Commissioners  
c/o Procurement Division  
400 E. South Street, 2<sup>nd</sup> Floor  
Orlando, Florida 32801

## **16. TERM OF THE CONTRACT**

- A. The contract resulting from this Invitation for Bids shall commence effective upon issuance of a term contract by the County and extend for a period of one (1) year. The contract may be renewed for two (2) additional one (1) year periods, upon mutual agreement of both parties. If any such renewal results in changes in the terms and conditions, such changes shall be reduced to writing as an amendment to this contract and such amendment shall be executed by both parties. Renewal of the contract shall be subject to appropriation of funds by the Board of County Commissioners.
- B. The initiating County department(s) shall issue delivery orders against the term contract on an "as needed" basis.
- C. If the quantity of a unit priced item in this contract is an estimated quantity and the actual quantities ordered are more than 50% above the estimated quantity, the County shall enter into negotiations with the Contractor for a

lower unit price which shall be incorporated into the contract. Failure of the Contractor to agree to a reduced unit price may result in the termination of the contract and re-solicitation of the requirement.

- D. Any order issued during the effective period of this contract, but not completed within that period, shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and the County's rights and obligations with respect to that order to the extent as if the order were completed during the contract performance period.

**17. EVALUATION OF OPTIONS**

The County shall evaluate bids for award purposes by adding the total price for all options to the total price of the basic period. However, the evaluation of options shall not obligate the County to exercise the option(s).

**18. INTERIM EXTENSION OF PERFORMANCE**

After all options have been exercised, and it is determined that interim performance is required to allow for the solicitation and award of a new contract, the County may unilaterally extend the contract for a maximum period of six months. Pricing, delivery and all other terms and conditions of the contract shall apply during this period.

**19. PRICING**

All invoices are subject to County (including the Comptroller's Office and/or its designees) audit and review. In the event such audit or review reveals any inaccuracies in the prices charged to the County or charges which are not within the scope of this contract, the Contractor shall reimburse the County for any overages or out-of-scope charges immediately upon request.

**20. USE OF CONTRACT BY OTHER GOVERNMENT AGENCIES**

At the option of the Contractor, the use of the contract resulting from this solicitation may be extended to other governmental agencies, including the State of Florida, its agencies, political subdivisions, counties, and cities.

Each governmental agency allowed by the Contractor to use this contract shall do so independent of any other governmental entity. Each agency shall be responsible for its own purchases and shall be liable only for goods or services ordered, received and accepted. No agency receives any liability by virtue of this bid and subsequent contract award.

**21. BID PREFERENCE**

In accordance with the Minority Women Owned Business Enterprise (MWBE) Ordinance, award of a contract resulting from this Invitation for Bids may be made to the lowest responsive and responsible Orange County certified MWBE bidder provided that the bid does not exceed the overall lowest responsive and responsible bidder by the following percentages for the bid amounts listed:

- A. 8% - Bids Up To \$100,000
- B. 7% - Bids Greater Than \$100,000 to \$500,000
- C. 6% - Bids Greater Than \$500,000 to \$750,000

- D. 5% - Bids Greater Than \$750,000 to \$2,000,000
- E. 4% - Bids Greater Than \$2,000,000 to \$5,000,000
- F. 3% - Bids Greater Than \$5,000,000

In accordance with the Registered Service Disabled Veteran Business Ordinance, award of a contract resulting from this Invitation for Bids may be made to the lowest responsive and responsible registered prime Service Disabled Veteran bidder provided that the bid does not exceed the overall lowest responsive and responsible bidder by the following percentages for the bid amounts listed:

- A. 8% - Bids Up To \$100,000
- B. 7% - Bids Greater Than \$100,000 to \$500,000
- C. 6% - Bids Greater Than \$500,000 to \$750,000
- D. 5% - Bids Greater Than \$750,000 to \$2,000,000
- E. 4% - Bids Greater Than \$2,000,000 to \$5,000,000
- F. 3% - Bids Greater Than \$5,000,000

In the event of a tie between an M/WBE and a registered prime SDV with all else being equal, the award shall be made to the firm with the lowest business net worth.

**22. CHANGES - SERVICE CONTRACTS**

The County may at any time by issuance of an executed change order make changes within the general scope of the contract in any of the following areas:

- A. Description of services to be performed.
- B. Time of Performance (i.e., hours of the day, days of the week, etc.).
- C. Place of performance of the services.

If additional work or other changes are required in the areas described above, a price proposal shall be required from the Contractor. Upon negotiation of the proposal, execution and receipt of the change order, the Contractor shall commence performance of the work as specified.

The Contractor shall not commence the performance of additional work or other changes not covered by this contract without an executed change order issued by the Purchasing and Contracts Division. If the Contractor performs additional work beyond the specific requirements of this contract without an executed change order, it shall be at his/her own risk. The County assumes no responsibility for any additional costs for work not specifically authorized by an executed change order.

**23. CONDITIONS FOR EMERGENCY/HURRICANE OR DISASTER - TERM CONTRACTS**

It is hereby made a part of this Invitation for Bids that before, during and after a public emergency, disaster, hurricane, flood, or other acts of God that Orange County shall require a "first priority" basis for goods and services. It is vital and imperative that the majority of citizens are protected from any emergency situation which threatens public health and safety, as determined by the County. Contractor agrees to rent/sell/lease all goods and services to the County or other governmental entities as opposed to a private citizen, on a first priority basis. The

County expects to pay contractual prices for all products or services required during an emergency situation. Contractor shall furnish a twenty-four (24) hour phone number in the event of such an emergency.

**24. REFERENCES**

A contact person shall be someone who has personal knowledge of the Bidder's performance for the specific requirement listed. Contact person shall have been informed that they are being used as a reference and that the County may be calling them. More than one person can be listed but all shall have knowledge of the project. The reference shall be the owner or a representative of the owner. Contractors who provided services under the referenced project (contract) shall not be accepted as references. **DO NOT** list principals or officers who shall not be able to answer specific questions regarding the project. Failure of references listed to respond to the County's inquiries may negatively impact the responsibility of the Bidder.

**25. REQUIREMENTS CONTRACT**

This is a Requirements Contract and the County's intent is to order from the Contractor all of the goods or services specified in the contract's price schedule that are required to be purchased by the County. If the County urgently requires delivery of goods or services before the earliest date that delivery may be required under this contract, and if the contractor will not accept an order providing for accelerated delivery, the County may acquire the goods or services from another source.

The County's requirements in this contract are estimated and there is no commitment by the County to order any specified amount. Also, if the estimated quantities are not achieved, this shall not be the basis for an equitable adjustment. **Moreover, if the Manager of Purchasing and Contracts determines that the Contractor's performance is less than satisfactory, the County may order the goods or services from other sources until the deficient performance has been cured or the contract terminated.**

**26. ATTACHMENTS**

The following attachments are attached to, and made a part of this Invitation for Bids:

Attachment A- Online Panels

Attachment B- Downtown District Infrared Inventory

Attachment C- Copy of 33<sup>rd</sup> District Electrical Equipment Inventory

## **SCOPE OF SERVICES**

### **1. GENERAL INFORMATION**

The Contractor shall furnish all labor, materials and equipment necessary to perform electrical testing, inspections, and diagnostic service of electrical equipment, switchgear and components (up to and including medium voltage 15Kv), at the required frequency and locations specified in the Bid Proposal Form and at other County Facilities. This contract is solely for inspection and diagnostic services. Repairs will not be performed under this scope of services.

The Orange County Facilities Management (FM) Division is responsible for maintaining over 400 buildings throughout Orange County, Florida. Due to the large size of the County, the division is organized into maintenance districts by geographical region. Each maintenance district supports the needs of the various buildings located in its respective region. The Contractor shall become familiar with the building operational requirements in each district and coordinate all services with the District Maintenance Representative (DMR).

### **2. HOURS OF PERFORMANCE**

Various locations, as further specified in this scope of services, may require scheduling during non-standard hours. All costs to perform services during standard and non-standard hours shall be included in unit bid prices.

The Contractor shall have a method to receive service requests, dispatch service, schedule services, and communicate with the County representative for both standard and non-standard hours for work serviced under this contract.

It shall be the Contractor's responsibility to ensure communication is dispersed appropriately to staff to ensure there are no service breaks and response time requirements of the contract are adhered to as further outlined in the scope of services.

Contractor's staff shall be available to perform all work (emergencies and non-emergencies) during the following hours:

- A. **Standard Hours:** Standard working hours are Monday through Friday, 6:00 AM to 6:00 PM, excluding Orange County holidays.
- B. **Non-Standard Hours:** Non-Standard working hours are Monday through Friday, 6:00 PM to 6:00 AM, weekends, and Orange County holidays.

### **3. STAFFING REQUIREMENTS**

- A. The Contractor shall assign a lead point of contact (POC) or supervisor with whom the County's Representative may consult regarding contract performance throughout the entire contract period to ensure his/her work will not conflict with the County's normal operations. The supervisor or POC shall not be replaced without first notifying the Facilities Management Contract Administrator seventy-two (72) hours in advance. The name and telephone number of the replacement supervisor or POC shall be provided at that time. Any change to the Contractor's point of contact shall be subject to the approval of the County.

The Contractor's Point of Contact shall have the capability to receive service requests by landline telephone and cellular, text messages, e-mail, and facsimile to facilitate timely service.

- B. The Contractor shall provide a twenty-four (24) hour point of contact with a manned phone number that will respond to maintenance requests for emergency services on a twenty-four (24) hour per day seven (7) days per week and a 365 days per year basis.
- C. Effective communication with the County staff building occupants is necessary to perform this Scope of Services. Therefore, Contractor shall ensure supervisors and points of contact are able to read, write, and speak English fluently.
- D. Only Contractor employees or an approved thermography subcontractor shall be used to perform the required services of this contract. The Contractor shall not use employees of any temporary employment agency to supplement his work force in County buildings for any reason.
- E. The Contractor shall provide sufficient work force and supervisory personnel to perform the specified services to meet the requirements specified herein and provide backup as needed during all required work hours and at multiple concurrent locations.
- F. The Contractor shall maintain sole responsibility for the actions of its employees. Technicians hired on after contract award shall meet the requirements of Special Terms and Conditions, Section 2E for the duration of the contract.
- G. The Contractor shall ensure that all employees are clean, neat and appropriately attired during the performance of the services. The Contractor shall ensure that all employees are properly dressed with a uniform shirt displaying the company name/logo. The photo ID badge shall be displayed on the front of their uniform shirt at all times when on County property. The Contractor shall be responsible for providing photo ID badges for all employees.
- H. All onsite personnel employed by the Contractor shall conduct themselves in a professional, business-like manner. Such personnel shall not, by word of mouth or deed, express themselves in such a manner as would be construed as conduct being obscene, harassing or offensive by a reasonable, sensitive person. Any such conduct shall be cause for removal from the facility.
- I. All Contractor personnel shall identify themselves at the appropriate administrative office upon arrival on site and prior to beginning work and upon completion of work and leaving site.
- J. Training records of any training performed for all existing and newly hired employees must be made available to the County's Representative upon request and provided to the County within twenty-four (24) hours of request. This shall include, but not limited to; electrical testing equipment training/certification, diagnostic service training, OSHA compliance training, electrical safety training, arc flash training and any other related training.

#### **4. PERFORMANCE REQUIREMENTS**

A. All workmanship shall meet the standards specified herein, and shall be accomplished in accordance with approved and accepted standards of the; (1) industry, (2) equipment manufacturer, (3) applicable Federal and local standards and codes, and (4) applicable building and safety codes, including, but not limited to:

- National Fire Protection Association (NFPA)
- National Electric Code (NEC)
- Occupational Safety and Health Act (OSHA)
- National Institute for Occupational Safety & Health (NIOSH)
- American National Standards Institute (ANSI)
- International Electrical Testing Association, Inc. (NETA)
- National Electrical Manufacturers Association (NEMA)

B. The Contractor shall conform to all Federal, State, City, and Orange County standards and regulations during the performance of the contract. Any fines levied due to inadequacies or failure to comply with any and all requirements shall be the sole responsibility of the Contractor.

Any person found not in compliance with any laws, statutes, rules or regulations will not be allowed on the work site. Continued violations by a Contractor shall constitute cause for immediate termination of the Contract.

C. All of the services required hereunder shall be performed by the Contractor or under the Contractor's supervision. All personnel engaged in performing the services shall be fully qualified, experienced and, if required, certified, authorized, licensed or permitted under state and local law to perform such services.

D. The Contractor, upon request by the County, shall remove all Contractor's personnel from County property who are deemed careless, incompetent, insubordinate, reasonably objectionable, or whose continued employment is deemed to be contrary to the interest of the County as determined by the County, or if it is determined that services are not being performed in accordance with the terms and conditions of this contract.

The County's request to remove any employee from this contract shall, in no instance, be considered a request for the contractor to terminate the designated individual from contractor's employment. The sole intent is removal from this contract.

E. The County Representative may request the Contractor remove any Supervisor if it is determined that services are not being performed in accordance with the terms and conditions of this contract.

F. Work shall be scheduled to provide the least inconvenience to building occupants and visitors. The Contractor shall follow the DMR with respect to scheduling services and any deliveries under this contract

G. The County may schedule meetings periodically to review contract terms, performance, and other contractual related matters. The Contractor shall be required to attend all meetings as requested by the County, at no additional cost

- H. Services not performed in accordance to the content of this contract shall be considered unsatisfactory and unacceptable. In the event of non-performance or unsatisfactory performance by the Contractor, or employees of (including subcontractors), the County's Representative shall have the right to exercise one of the following options:
  - a. Notify the Contractor of non-performance/unsatisfactory performance and allow Contractor to correct such item of non-performance/unsatisfactory performance within a twenty-four (24) hour timeframe. Although the timeframe for making corrections may occur outside of the Contractor's normal working hours, the Contractor shall not receive any further compensation.
  - b. The Contract Administrator may request the Contractor remove any Supervisor or employee if it is a personnel related issue.
  - c. The County reserves the right to correct any item of non-performance/ unsatisfactory performance by any means it deems necessary to ensure the effective operation of the County's facilities. Costs incurred by the County for the correction using County employees shall be deducted from payments made to the Contractor. If another Contractor is used to correct the item, that cost will be deducted at the rate charged by the utilized Contractor.
- I. The Procurement Division, may after appropriate notice, take necessary actions to address unsatisfactory performance up to and including termination for default.
- J. The Contractor shall submit a detailed Corrective Action Plan (CAP) for each report of unsatisfactory performance. The CAP shall fully address the performance deficiency and detail the corrective procedure the Contractor will follow to ensure the deficiency is corrected and to prevent future reoccurrences for the life of the contract. \
- K. The County will review the CAP and advise the Contractor of acceptance or non-acceptance. The County reserves the right to request modifications and to reject a CAP.

## **5. SAFETY REQUIREMENTS**

- A. Prior to performing service or maintenance on any equipment where the unexpected energizing, startup, or release of stored energy could occur and cause injury, the equipment shall be isolated and rendered inoperative through the use of a lockout device whenever the equipment is capable of being locked-out.
- B. The Contractor shall maintain a Safety Plan and Quality Assurance Plan to ensure that work performed herein conforms to contract requirements for the life of the contract. The County Representative shall be notified if there are any changes to the Safety, Quality Assurance, or any other contract related documents submitted with the original bid package. The Contractor shall ensure that the County Representative has received the latest versions of all documents for the duration of the contract.

The County Representative will review the updated plans and provide comments and/or feedback to the Contractor following receipt of the plans. The Contractor shall submit an updated safety plan to the County n within ten (10) business days following receipt of the County comments.

The County reserves the right to request changes/improvements to this plan at any time throughout the life of the contract.

- C. The Contractor shall ensure the wearing of necessary protective clothing (Arc Flash Clothing), masks, eye protection, hearing protection, etc. as required by any applicable laws, regulations, ordinances, and/or manufacturer's instruction. In the absence of Arc Flash label it shall be the Contractor's responsibility to determine the proper level PPE. If the Contractor deems that it is unsafe to remove a panel, this shall be communicated to the DMR with a written justification. Panels may be excluded only by mutual agreement between the DMR and the Contractor. Contractor shall comply with all applicable safety regulations including, but not limited to, NFPA 70E, OSHA 1910 Subpart S, and OSHA 1926 Subpart K requirements.
- D. All equipment used or designated for use in the performance of these services shall be properly maintained. Such equipment shall be subject to inspection by the County upon demand. Any equipment deemed faulty, inoperable, unsafe or improper for its intended purpose shall be moved from the County's premises.

Contractor shall provide the County Representative a detailed list of all testing equipment to be used, along with equipment calibration certificates, a minimum three weeks prior to service delivery and/or upon the request of the County in accordance with NFPA 70B and NETA-MTS.

Calibration Certificates shall be provided by a certified testing agency or laboratory indicating a device meets the design engineering standards established for the particular device.

## **6. SECURITY AND IDENTIFICATION**

Background checks for the Contractor's staff shall be approved by the County prior to working in any County facility. Detailed requirements for background checks and security requirements are further outlined under the Scope of Service, Supplemental Information. In accordance with the aforementioned section, the Contractor shall comply with all requirements and procedures for the various County facilities, including but not limited to Orange County Courthouse (OCCH), Orange County Correction Complex, Orange County Fire Rescue. Failure to adhere to all security and background requirements may result in contract cancellation.

## **7. TRAVEL AND PARKING**

- A. The Contractor shall be responsible for all of its travel and per diem costs to and from the various County facilities. Travel time and truck charges shall not be included when quoting and or invoicing for as-needed and diagnostic services and shall not be compensated by the County under any circumstances. Billable time starts at arrival on the job site where work is to be performed, not arrival on the campus.

- B. The County will identify locations where Contractor vehicle parking is available. If there is a cost associated with parking, those costs shall be paid by the Contractor or Contractor's employee. Orange County will not be responsible for any damage to Contractor or Contractor's employees' vehicles while parked on Orange County property. Vehicles towed from Orange County property will be at the expense of the Contractor or Contractor's employee. Contractor and Contractor's employee vehicles shall be properly identified.

## 8. GENERAL WORK REQUIREMENTS

Contractor shall be responsible for providing all labor, materials, tools, and equipment necessary to perform services under this contract.

A. The following definitions are provided for clarification:

- Infrared Thermographic Inspections – refers to the nondestructive testing of parts, materials or systems through the imaging of the thermal patterns at the object's surface. The terms *thermographic inspections* and *infrared surveys* are used interchangeably throughout this contract.
- Diagnostic Service - The act or process of identifying or determining the nature and cause of a malfunction or breakdown through evaluation, examination, and review. To troubleshoot a device to determine a course of action to return the device back to usable service.
- Electrical Equipment - refers only to the components part of the electrical distribution system such as, but not limited to:
  - Electric switchgear
  - Distribution boards
  - Circuit breakers and disconnects
  - Electricity meter
  - Transformers
  - Relays
  - Motor Control Centers
  - Automatic Transfer Switches
  - Surge Protectors

B. Contractor shall perform an annual comprehensive infrared thermographic inspection on all listed equipment while energized as well as other electrical distribution system components (with the exception of cabling) not specifically listed here. All spaces housing electrical distribution equipment shall be inspected.

C. In addition to the regularly scheduled infrared thermographic inspection, testing of automatic transfer switches shall include infrared thermographic inspection of the device while the emergency/alternate power source is supplying power. This shall be accomplished during the initial testing and annually thereafter.

- D. The electrical equipment testing method may require either primary and/or secondary injection, in accordance with applicable codes and standards, and as determined by the DMR. Contractor shall coordinate with DMR to establish appropriate testing method prior to all services performed on the designated electrical equipment.
- E. Power outages shall be limited to no more than twelve (12) hours in each building. The Contractor must complete all work requiring de-energized equipment within a single twelve (12) hour period. Buildings housing critical equipment shall not be de-energized more than once for accomplishment of these testing/inspection activities.
- F. The contractor shall provide a portable power source as necessary for testing. The County shall not be responsible for supplying power to Contractor's testing equipment.
- G. The Contractor shall submit a public record request for documentation of any prior electrical inspection and testing (please see General Terms and Conditions, Public Record Compliance). Contractor shall be responsible for all reproduction fees in accordance with the County Office of Management and Budget Fee Directory.
- H. The Contractor shall be solely responsible for the procurement of all testing equipment and equipment data/documentation necessary to ensure maintenance, inspection and testing compliance with current manufacturer requirements.
- I. All of the manufacturer's most recent recommendations and NFPA standards for testing and inspection shall be followed. The Contractor shall obtain the most recent manufacturer's recommendations. The Contractor shall inform the County if the specifications herein conflict with these recommendations.
- J. The Contractor shall notify the Contract Administrator and DMR in writing of any and all discrepancies between the procedures set out herein and the manufacturer's specific procedures and requirements.
- K. The Contractor shall protect existing warranties and follow manufacturer's recommendations during the warranty period while performing services.
- L. If during an inspection a condition is discovered that would require an emergency repair, the Contractor shall immediately notify the DMR and follow-up in writing to the DMR within twenty-four (24) hours of inspection.
- M. The Contractor shall not perform any services without a delivery order, unless it is an emergency service. Service does not include meetings, site surveys, and scheduling activities.
- N. Timely performance is of the essence to this contract, the Contractor shall notify the DMR of the receipt of a delivery order within twenty-four (24) hours of receipt.

- O. Contractor shall submit a service ticket for all services performed. At a minimum the service ticket shall detail the service technician's name, building name, date, County work order number, service performed, equipment information, findings and recommendations. The DMR may sign or initial service tickets only as acknowledgement of receipt of service.
- P. Requirements under this contract shall supersede any additional language added to work proposals, service tickets, and any other documents supplied by the Contractor.

## **9. COORDINATION OF SERVICES**

All service visits shall be coordinated with the County.

- A. Within sixty (60) days of contract award, the contractor shall perform an initial site survey to verify all electrical equipment included in this contract and produce a detailed inventory of electrical equipment, switchgear and components to be maintained. The survey shall be performed by a supervisor.
- B. All field verification of equipment shall be performed prior to the scheduling of any service. The contractor shall assess the condition, environment, configuration and requirement of the individual facility; perform any site preparation requirements, and produce a work plan for the services to be performed at each site.

The work plan shall be tailored to the building to be serviced and shall include the minimum information:

- Description of how work will be performed for each category of electrical equipment.
  - Approximate time requirements needed to perform services for each category of electrical equipment.
  - Assistance/coordination requirements needed from other entities.
  - Approximate number of technicians required to perform services based upon inspection and testing requirements for each category of electrical equipment.
  - Equipment calibration certifications for equipment to be used if they were not previously submitted and/or approved by the County.
- C. The County will provide to the Contractor a monthly inspection and testing schedule upon commencement of this contract. Contractor shall be required to follow testing schedule and coordinate all testing dates in advance with County DMR. The inspection and testing maintenance and testing schedule shall be per the building operational requirements and the schedule must be finalized at a minimum of three (3) weeks in advance of service to minimize any negative impact to County operations.

**1) Downtown District**

The Orange County Courthouse requires testing during non-standard working hours. The Command & Control Center located on the 2<sup>nd</sup> floor of the Courthouse – Building A, and the Warrants Section located on the 3<sup>rd</sup> floor of the Courthouse – Building C, are in operation twenty-four (24) hours per day each day of the year. Power interruption to these locations shall be carefully coordinated between the DMR and Contractor.

**2) 33rd Street District (Orange County Corrections)**

All services for 33rd Street District requires prior scheduling with Orange County Corrections Department. The following buildings require service to be performed during non-standard business hours, mostly Sundays after 8:00 PM.

- Cassady Building – 2450 W. 33rd St.
- Sheriff Sector IV – 2400 W. 33rd St.
- Booking and Release Center – 3663 S. John Young Pkwy.
- Corrections Support – 3741 Vision Blvd. shall require services after 6:00 PM during the week days.

No buildings at 33rd Street District shall sustain a complete power outage with the exception of the Cassady Building. Work scheduling for these locations shall be carefully coordinated between the DMR, Corrections Department personnel and Contractor.

- D. Work otherwise scheduled after hours may be performed during normal hours on County holidays with mutual agreement between the DMR and Contractor. There shall be no additional compensation for changes to PM schedules.

**10. WORK SPECIFICATIONS**

**A. Transformers, Dry-Type, Air-Cooled, Low-Voltage, Small**

NOTE: This category consists of power transformers with windings rated 600 volts or less and sizes equal to or less than 167 kVA single-phase or 500 kVA three-phase.

1. Visual and Mechanical Inspection

- a. Inspect physical and mechanical condition.
- b. Inspect anchorage, alignment, and grounding.
- c. Prior to cleaning the unit, perform as-found tests, if required.
- d. Clean the unit.
- e. Inspect bolted electrical connections for high resistance using one of the following methods:

- i. Use of a low-resistance ohmmeter.
    - ii. Verify tightness of accessible bolted electrical connections by calibrated torque-wrench method in accordance with manufacturer's published data.
    - iii. Perform a thermographic survey.
  - f. Perform as-left tests.
  - g. Verify that as-left tap connections are as specified.
- 2. Electrical Tests
  - a. Perform resistance measurements through bolted connections with a low-resistance ohmmeter, if applicable.
  - b. Perform insulation-resistance tests winding-to-winding and each winding-to-ground. Apply voltage in accordance with manufacturer's published data.
- 3. Test Values – Visual and Mechanical
  - a. Compare bolted connection resistance values to values of similar connections. Investigate values which deviate from those of similar bolted connections by more than fifty (50) percent of the lowest value.
  - b. Bolt-torque levels should be in accordance with manufacturer's published data.
  - c. Results of the thermographic survey shall be in accordance with specifications provided.
  - d. Tap connections are left as found unless otherwise specified.
- 4. Test Values – Electrical
  - a. Compare bolted electrical connection resistances to values of similar connections. Investigate values which deviate from those of similar bolted connections by more than fifty (50) percent of the lowest value.
  - b. Minimum insulation-resistance values of transformer insulation shall be in accordance with manufacturer's published data. Values of insulation resistance less than manufacturer's recommendations shall be investigated.

**B. Transformers, Dry-Type, Air-Cooled, Large**

NOTE: This category consists of power transformers with windings rated higher than 600 volts and low-voltage transformers larger than 167 kVA single-phase or 500 kVA three-phase.

1. Visual and Mechanical Inspection

- a. Inspect physical and mechanical condition including evidence of moisture and corona.
- b. Inspect anchorage, alignment, and grounding.
- c. Prior to cleaning the unit, perform as-found tests, if required.
- d. Clean the unit.
- e. Verify that control and alarm settings on temperature indicators are as specified.
- f. Verify that cooling fans operate correctly.
- g. Inspect bolted electrical connections for high resistance using one of the following methods:
  - i. Use of a low-resistance ohmmeter.
  - ii. Verify tightness of accessible bolted electrical connections by calibrated torque-wrench method in accordance with manufacturer's published data.
  - iii. Perform a thermographic survey
- h. Perform specific inspections and mechanical tests as recommended by the manufacturer.
- i. Perform as-left tests.
- j. Verify that as-left tap connections are as specified.
- k. Verify the presence of surge arresters.

2. Electrical Tests

- a. Perform resistance measurements through bolted connections with a low-resistance ohmmeter, if applicable.
- b. Perform insulation-resistance tests winding-to-winding and each winding-to-ground. Apply voltage in accordance with manufacturer's published data. Calculate polarization index.
- c. Verify correct secondary voltage phase-to-phase and phase-to-neutral after energization and prior to loading.
- d. Test surge arrestors in accordance with specifications.

3. Test Values – Visual and Mechanical

- a. Control and alarm settings on temperature indicators shall operate within manufacturer's recommendations for specified settings.
- b. Cooling fans shall operate.
- c. Compare bolted connection resistance values to values of similar connections. Investigate values which deviate from those of similar bolted connections by more than fifty (50) percent of the lowest value.
- d. Bolt-torque levels shall be in accordance with manufacturer's published data.
- e. Results of the thermographic survey shall be in accordance with specifications.
- f. Tap connections shall be left as found unless otherwise specified.

4. Test Values – Electrical

- a. Compare bolted connection resistance values to values of similar connections. Investigate values which deviate from those of similar bolted connections by more than fifty (50) percent of the lowest value.
- b. Minimum insulation-resistance values of transformer insulation shall be in accordance with manufacturer's published data. Values of insulation resistance less than manufacturer's recommendations shall be investigated. The polarization index shall be compared to previously obtained results and shall not be less than 1.0.
- c. Phase-to-phase and phase-to-neutral secondary voltages shall be in agreement with nameplate data.
- d. Test results for surge arresters shall be in accordance with specifications.

**C. Circuit Breakers, Vacuum, Medium-Voltage**

1. Visual and Mechanical Inspection

- a. Inspect physical and mechanical condition.
- b. Inspect anchorage, alignment, and grounding.
- c. Verify that all maintenance devices are available for servicing and operating the breaker.

- d. Prior to cleaning the unit, perform as-found tests, if required.
- e. Clean the unit.
- f. Inspect vacuum bottle assemblies.
- g. Measure critical distances such as contact gap as recommended by the manufacturer.
- h. If recommended by the manufacturer, slow close/open the breaker and check for binding, friction, contact alignment, contact sequence, and penetration.
- i. Perform all mechanical operation tests on the operating mechanism in accordance with manufacturer's published data.
- j. Inspect bolted electrical connections for high resistance using one of the following methods:
  - i. Use of a low-resistance ohmmeter.
  - ii. Verify tightness of accessible bolted electrical connections by calibrated torque-wrench method in accordance with manufacturer's published data.
  - iii. Perform a thermographic survey in accordance with specifications.
- k. Verify cell fit and element alignment.
- l. Verify racking mechanism operation.
- m. Inspect vacuum bellows operation.
- n. Use appropriate lubrication on moving current-carrying parts and on moving and sliding surfaces.
- o. Perform as-left tests.
- p. Record as-found and as-left operation counter readings.

2. Electrical Tests

- a. Perform resistance measurements through bolted connections with a low-resistance ohmmeter, if applicable.
- b. Perform insulation-resistance tests for one minute on each pole, phase-to-phase and phase-to-ground with circuit breaker closed and across each pole with the breaker open. Apply voltage in accordance with manufacturer's published data.
- c. Perform a contact/pole-resistance test.

- d. With breaker in a test position, perform the following tests:
    - i. Trip and close breaker with the control switch.
    - ii. Trip breaker by operating each of its protective relays.
    - iii. Verify mechanism charge, trip-free, and antipump functions.
  - e. Verify operation of heaters, if applicable.
  - f. Test instrument transformers in accordance with specifications
3. Test Values – Visual and Mechanical
- a. Mechanical operation and contact alignment shall be in accordance with manufacturer's published data.
  - b. Compare bolted connection resistance values to values of similar connections. Investigate values which deviate from those of similar bolted connections by more than fifty (50) percent of the lowest value.
  - c. Bolt-torque levels shall be in accordance with manufacturer's published data.
  - d. Results of the thermographic survey shall be in accordance with specifications.
  - e. Compare travel and velocity values to manufacturer's published data and previous test data.
4. Test Values – Electrical
- a. Compare bolted connection resistance values to values of similar connections. Investigate values which deviate from those of similar bolted connections by more than fifty (50) percent of the lowest value.
  - b. Insulation-resistance values of circuit breakers shall be in accordance with manufacturer's published data. Values of insulation resistance less than manufacturer's recommendations shall be investigated.
  - c. Microhm or millivolt drop values shall not exceed the high levels of the normal range as indicated in the manufacturer's published data. If manufacturer's data is not available, investigate values that deviate from adjacent poles or similar breakers by more than fifty (50) percent of the lowest value.
  - d. Breaker mechanism charge, close, open, trip, trip-free, and anti-pump features shall function as designed.
  - e. Heaters shall be operational.

- f. Results of instrument transformer tests shall be in accordance with specifications.

**D. Switches, Air, Medium Voltage, Metal Enclosed**

1. Visual and Mechanical Inspection

- a. Inspect physical and mechanical condition.
- b. Inspect anchorage, alignment, grounding, and required clearances.
- c. Prior to cleaning the unit, perform as-found tests, if required.
- d. Clean the unit.
- e. Verify correct blade alignment, blade penetration, travel stops, arc interrupter operation, and mechanical operation.
- f. Verify that fuse sizes and types are in accordance with drawings, short-circuit studies, and coordination study.
- g. Verify that expulsion-limiting devices are in place on all fuses having expulsion-type elements.
- h. Verify that each fuse holder has adequate mechanical support and contact integrity.
- i. Inspect bolted electrical connections for high resistance using one of the following methods:
  - i. Use of a low-resistance ohmmeter.
  - ii. Verify tightness of accessible bolted electrical connections by calibrated torque-wrench method in accordance with manufacturer's published data.
  - iii. Perform a thermographic survey in accordance with specifications.
- j. Verify operation and sequencing of interlocking systems.
- k. Verify that phase-barrier mounting is intact.
- l. Verify correct operation of all indicating and control devices.
- m. Use appropriate lubrication on moving current-carrying parts and on moving and sliding surfaces.
- n. Perform as-left tests.

2. Electrical Tests

- a. Perform resistance measurements through bolted connections with a low-resistance ohmmeter, if applicable.
- b. Measure contact resistance across each switchblade assembly and fuse holder.
- c. Perform insulation-resistance tests for one (1) minute on each pole, phase-to-phase and phase-to-ground with switch closed and across each open pole. Apply voltage in accordance with manufacturer's published data.
- d. Measure fuse resistance.
- e. Verify heater operation

3. Test Values – Visual and Mechanical

- a. Compare bolted connection resistance values to values of similar connections. Investigate values which deviate from those of similar bolted connections by more than fifty (50) percent of the lowest value.
- b. Bolt-torque values shall be in accordance with manufacturer's published data.
- c. Results of the thermographic survey shall be in accordance with specifications.

4. Test Values - Electrical

- a. Compare bolted connection resistance values to values of similar connections. Investigate values which deviate from those of similar bolted connections by more than fifty (50) percent of the lowest value.
- b. Microhm or millivolt drop values shall not exceed the high levels of the normal range as indicated in the manufacturer's published data. If manufacturer's data is not available, investigate values that deviate from adjacent poles or similar switches by more than fifty (50) percent of the lowest value.
- c. Insulation-resistance values shall be in accordance with manufacturer's published data. Values of insulation resistance less than manufacturer's recommendations shall be investigated. Over potential tests shall not proceed until insulation-resistance levels are raised above minimum values.
- d. Investigate fuse resistance values that deviate from each other by more than fifteen (15) percent.
- e. Heaters shall be operational.

**E. Motor Control, Motor Control Centers, Low Voltage - Switchgear and Switchboard Assemblies**

1. Visual and Mechanical Inspection

- a. Inspect physical, electrical, and mechanical condition including evidence of moisture or corona.
- b. Inspect anchorage, alignment, grounding, and required area clearances.
- c. Prior to cleaning the unit, perform as-found tests, if required.
- d. Clean the unit.
- e. Verify that fuse and/or circuit breaker sizes and types correspond to drawings and coordination study as well as to the circuit breakers address for microprocessor-communication packages.
- f. Verify that current and voltage transformer ratios correspond to drawings.
- g. Inspect bolted electrical connections for high resistance using one of the following methods:
  - i. Use of a low-resistance ohmmeter.
  - ii. Verify tightness of accessible bolted electrical connections by calibrated torque-wrench method in accordance with manufacturer's published data.
  - iii. Perform a thermographic survey in accordance with specifications.
- h. Confirm correct operation and sequencing of electrical and mechanical interlock systems
  - i. Attempt closure on locked-open devices. Attempt to open locked-closed devices.
  - ii. Make key exchange with all devices included in the interlock scheme as applicable.
- i. Use appropriate lubrication on moving current-carrying parts and on moving and sliding surfaces.
- j. Verify correct barrier and shutter installation and operation.
- k. Exercise all active components.
- l. Inspect mechanical indicating devices for correct operation.
- m. Verify that filters are in place and/or vents are clear.

- n. Perform visual and mechanical inspection of instrument transformers in accordance with specifications.
- o. Inspect control power transformers.
  - i. Inspect for physical damage, cracked insulation, broken leads, tightness of connections, defective wiring, and overall general condition.
  - ii. Verify that primary and secondary fuse ratings or circuit breakers match drawings.
  - iii. Verify correct functioning of draw out disconnecting and grounding contacts and interlocks.
- p. Perform as-left tests.

2. Electrical Tests

- a. Verify operation of switchgear/switchboard heaters and their controller, if applicable.

3. Test Values – Visual and Mechanical

- a. Compare bolted connection resistance values to values of similar connections. Investigate values which deviate from those of similar bolted connections by more than fifty (50) percent of the lowest value.
- b. Bolt-torque levels shall be in accordance with the manufacturer's published data.
- c. Results of the thermographic survey shall be in accordance with specifications.

4. Test Values - Electrical

- a. Verify operation of heaters, if applicable.

**F. Motor Control, Motor Control Centers, Low Voltage - Switches, Air, Low-Voltage**

1. Visual and Mechanical Inspection

- a. Inspect physical and mechanical condition.
- b. Inspect anchorage, alignment, grounding, and required clearances.
- c. Prior to cleaning the unit, perform as-found tests, if required.
- d. Clean the unit.

- e. Verify correct blade alignment, blade penetration, travel stops, and mechanical operation.
  - f. Verify that fuse sizes and types are in accordance with drawings, short-circuit study, and coordination study.
  - g. Verify that each fuse has adequate mechanical support and contact integrity.
  - h. Inspect bolted electrical connections for high resistance using one of the following methods:
    - i. Use of a low-resistance ohmmeter.
    - ii. Verify tightness of accessible bolted electrical connections by calibrated torque-wrench method in accordance with manufacturer's published data.
    - iii. Perform a thermographic survey in accordance with specifications.
  - i. Verify operation and sequencing of interlocking systems.
  - j. Verify phase-barrier mounting is intact.
  - k. Verify correct operation of indicating and control devices.
  - l. Use appropriate lubrication on moving current-carrying parts and on moving and sliding surfaces.
  - m. Perform as-left tests.
2. Electrical Tests
- a. Verify operation of heaters, if applicable.
3. Test Values – Visual and Mechanical
- a. Compare bolted connection resistance values to values of similar connections. Investigate values which deviate from those of similar bolted connections by more than fifty (50) percent of the lowest value.
  - b. Bolt-torque levels shall be in accordance with the manufacturer's published data.
  - c. Results of the thermographic survey shall be in accordance with specifications.
4. Test Values - Electrical
- a. Verify operation of heaters, if applicable.

**G. Motor Control, Motor Control Centers, Low Voltage - Circuit-Breakers, Air, Insulated-Case/Molded-Case**

1. Visual and Mechanical Inspection

- a. Inspect physical and mechanical condition.
- b. Inspect anchorage and alignment.
- c. Prior to cleaning the unit, perform as-found tests, if required.
- d. Clean the unit.
- e. Operate the circuit breaker to insure smooth operation.
- f. Inspect bolted electrical connections for high resistance using one of the following methods:
  - i. Use of a low-resistance ohmmeter.
  - ii. Verify tightness of accessible bolted electrical connections by calibrated torque-wrench method in accordance with manufacturer's published data.
  - ii. Perform a thermographic survey in accordance with specifications.
- g. Inspect operating mechanism, contacts, and arc chutes in unsealed units.
- h. Perform adjustments for final setting in accordance with coordination study provided by end user.
- i. Perform as-left tests.
- j. Reset all trip logs and indicators.

2. Test Values – Visual and Mechanical

- a. Results of the thermographic survey shall be in accordance with specifications.

**H. Motor Control, Motor Control Centers, Low Voltage - Motor Starters**

1. Visual and Mechanical Inspection

- a. Inspect physical and mechanical condition.
- b. Inspect anchorage and alignment.
- c. Prior to cleaning the unit, perform as-found tests, if required.

- d. Clean the unit.
  - e. Inspect contactors.
    - i. Verify mechanical operation.
  - f. Inspect bolted electrical connections for high resistance using one of the following methods.
    - i. Use of a low-resistance ohmmeter.
    - ii. Verify tightness of accessible bolted electrical connections by calibrated torque-wrench method in accordance with manufacturer's published data.
    - iii. Perform a thermographic survey in accordance with specifications.
  - g. Use appropriate lubrication on moving current-carrying parts and on moving and sliding surfaces.
  - h. Perform as-left tests.
2. Test Values – Visual and Mechanical
- a. Results of the thermographic survey shall be in accordance with specifications.

## **I. Emergency Systems, Automatic Transfer Switches**

1. Visual and Mechanical Inspection
- a. Inspect physical and mechanical condition.
  - b. Inspect anchorage, alignment, grounding, and required clearances.
  - c. Prior to cleaning the unit, perform as-found tests.
  - d. Clean the unit.
  - e. Use appropriate lubrication on moving current-carrying parts and on moving and sliding surfaces.
  - f. Verify that manual transfer warnings are attached and visible.
  - g. Verify tightness of all control connections.
  - h. Inspect bolted electrical connections for high resistance using one of the following methods:
    - i. Use of a low-resistance ohmmeter.

- ii. Verify tightness of accessible bolted electrical connections by calibrated torque-wrench method in accordance with manufacturer's published data.
- iii. Perform a thermographic survey in accordance with specifications.
- i. Perform manual transfer operation.
- j. Verify positive mechanical interlocking between normal and alternate sources.
- k. Perform as-left tests.

2. Electrical Tests

- a. Perform automatic transfer tests:
  - i. Simulate loss of normal power.
  - ii. Return to normal power.
- b. Verify correct operation and timing of the following functions:
  - i. Normal source voltage-sensing relays.
  - ii. Engine start sequence.
  - iii. Time delay upon transfer.
  - iv. Alternate source voltage-sensing relays.
  - v. Automatic transfer operation.
  - vi. Interlocks and limit switch function.
  - vii. Time delay and retransfer upon normal power restoration.
  - viii. Engine cool down and shutdown feature.

3. Test Values – Visual and Mechanical

- a. Results of the thermographic survey shall be in accordance with specifications.

4. Test Values – Electrical

- a. Control devices shall operate in accordance with manufacturer's published data.

- b. Automatic transfers shall operate in accordance with manufacturer's design.
- c. Operation and timing shall be in accordance with manufacturer's and/or system design requirements.

**J. Circuit Breakers, Air, Insulated Case/Molded-Case**

1. Visual and Mechanical Inspection

- a. Inspect physical and mechanical condition.
- b. Inspect anchorage and alignment.
- c. Prior to cleaning the unit, perform as-found tests, if required.
- d. Clean the unit.
- e. Operate the circuit breaker to insure smooth operation.
- f. Inspect bolted electrical connections for high resistance using one of the following methods:
  - i. Use of a low-resistance ohmmeter.
  - ii. Verify tightness of accessible bolted electrical connections by calibrated torque-wrench method in accordance with manufacturer's published data.
  - iii. Perform a thermographic survey in accordance with specifications.
- g. Inspect operating mechanism, contacts, and arc chutes in unsealed units.
- h. Perform adjustments for final setting in accordance with coordination study provided by end user.
- i. Perform as-left tests.
- j. Reset all trip logs and indicators.

2. Electrical Tests

- a. Perform resistance measurements through bolted connections with a low-resistance ohmmeter, if applicable.
- b. Perform insulation-resistance tests for one minute on each pole, phase-to-phase and phase-to-ground with the circuit breaker closed, and across each open pole. Apply voltage in accordance with manufacturer's published data.
- c. Perform a contact/pole-resistance test.

- d. Determine long-time pickup and delay by primary current injection.
- e. Determine short-time pickup and delay by primary current injection.
- f. Determine ground-fault pickup delay by primary current injection.
- g. Determine instantaneous pickup current by primary injection.
- h. Verify correct operation of auxiliary features such as trip and pickup indicators, zone interlocking, and trip unit battery condition.
- i. Verify correct operation of features such as electrical close and trip operation, trip-free, and anti-pump function. Reset all trip logs and indicators.

3. Test Values – Visual and Mechanical

- a. Compare bolted connection resistance values to values of similar connections. Investigate values which deviate from those of similar bolted connections by more than fifty (50) percent of the lowest value.
- b. Bolt-torque levels shall be in accordance with manufacturer's published data.
- c. Results of the thermographic survey shall be in accordance with specifications.

4. Test Values – Electrical

- a. Compare bolted connection resistance values to values of similar connections. Investigate values which deviate from those of similar bolted connections by more than fifty (50) percent of the lowest value.
- b. Insulation-resistance values shall be in accordance with manufacturer's published data. Values of insulation resistance less than manufacturer's recommendations should be investigated.
- c. Microhm or millivolt drop values shall not exceed the high levels of the normal range as indicated in the manufacturer's published data. If manufacturer's data is not available, investigate values that deviate from adjacent poles or similar breakers by more than fifty (50) percent of the lowest value.
- d. Insulation-resistance values of control wiring shall be comparable to previously obtained results but not less than two (2) megohms.

- e. Long-time pickup values shall be as specified, and the trip characteristic shall not exceed manufacturer's published time-current characteristic tolerance band, including adjustment factors. (Circuit breakers exceeding specified trip time shall be tagged defective.)
- f. Short-time pickup values shall be as specified, and the trip characteristic shall not exceed manufacturer's published time-current tolerance band. (Circuit breakers exceeding specified trip time shall be tagged defective.)
- g. Ground fault pickup values shall be as specified, and the trip characteristic shall not exceed manufacturer's published time-current tolerance band. (Circuit breakers exceeding specified trip time shall be tagged defective.)
- h. Instantaneous pickup values of molded-case circuit breakers shall fall within manufacturer's published tolerances. (Circuit breakers exceeding specified trip time shall be tagged defective.)
- i. Pickup values and trip characteristics shall be within manufacturer's published tolerances. (Circuit breakers exceeding specified trip time shall be tagged defective.)
- j. Auxiliary features shall function as designed.
- k. Breaker open, close, trip, trip-free, and anti-pump features shall function as designed.

## **K. Circuit Breakers, Air, Low Voltage Power**

### **1. Visual and Mechanical Inspection**

- a. Inspect physical and mechanical condition.
- b. Inspect anchorage, alignment and grounding.
- c. Verify that all maintenance devices are available for servicing and operating the breaker.
- d. Prior to cleaning the unit, perform as-found tests, if required.
- e. Clean the unit.
- f. Inspect arc chutes
- g. Inspect moving and stationary contacts for condition, wear, and alignment.
- h. Verify that primary and secondary contact wipe and other dimensions vital to satisfactory operation of the breaker are correct

- i. Perform all mechanical operator and contact alignment tests on both the breaker and its operating mechanism in accordance with manufacturer's published data.
- j. Inspect bolted electrical connections for high resistance using one of the following methods:
  - i. Use of a low-resistance ohmmeter.
  - ii. Verify tightness of accessible bolted electrical connections by calibrated torque-wrench method in accordance with manufacturer's published data.
  - iii. Perform a thermographic survey in accordance with specifications.
- k. Verify cell fit and element alignment.
- l. Verify racking mechanism operation.
- m. Use appropriate lubrication on moving current-carrying parts and on moving and sliding surfaces.
- n. Perform as-left tests.
- o. Record as-found and as-left operation counter readings, if applicable.

2. Electrical Tests

- a. Perform resistance measurements through bolted connections with a low-resistance ohmmeter, if applicable.
- b. Perform insulation-resistance tests for one minute on each pole, phase-to-phase and phase-to-ground with the circuit breaker closed, and across each open pole. Apply voltage in accordance with manufacturer's published data.
- c. Perform a contact/pole-resistance test.
- d. Determine long-time pickup and delay by primary current injection.
- e. Determine short-time pickup and delay by primary current injection.
- f. Determine ground-fault pickup delay by primary current injection.
- g. Determine instantaneous pickup current by primary injection.
- h. Test functions of the trip unit by means of secondary injection.

- i. Verify operation of charging mechanism.
  - j. Verify correct operation of auxiliary features such as trip and pickup indicators, zone interlocking, electrical close and trip operation, trip free, anti-pump function, and trip unit battery condition.
  - k. Reset all trip logs and indicators.
3. Test Values – Visual and Mechanical
- a. Compare bolted connection resistance values to values of similar connections. Investigate values which deviate from those of similar bolted connections by more than fifty (50) percent of the lowest value.
  - b. Bolt-torque levels shall be in accordance with manufacturer's published data.
  - c. Results of the thermographic survey shall be in accordance with specifications.
4. Test Values – Electrical
- a. Compare bolted connection resistance values to values of similar connections. Investigate values which deviate from those of similar bolted connections by more than fifty (50) percent of the lowest value.
  - b. Insulation-resistance values of breakers shall be in accordance with manufacturer's published data. Values of insulation resistance less than manufacturer's recommendations shall be investigated.
  - c. Microhm or millivolt drop values shall not exceed the high levels of the normal range as indicated in the manufacturer's published data. If manufacturer's data is not available, investigate values that deviate from adjacent poles or similar breakers by more than fifty (50) percent of the lowest value.
  - d. Long-time pickup values shall be as specified, and the trip characteristic shall not exceed manufacturer's published time-current characteristic tolerance band, including adjustment factors. (Circuit breakers exceeding specified trip time shall be tagged defective.)
  - e. Short-time pickup values shall be as specified, and the trip characteristic shall not exceed manufacturer's published time-current tolerance band. (Circuit breakers exceeding specified trip time shall be tagged defective.)

- f. Ground fault pickup values shall be as specified, and the trip characteristic shall not exceed manufacturer's published time-current tolerance band. (Circuit breakers exceeding specified trip time shall be tagged defective.)
- g. Instantaneous pickup values of molded-case circuit breakers shall fall within manufacturer's published tolerances. (Circuit breakers exceeding specified trip time shall be tagged defective.)
- h. Pickup values and trip characteristics shall be within manufacturer's published tolerances. (Circuit breakers exceeding specified trip time shall be tagged defective.)
- i. The charging mechanism shall operate in accordance with manufacturer's published data.
- j. Auxiliary features shall operate in accordance with manufacturer's published data.

**L. Protective Relays, Electromechanical and Solid state**

- 1. Visual and Mechanical Inspection
  - a. Inspect relays and cases for physical damage.
  - b. Prior to cleaning the unit, perform as-found tests, if required.
  - c. Clean the unit.
  - d. Relay Case
    - i. Tighten case connections.
    - ii. Inspect cover for correct gasket seal.
    - iii. Clean cover glass. Inspect shorting hardware, connection paddles, and/or knife switches.
    - iv. Remove any foreign material from the case.
    - v. Verify target reset
  - e. Relay
    - i. Inspect relay for foreign material, particularly in disk slots of the damping and electromagnets.
    - ii. Verify disk clearance. Verify contact clearance and spring bias.
    - iii. Inspect spiral spring convolutions. Inspect disk and contacts for freedom of movement and correct travel. Verify tightness of mounting hardware and connections. Burnish contacts. Inspect bearings and/or pivots.

- f. Verify that all settings are in accordance with coordination study or setting sheet supplied by owner.
  - g. Perform as-left tests.
2. Electrical Tests
- a. Inspect targets and indicators.
    - i. Determine pickup and dropout of electromechanical targets.
    - ii. Verify operation of all light-emitting diode indicators.
    - iii. Set contrast for liquid-crystal display readouts.
3. Functional Operation
- a. 2/62 Timing Relay
    - i. Determine time delay.
    - ii. Verify operation of instantaneous contacts.
  - b. 21 Distance Relay
    - i. Determine maximum reach.
    - ii. Determine maximum torque angle.
    - iii. Determine offset.
  - c. 24 Volts/Hertz Relay
    - i. Determine pickup frequency at rated voltage.
    - ii. Determine pickup frequency at a second voltage level.
    - iii. Determine time delay.
  - d. 25 Sync Check Relay
    - i. Determine closing zone at rated voltage.
    - ii. Determine maximum voltage differential that permits closing at zero degrees.
    - iii. Determine live line, live bus, dead line, and dead bus set points.
    - iv. Determine time delay.

- v. Verify dead bus/live line, dead line/live bus and dead bus/dead line control functions.
- e. 27 Undervoltage Relay
  - i. Determine dropout voltage.
  - ii. Determine time delay.
  - iii. Determine the time delay at a second point on the timing curve for inverse time relays.
- f. 32 Directional Power Relay
  - i. Determine minimum pickup at maximum torque angle.
  - ii. Determine closing zone.
  - ii. Determine maximum torque angle.
  - iv. Determine time delay.
  - v. Verify the time delay at a second point on the timing curve for inverse time relays.
- g. 40 Loss of Field (Impedance) Relay
  - i. Determine maximum reach.
  - ii. Determine maximum torque angle.
  - iii. Determine offset.
- h. 46 Current Balance Relay
  - i. Determine pickup of each unit.
  - ii. Determine percent slope
  - iii. Determine time delay.
- i. 46N Negative Sequence Current Relay
  - i. Determine negative sequence alarm level.
  - ii. Determine negative sequence minimum trip level.
  - iii. Determine maximum time delay.
  - iv. Verify two points on the  $(I_2)_{2t}$  curve.

- j. 47 Phase Sequence or Phase Balance Voltage Relay
  - i. Determine positive sequence voltage to close the normally open contact.
  - ii. Determine positive sequence voltage to open the normally closed contact (under voltage trip).
  - iii. Verify negative sequence trip.
  - iv. Determine time delay to close the normally open contact with sudden application of 120 percent of pickup.
  - v. Determine time delay to close the normally closed contact upon removal of voltage when previously set to rated system voltage.
- k. 49R Thermal Replica Relay
  - i. Determine time delay at 300 percent of setting.
  - ii. Determine a second point on the operating curve.
  - iii. Determine pickup.
- l. 49T Temperature (RTD) Relay
  - i. Determine trip resistance.
  - ii. Determine reset resistance.
- m. 50 Instantaneous Overcurrent Relay
  - i. Determine pickup.
  - ii. Determine dropout.
  - iii. Determine time delay.
- n. 51 Time Overcurrent
  - i. Determine minimum pickup.
  - ii. Determine time delay at two points on the time current curve.
- o. 55 Power Factor Relay
  - i. Determine tripping angle.
  - ii. Determine time delay.
- p. 59 Overvoltage Relay
  - i. Determine overvoltage pickup.

- ii. Determine time delay to close the contact with sudden application of 120 percent of pickup.
- q. 60 Voltage Balance Relay
  - i. Determine voltage difference to close the contacts with one source at rated voltage.
- r. 63 Transformer Sudden Pressure Relay
  - i. Determine rate-of-rise or the pickup level of suddenly applied pressure in accordance with manufacturer's published data.
  - ii. Verify operation of the 63 FPX seal-in circuit.
  - iii. Verify trip circuit to remote operating device.
- s. 64 Ground Detector Relay
  - i. Determine maximum impedance to ground causing relay pickup.
- t. 67 Directional Overcurrent Relay
  - i. Determine directional unit minimum pickup at maximum torque angle.
  - ii. Determine closing zone.
  - iii. Determine overcurrent unit pickup.
  - iv. Determine overcurrent unit time delay at two points on the time current curve.
- u. 79 Reclosing Relay
  - i. Determine time delay for each programmed reclosing interval.
  - ii. Verify lockout for unsuccessful reclosing.
  - iii. Determine reset time.
  - iv. Verify instantaneous overcurrent lockout.
- v. 81 Frequency Relay
  - i. Verify frequency set points.
  - ii. Determine time delay.
  - iii. Determine undervoltage cutoff.

- w. 85 Pilot Wire Monitor
  - i. Determine overcurrent pickup.
  - ii. Determine undercurrent pickup.
  - iii. Determine pilot wire ground pickup level.
- x. 87 Differential
  - i. Determine operating unit pickup.
  - ii. Determine the operation of each restraint unit.
  - iii. Determine slope.
  - iv. Determine harmonic restraint.
  - v. Determine instantaneous pickup.

4. Control Verification

Verify that each of the relay contacts performs its intended function in the control scheme including breaker trip tests, close inhibit tests, 86 lockout tests, and alarm functions

5. Test Values

- a. When not otherwise specified, use manufacturer's recommended tolerances.
- b. When critical test points are specified, the relay shall be calibrated to those specified points even though other test points may be out of tolerance

**M. Polyphase Surge Protector**

1. Visual and Mechanical Inspection

- a. Inspect physical and mechanical condition.
- b. Inspect anchorage, alignment, and grounding.
- c. Prior to cleaning the unit, perform as-found tests.
- d. Clean the unit.
- e. Inspect bolted electrical connections for high resistance using one of the following methods:
  - i. Use of a low-resistance ohmmeter.
  - ii. Verify tightness of accessible bolted electrical connections by calibrated torque-wrench method in accordance with manufacturer's published data.

- f. Verify that the ground lead on each device is individually attached to a ground bus or ground electrode.
  - g. Perform as-left tests.
2. Electrical Tests
- a. Perform resistance measurements through bolted connections with a low-resistance ohmmeter, if applicable.
3. Test Values – Visual and Mechanical
- a. Compare bolted connection resistance values to values of similar connections. Investigate values which deviate from those of similar bolted connections by more than fifty (50) percent of the lowest value.
  - b. Bolt-torque levels should be in accordance with manufacturer's published data.
4. Test Values – Electrical
- a. Compare bolted connection resistance values to values of similar connections. Investigate values which deviate from those of similar bolted connections by more than fifty (50) percent of the lowest value.

## **N. Infrared Thermographic Inspection**

At a minimum, equipment to be inspected shall include all current-carrying devices.

1. Visual and Mechanical Inspection
- a. Inspect physical and mechanical condition.
  - b. Contractor shall remove all necessary covers prior to infrared thermographic inspection. Use appropriate caution, safety devices, and personal protective equipment.
2. Infrared Thermographic Inspection Report
- Provide a report which includes the following:
- a. Description of equipment to be tested.
  - b. Discrepancies.
  - c. Temperature difference between the area of concern and the reference area.
  - d. Probable cause of temperature difference.
  - e. Areas inspected. Identify inaccessible and/or unobservable areas and/or equipment.

- f. Identify load conditions at time of inspection.
  - g. Provide photographs and/or thermograms of the deficient area.
  - h. Provide recommended action for repair.
3. Test Parameters
- a. Inspect distribution systems with imaging equipment capable of detecting a minimum temperature difference of 1° C at 30° C.
  - b. Equipment shall detect emitted radiation and convert detected radiation to visual signal.
  - c. Infrared thermographic inspection should be performed during periods of maximum possible loading in accordance with NFPA 70B.
4. Test Results

Vendor shall supply suggested actions based on temperature rise.

## 11. REPORTING REQUIREMENTS

All inspection reports shall be presented on “CD” or comparable digital format as well as on 8-½ inch x 11 inch sheets and arranged in a 3-ring binder with tabs for division of each building and system and/or item of equipment therein.

- A. Infrared Thermographic Inspection Report:** The Contractor shall submit two (2) copies of the report to the County DMR within fourteen (14) calendar days following the completion of thermo-graphic inspections for all systems and items of equipment included in this contract for each performance period therein. Report shall:
- o Identify equipment and include color photo and IR photo of all listed equipment to include date, time and IR thermographer regardless of if a problem was identified.
  - o Identify critical deficiencies requiring immediate attention due to the possibility of immanent system/equipment failure and/or potential injury to personnel.
  - o Identify non-critical “hot-spots”
  - o Include color photographs identifying the “hot” area(s).
- B. Final Report:** The Contractor shall submit three (3) copies of the report to the County DMR within thirty (30) calendar days following the completion of required maintenance and testing for all systems and items of equipment included in the contract for each performance period therein. The final report shall include, as a minimum,

- Technician's name
- Type of service performed.
- Date(s) when the service was scheduled, started, and completed
- Description of conditions at the time service was performed, maintenance and testing performed by the Contractor, results of testing, and remaining deficiencies to be corrected at a later date.
- Color photographs to indicate existing conditions and work completed/remaining.
- The Contractor shall develop and use industry standard testing and calibration reports (electronic format) for each piece of electrical equipment inspected and tested in accordance with this contract.
- Recommendations

The Contractor shall provide reporting information even if there are no deficiencies found during inspections.

- C. The Contractor shall provide all required reports to the DMR prior to invoicing for services performed. Invoices will be rejected and payment to the Contractor placed on hold until all documentations are received and approved by the DMR.
- D. Contractor shall meet with DMR as requested to review reports and operating procedures and shall attend any additional meetings as requested by DMR and Contract Administrator.

## 12. **DIAGNOSTIC SERVICES**

The Contractor shall perform diagnostic services only when directed by the County DMR. The Contractor shall be responsible for coordinating the delivery of services with the County's DMR or authorized designee.

### A. **DIAGNOSTIC SERVICE**

1. The Contractor shall provide diagnostic service as requested by the County.
2. The Contractor shall be required to respond by visiting the site within four (4) hours after notification by the County for diagnostic service request or as mutually agreed upon in writing between the County and the Contractor.
3. Upon completion of the diagnosis, Contractor shall immediately notify the County DMR, or designee, of the results and recommendations for repairs. All verbal notification shall be followed up by a written report within twenty-four (24) hours of service completion.

4. Completed invoice, along with service ticket, and back-up documentation shall be submitted within twenty-four (24) hours of diagnostic service.
5. Diagnostic services shall be billable per the diagnostic rate listed on the Bid Proposal Form. Diagnostic charge includes labor hours only. This does not include travel time or time spent preparing quote documents.

Contractor shall ensure that diagnostic services are performed by supervisor. The County shall not be held responsible for nor shall the Contractor invoice for diagnostic errors. Should Contractor receive payment, such payment for errors on the part on the Contractor shall be reimbursed in full by the Contractor to the appropriate County department.

### **13. INVOICING REQUIREMENTS**

- A. Upon delivery and acceptance of service and all required reports, associated cost shall be submitted by invoice to the County along with supporting documentations and receipts. The Contractor shall reference the contract number and the appropriate delivery order number on all invoices. Format of invoices shall align with delivery orders, unless otherwise agreed on in writing.

**At minimum, an invoice shall contain the following information:**

- Purchase/Delivery order number;
  - Date of delivery;
  - Total labor shall be rounded up/down to the nearest thirty (30) minutes (per County's work order)
  - Service location (Building number and address)
- B. Electrical testing and inspections shall be invoiced separately under different invoice numbers from diagnostic service. Invoices shall itemize labor per contract pricing.
  - C. Service shall be invoiced according to the bid response form. There is no overtime allowed for testing and inspections performed during standard and non-standard hours. Service shall NOT include travel time. Only properly documented on-site time shall be compensated.
  - D. The Contractor shall provide a copy of the service ticket with the invoice for verification of actual labor hours and parts used on the job. Contractor shall submit complete documentation to include the name of the County Representative who requested the work, and confirmation that the work was completed.
  - E. The County shall review invoices for required information. The County shall have the authority to reject invoices based on missing information and improper invoice format. The County will not process these invoices until the deficiencies are corrected.

- F. Contractor shall not invoice the County for services not accepted by the County and for any diagnostic errors on the part of the Contractor. Should the County received such invoices, they shall be rejected.
- G. The Contractor shall submit monthly statements of unpaid invoices to each department ordering services under this contract.

**At minimum, the statement shall contain the following information:**

- Statement date
- Invoice numbers
- Invoice dates
- Invoice total or unpaid balance if different from invoice total
- Delivery order number corresponding to each invoice listed
- Balance carry forward
- Cumulative outstanding balance

Statements shall be sent to the corresponding ordering department by the 15<sup>th</sup> of each month for service performed in the prior month and as requested by the County.

**SCOPE OF SERVICE  
SUPPLEMENTAL INFORMATION**

**1. SECURITY AND IDENTIFICATION**

- A. All costs for background investigations shall be Contractor's responsibility. The County will have the right to request any additional investigative background information including, but not limited to, the employment record, Right-To-Know records, E-Verify system records (if the Contractor uses this service as a means to determine employment eligibility, available through [www.uscis.gov](http://www.uscis.gov)), training records, payroll records, position for which hired including site location of any personnel assigned to perform the services. The Contractor shall furnish, in writing, such information to the extent allowed by law, prior to commencement of services. The County reserves the right to conduct its own investigation of any employee of the Contractor.
- B. Background Checks for the Contractor's staff shall be approved by the County prior to working in any County facility. Contractors are responsible for obtaining the necessary forms for background checks as follows:
1. For all Contractor's staff that will be working at the Courthouse Complex or Courthouse related facilities, including the Juvenile Justice Center, - request forms from the Facilities Management Downtown District via e-mail from [James.Scott@ocfl.net](mailto:James.Scott@ocfl.net)
  2. For all Contractor's staff that will be working at the Sheriff's Central Complex or any other Sheriff related facility - request forms from the Facilities Management Special Services District via e-mail from [Bruce.Heffelbower@ocfl.net](mailto:Bruce.Heffelbower@ocfl.net).
  3. For all Contractor's staff that will be working at Corrections or a Correction related facilities - request forms via e-mail from [MichaelJeffrey.Adkins@ocfl.net](mailto:MichaelJeffrey.Adkins@ocfl.net).
  4. For all Contractor's staff that will be working at other Orange County facilities – a Criminal History Check, conducted at the FDLE website ([www.fdle.state.fl.us/](http://www.fdle.state.fl.us/) - there is a cost to the contractor), is required. Contact [Bruce.Heffelbower@ocfl.net](mailto:Bruce.Heffelbower@ocfl.net) for specifics before completing the check.

For security purposes and to maintain privacy when submitting FDLE Background Checks via e-mail the subject line of the email must contain the following: \*\*\*EXEMPT\*\*\*

Due to the time required to process background checks, the Contractor should allow 2-3 weeks turn-around time. Each County Representative will inform the contractor of their Background Check results.

Upon Background Check approval, the Contractor's staff shall go to the Orange County Human Resources office located at 450 E. South St., Orlando, FL 32801 with an Affidavit of Identity form (issued by Contractor, sample form in contract documents) and a State of Florida I.D. or Driver's License to obtain their Orange County photo I.D. badge.

- C. Contractor personnel assigned to, or working within the State Attorney's Office at the Orange County Courthouse or the Juvenile Justice Center shall be required to complete the following minimum screening procedures:

A State of residency and national fingerprint-based record check shall be conducted for all contract personnel who have direct access to the State Attorney's building. Access to the State Attorney's building or Juvenile Justice will be denied until said record check is performed and approved by the State Attorney or Orange County Sheriff's representative assigned to review such records.

1. All requests for access shall be made as specified by the State Attorney or Orange County Sheriff's Office.
  2. When identification of an employee with a criminal history has been established by fingerprint comparison, said criminal history will be reviewed by the State Attorney or Sheriff's Office to determine whether the employee will be granted access.
  3. A Contractor employee found to have a criminal record consisting of felony conviction(s) will be disqualified, and denied access to the State Attorney's building.
  4. A Contractor employee will also be denied access on the basis of confirmation that arrest warrants are outstanding for said employee.
  5. The State Attorney or Sheriff's Office will maintain a list of Contractor personnel who have been authorized access to the State Attorney's building and the Juvenile Justice Center.
  6. A Contractor's employee with a record of misdemeanor offense(s) may be granted access the State Attorney's building or Juvenile Justice if it is determined that the nature or severity of the misdemeanor offense(s) do not warrant disqualification. The decision of the State Attorney or Sheriff's Office shall be final.
- D. Contractor's employees shall not be allowed to work in Orange County facilities without completed and approved background investigations.
- E. Upon termination or transfer of any employee of the Contractor working under this contract, the Contractor shall immediately notify the County's Representative, in writing, of such termination or transfer and return said employee's Orange County photo I.D. badge to the Facilities Management Division Contract Administrator.
- F. The Contractor shall report the arrest of any employee working under the terms of this contract to the County's Representative within twenty four (24) hours of the arrest or knowledge of the arrest. It shall be subject to the approval of the County whether the employee shall continue to work at County locations within this contract.

- G. The Contractor shall remove from County premises any of his employees who, in the opinion of the County's Representative, is not performing the services in a proper manner or does not comply with the rules and regulations of the County. The Contractor shall in no way, interpret such removal to require dismissal or other disciplinary action of the employee. The County's Representative will request that anyone suspected of working under the influence of alcohol or controlled substances be removed from the workplace. The Contractor shall establish, implement and maintain procedures and controls to ensure that their employees comply with all applicable provisions of the contract and all site rules and practices of the County.
- H. The Contractor shall not use employees of any temporary employment agency to supplement his work force in County buildings for any reason. Only Contractor employees shall be used to perform the required services of this contract unless otherwise approved, in writing, by the County's Representative.
- I. The Contractor shall prevent its employees from tampering with any owned items of County employees or County owned property or entering into any area unless required in the performance of the services.
- J. Contractor personnel are required to wear uniforms and employer identification badges displaying their company name to adequately identify them as company staff. The contractor shall ensure that all of its employees are clean, neat and appropriately attired during performance of the services.
- K. The Contractor shall ensure all employees prominently wear the ID badge on the front of his or her uniform at all times while on County premises.
- L. Access to a site must be coordinated through the County's Representative.
- M. Sixty (60) days prior to each Contract renewal or contract end, the Contractor's Orange County photo ID badge will be inventoried by the Facilities Management Division Contract Administrator. At that time, the Contractor will be advised of any missing ID cards. If any ID Cards are missing, the Contractor will be charged a \$25.00 fee per each missing ID badge.

**SPECIAL CONDITIONS FOR WORKING AT THE CORRECTIONS COMPLEX**

The following are specific conditions and rules that must be followed while providing services at the Corrections Complex.

1. All Contractor employees shall carry a valid ID at all times.
2. The Contractor shall provide a list of all employees that will be working inside any jail. A full criminal history shall be run on each employee by the Corrections Department at no cost to the Contractor. No Contractor employee will be allowed to work inside

any jail if they are on active probation, home confinement, parole or have been arrested within the last five (5) years or have been arrested for any crime involving violence, drugs or theft. The Contractor employee list shall include:

- a. Employee's Full name
  - b. Employee's date of birth
  - c. Employee's Race/Sex
  - d. Employee's Social Security Number
  - e. Employee's Driver's License number
3. Only authorized employees of the Contractor shall be allowed to work at Corrections. WORK RELEASE INMATES ARE NOT AUTHORIZED TO WORK ON ANY JAIL PROJECT.
  4. Contractor's employee shall wear their Contractor issued ID on the collar of their shirt at all times while on the Corrections compound. This ID will be issued to each Contractor employee at the North perimeter building and will only be given upon surrendering of a valid personal ID.
  5. If an ID is lost, the Contractor's employee shall report it immediately to their escort officer.
  6. In the event of an emergency, the Contractor's employee shall report it to the nearest Corrections staff member. They will contact 911.
  7. The Contractor's employees shall follow direction of the escort officer at all times.
  8. The Contractor's employees shall not bring tobacco or tobacco products inside any jail or on top of any roof or within any jail fence line.
  9. The Contractor's employees shall not bring or wear hats or sunglasses inside any facility.
  10. The Contractor's employees shall not bring any cell phones inside the facility unless authorized by Corrections.
  11. Contractor vehicles shall have the windows rolled up and be locked at all times and parked in only pre-authorized areas.
  12. The Contractor shall ensure that during breaks, if a Contractor's employee leaves an area, all tools must be removed.
  13. All Contractor tools will be inventoried going into and out of a facility. Contractor shall ensure that employees take in only what is needed to perform the services.

14. At the end of each workday, the Contractor shall ensure that all tools and debris are collected. The Contractor shall conduct an inspection of all areas to ensure all tools are accounted for.
15. No illegal drugs or drug paraphernalia are allowed in the compound.
16. No weapons, guns or ammunition are allowed in the compound.
17. The Contractor shall ensure that no inmate interaction occurs. The Contractor's employees shall not talk to or give or receive anything from an inmate, including cigarettes.
18. The Contractor shall only use storage areas approved at the beginning of the project, unless otherwise permitted during a project by Corrections.
19. The Contractor shall not leave clothing unattended.

**BID PROPOSAL FORM**  
**IFB#Y17-1141-OW**  
**Electrical Equipment Inspection Testing and Diagnostic Services**

The Contractor shall provide all labor and other resources necessary to provide the supplies, equipment and/or services in strict accordance with the specifications defined in this solicitation for the amounts specified in this Bid Proposal Form, inclusive of overhead, profit and any other costs. **Note: If for any reason services scheduled during the current contract year cannot be performed during that contract year, these services may be scheduled for a later date or different contract year at the price on the Bid Proposal Form.**

**BASE YEAR - LOT 1, DOWNTOWN DISTRICT BUILDINGS**

<u>#</u>	<u>DESCRIPTON</u>	<u>PM FREQUENCY</u>	<u>UNIT PRICE</u> <u>(per service)</u>	<u>TOTAL UNITS</u>	<u>TOTAL BID</u>
<b>Admin Center – 201 S. Rosalind Ave (#9001.01)</b>					
1	Main Switchboard	Every three years	\$_____ X	2	= \$_____
2	Low Voltage Molded Case Circuit Breakers	Every three years	\$_____ X	37	= \$_____
3	Power Current Breakers	Every three years	\$_____ X	28	= \$_____
4	Transformers, Dry-Type, Air Cooled, Low Voltage, Small	Every three years	\$_____ X	7	= \$_____
5	Panelboard	Annual	\$_____ X	2	= \$_____
6	Automatic Transfer Switch	Annual	\$_____ X	3	= \$_____
7	Thermographic Inspection of Energized Equipment	Annual	\$_____ X	1	= \$_____
<b>Admin Center Building Total</b>					<b>\$_____</b>

\_\_\_\_\_  
Company Name

**Admin Center Energy Building - 201 S. Rosalind Ave. (#9001.10)**

8	Low Voltage Molded Case Circuit Breakers	Every three years	\$_____	X	8	= \$_____
9	Power Circuit Breaker	Every three years	\$_____	X	1	= \$_____
10	Thermographic Inspection of Energized Equipment	Annual	\$_____	X	1	= \$_____

**Admin Center Energy Building Total**    \$\_\_\_\_\_

**Courthouse – Building A – 435 N. Orange Ave. (#0020.01)**

11	Main Switchboard	Every three years	\$_____	X	1	= \$_____
12	Med Voltage Dry Type Transformer	Every three years	\$_____	X	1	= \$_____
13	Med Voltage Switchgear Current Interrupter Switch	Every three years	\$_____	X	2	= \$_____
14	Low Voltage Molded Case Circuit Breakers	Every three years	\$_____	X	17	= \$_____
15	Power Circuit Breaker – 4000A	Every three years	\$_____	X	1	= \$_____
16	Transformers, Dry-Type, I Air-Cooled, Low-Voltage, Small	Every three years	\$_____	X	12	= \$_____
17	Motor Control Center (3 sections)	Annual	\$_____	X	1	= \$_____
18	Automatic Transfer Switch	Annual	\$_____	X	1	= \$_____
19	Thermographic Inspection of Energized Equipment	Annual	\$_____	X	1	= \$_____

**Courthouse Building A Total**    \$\_\_\_\_\_

\_\_\_\_\_  
Company Name

**Courthouse – Building B – 415 N. Orange Ave. (#0020.02)**

20	Main Switchboard	Every three years	\$_____	X	1	= \$_____
21	Med Voltage Dry Type Transformer	Every three years	\$_____	X	1	= \$_____
22	Med Voltage Switchgear Load Current Interrupter Switch	Every three years	\$_____	X	2	= \$_____
23	Low Voltage Molded Case Circuit Breakers	Every three years	\$_____	X	14	= \$_____
24	Power Circuit Breaker 4000A	Every three years	\$_____	X	1	= \$_____
25	Transformers, Dry-Type, Air-Cooled, Low-Voltage, Small	Every three years	\$_____	X	9	= \$_____
26	Motor Control Center (3 sections)	Annual	\$_____	X	1	= \$_____
27	Automatic Transfer Switch	Annual	\$_____	X	1	= \$_____
28	Thermographic Inspection of Energized Equipment	Annual	\$_____	X	1	= \$_____

**Courthouse Building B Total**    \$\_\_\_\_\_

**Courthouse – Building C – 425 N. Orange Ave. (#0020.03)**

29	Main Switchboard	Every three years	\$_____	X	6	= \$_____
30	Med Voltage Dry Type Transformer	Every three years	\$_____	X	5	= \$_____
31	Med Voltage Switchgear Load Current Interrupter Switch	Every three years	\$_____	X	12	= \$_____
32	Low Voltage Molded Case Circuit Breakers	Every three years	\$_____	X	39	= \$_____

\_\_\_\_\_  
Company Name

33	Power Circuit Breaker 4000A	Every three years	\$_____	X	6	= \$_____
34	Med Voltage Vacuum Breaker Visi/Vac	Every three years	\$_____	X	6	= \$_____
35	Transformers, Dry-Type, Air-Cooled, Low-Voltage, Small	Every three years	\$_____	X	73	= \$_____
36	Protective Relays	Every three years	\$_____	X	20	= \$_____
37	Motor Control Center (1-15 sections, 1-11 sections)	Annual	\$_____	X	2	= \$_____
38	Automatic Transfer Switch	Annual	\$_____	X	2	= \$_____
39	Thermographic Inspection of Energized Equipment	Annual	\$_____	X	1	= \$_____
<b>Courthouse Building C Total</b>						\$_____

**Courthouse – Central Energy Plant – 76 E. Amelia St. (#0020.04)**

40	Main Switchboard	Every three years	\$_____	X	5	= \$_____
41	Med Voltage Dry Type Transformer	Every three years	\$_____	X	4	= \$_____
42	Low Voltage Molded Case Circuit Breakers	Every three years	\$_____	X	13	= \$_____
43	Power Circuit Breaker 4000A	Every three years	\$_____	X	3	= \$_____
44	Med Voltage Breaker CEPS & SES	Every three years	\$_____	X	22	= \$_____
45	Transformers, Dry-Type, Air-Cooled, Low-Voltage, Small	Every three years	\$_____	X	2	= \$_____

\_\_\_\_\_  
Company Name

46	Protective Relays	Every three years	\$_____	X	76	= \$_____
47	Motor Control Center (1 panel-11 sections, 1 panel-7 sections)	Annual	\$_____	X	2	= \$_____
48	Automatic Transfer Switch	Annual	\$_____	X	1	= \$_____
49	Thermographic Inspection of Energized Equipment	Annual	\$_____	X	1	= \$_____

**Courthouse Central Energy Plant Total \$\_\_\_\_\_**

**Internal Operations Centre I – 450 E. South St. (#1001.02)**

50	Thermographic Inspection of Energized Equipment	Annual	\$_____	X	1	= \$_____
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**Internal Operations Center I Total \$\_\_\_\_\_**

**Internal Operations Centre II – 400 E. South St. (#1001.01)**

51	Automatic Transfer Switch	Annual	\$_____	X	1	= \$_____
52	Thermographic Inspection of Energized Equipment	Annual	\$_____	X	1	= \$_____

**Internal Operations Center II Total \$\_\_\_\_\_**

**Regional History Center – 65 E. Central Blvd. (#9027.01)**

53	Switchboard Main MDS	Every three years	\$_____	X	2	= \$_____
54	Low Voltage Molded Case Circuit Breakers	Every three years	\$_____	X	18	= \$_____
55	Power Circuit Breaker 4000A 480V	Every three years	\$_____	X	1	= \$_____
56	Transformers, Dry-Type, Air-Cooled, Low-Voltage, Small	Every three years	\$_____	X	7	= \$_____

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Company Name

57	Automatic Transfer Switch	Annual	\$_____	X	2	= \$_____
58	Thermographic Inspection of Energized Equipment	Annual	\$_____	X	1	= \$_____

**Regional History Center Total \$\_\_\_\_\_**

**Housing & Community Development – 525 E. South St. (#9310.01)**

59	Thermographic Inspection of Energized Equipment	Annual	\$_____	X	1	= \$_____
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**Downtown Tag Agency – 301 S. Rosalind Ave. (#9300.02)**

60	Thermographic Inspection of Energized Equipment	Annual	\$_____	X	1	= \$_____
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**Total Estimated Bid, Base Year – Lot 1 \$\_\_\_\_\_**

*Downtown total distribution panels 542; not including fused/non-fused disconnects contactors and starters*

**BASE YEAR - LOT 2, 33<sup>rd</sup> STREET DISTRICT BUILDINGS**

<b>#</b>	<b><u>DESCRIPTON</u></b>	<b><u>PM FREQUENCY</u></b>	<b><u>UNIT PRICE</u></b> <b><u>(per service)</u></b>	<b><u>TOTAL UNITS</u></b>	<b><u>TOTAL BID</u></b>
<b>Central Energy Plant 1 – 3761 Vision Blvd. (#9097.23)</b>					
61	Main Switchboard	Every three years	\$_____ X	1	= \$_____
62	Power Circuit Breaker 3000A	Every three years	\$_____ X	5	= \$_____
63	Transformers, Dry Type, Air Cooled, Low Voltage	Every three years	\$_____ X	3	= \$_____
64	Manual Switches	Every three years	\$_____ X	20	= \$_____

\_\_\_\_\_  
Company Name

65	Low Voltage Molded Case Circuit Breakers	Every three years	\$_____	X	28	= \$_____
66	Automatic Transfer Switch	Every three years	\$_____	X	3	= \$_____
67	Thermographic Inspection of Energized Equipment	Annual	\$_____	X	1	= \$_____
68	Motor Control Center (8 sections)	Annual	\$_____	X	1	= \$_____

**Central Energy Plant 1 Total**      \$\_\_\_\_\_

**Central Energy Plant 2 – 3776 Vision Blvd. (#9097.28)**

69	Main Switchboard	Every three years	\$_____	X	2	= \$_____
70	Transformers, Dry Type, Air Cooled, Low Voltage	Every three years	\$_____	X	3	= \$_____
71	Circuit Breakers, Air, Insulated/Molded Case	Every three years	\$_____	X	35	= \$_____
72	Manual Transfer Switches	Every three years	\$_____	X	14	= \$_____
73	Power Circuit Breakers 2500A	Every three years	\$_____	X	1	= \$_____
74	Automatic Transfer Switch	Every three years	\$_____	X	6	= \$_____
75	Motor Starters	Every three years	\$_____	X	9	= \$_____
76	Thermographic Inspection of Energized Equipment	Annual	\$_____	X	1	= \$_____

**Central Energy Plant 2 Total**      \$\_\_\_\_\_

\_\_\_\_\_  
Company Name

**Corrections Support – 3723 Vision Blvd. (#9097.01)**

77	Thermographic Inspection of Energized Equipment	Annual	\$_____	X	1	= \$_____
<b>Corrections Support Total</b>						\$_____

**Corrections “A” Building – 3741 Vision Blvd. (9097.05)**

78	Main Switchboard	Every three years	\$_____	X	1	= \$_____
79	Transformers, Dry-Type, Air-Cooled, Low-Voltage, Small	Every three years	\$_____	X	3	= \$_____
80	Power Circuit Breakers 1200A	Every three years	\$_____	X	1	= \$_____
81	Manual Transfer Switches	Every three years	\$_____	X	3	= \$_____
82	Circuit Breakers, Air, Insulated/Molded Case	Every three years	\$_____	X	24	= \$_____
83	Thermographic Inspection of Energized Equipment	Annual	\$_____	X	1	= \$_____
<b>Corrections “A” Building Total</b>						\$_____

**Corrections “B” Building – 3741 Vision Blvd. (9097.17)**

84	Main Switchboard	Every three years	\$_____	X	1	= \$_____
85	Power Circuit breaker 1000A	Every three years	\$_____	X	1	= \$_____
86	Manual Transfer Switches	Every three years	\$_____	X	3	= \$_____
87	Transformers, Dry Type, Air Cooled, Low Voltage	Every three years	\$_____	X	2	= \$_____

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Company Name

88	Circuit Breakers, Air, Insulated/Molded Case	Every three years	\$_____	X	33	= \$_____
89	Motor Control Center ( 1 panel, 3 sections)	Every three years	\$_____	X	1	= \$_____
90	Thermographic Inspection of Energized Equipment	Annual	\$_____	X	1	= \$_____

**Corrections "B" Building Total**      \$\_\_\_\_\_

**Corrections "D" Building – 3741 Vision Blvd. (#9097.19)**

91	Main Switchboard	Every three years	\$_____	X	1	= \$_____
92	Transformers, Dry-Type, Air-Cooled,	Every three years	\$_____	X	1	= \$_____
93	Circuit Breakers, Air, Insulated/Molded Case	Every three years	\$_____	X	29	= \$_____
94	Motor Control Center (1 panel, 3 sections)	Every three years	\$_____	X	1	= \$_____
95	Manual Switches	Every three years	\$_____	X	2	= \$_____
96	Thermographic Inspection of Energized Equipment	Annual	\$_____	X	1	= \$_____

**Corrections "D" Building Total**      \$\_\_\_\_\_

**Corrections "E" Building – 3741 Vision Blvd. (9097.20)**

97	Main Switchboard	Every three years	\$_____	X	1	= \$_____
98	Circuit Breakers, Air, Insulated/Molded Case	Every three years	\$_____	X	17	= \$_____
99	Transformers, Dry-Type, Air-Cooled, Low-Voltage, Small	Every three years	\$_____	X	1	= \$_____
100	Motor Control Center (1 panel, 3 sections)	Every three years	\$_____	X	1	= \$_____
101	Thermographic Inspection of Energized Equipment	Annual	\$_____	X	1	= \$_____

**Corrections "E" Building Total**      \$\_\_\_\_\_

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Company Name

**Corrections “F” Building – 3741 Vision Blvd. (#9097.21)**

102	Main Switchboard	Every three years	\$_____	X	1	= \$_____
103	Circuit Breakers, Air, Insulated/Molded Case	Every three years	\$_____	X	9	= \$_____
104	Transformers, Dry-Type, Air-Cooled, Low-Voltage, Small	Every three years	\$_____	X	1	= \$_____
105	Motor Control Center (1 panel, 4 sections)	Every three years	\$_____	X	1	= \$_____
106	Thermographic Inspection of Energized Equipment	Annual	\$_____	X	1	= \$_____

**Corrections “F” Building Total**      \$\_\_\_\_\_

**Horizons – 3851 Vision Blvd. (#9097.31)**

107	Main Switchboard	Every three years	\$_____	X	2	= \$_____
108	Power Circuit Breakers (1- 2000A, 2-1600A)	Every three years	\$_____	X	3	= \$_____
109	Transformers, Dry-Type, Air-Cooled, Low-Voltage, Small	Every three years	\$_____	X	3	= \$_____
110	Circuit Breakers, Air, Insulated/Molded Case	Every three years	\$_____	X	24	= \$_____
111	Manual Switches	Every three years	\$_____	X	1	= \$_____
112	Automatic Transfer switch	Every three years	\$_____	X	3	= \$_____
113	Thermographic Inspection of Energized Equipment	Annual	\$_____	X	1	= \$_____

**Horizon Building Total**      \$\_\_\_\_\_

**Emergency Management– 3755 Vision Blvd. (#9097.29)**

114	Main Switchboard	Every three years	\$_____	X	1	= \$_____
115	Circuit Breakers, Air, Insulated/Molded Case	Every three years	\$_____	X	8	= \$_____

\_\_\_\_\_  
Company Name

116	Power Circuit breakers 1200A	Every three years	\$_____	X	1	= \$_____
117	Transformers, Dry-Type, Air-Cooled, Low-Voltage, Small	Every three years	\$_____	X	1	= \$_____
118	Motor Starters	Every three years	\$_____	X	3	= \$_____
119	Thermographic Inspection of Energized Equipment	Annual	\$_____	X	1	= \$_____
<b>Central Laundry Total</b>						\$_____

**Phoenix Building – 3883 Vision Blvd. (#9097.32)**

120	Main Switchboard	Every three years	\$_____	X	3	= \$_____
121	Power Circuit Breakers (1-1000A, 2-1200A)	Every three years	\$_____	X	3	= \$_____
122	Circuit Breakers, Air, Insulated/Molded Case	Every three years	\$_____	X	26	= \$_____
123	Automatic Transfer Switch	Every three years	\$_____	X	3	= \$_____
124	Motor Starters	Every three years	\$_____	X	2	= \$_____
125	Transformers, Dry Type, Air Cooled, Low Voltage	Every three years	\$_____	X	9	= \$_____
126	Thermographic Inspection of Energized Equipment	Annual	\$_____	X	1	= \$_____
<b>Phoenix Building Total</b>						\$_____

**Whitcomb “A” – 3663 S. John Young Pkwy. (#9097.36)**

127	Circuit Breakers, Air, Insulated/Molded Case	Every three years	\$_____	X	8	= \$_____
128	Transformers, Dry-Type, Air-Cooled, Low-Voltage, Small	Every three years	\$_____	X	2	= \$_____
129	Thermographic Inspection of Energized Equipment	Annual	\$_____	X	1	= \$_____
<b>Whitcomb “A” Total</b>						\$_____

\_\_\_\_\_  
Company Name

**Female Detention Center – 3423 Vision Blvd., Orlando, (#9097.47)**

130	Main Switchboard	Every three years	\$_____	X	1	= \$_____
131	Power Breaker 4000A	Every three years	\$_____	X	1	= \$_____
132	Transformers, Dry Type, Air Cooled, Low Voltage	Every three years	\$_____	X	9	= \$_____
133	Circuit Breakers, Air, Insulated/Molded Case	Every three years	\$_____	X	54	= \$_____
134	Transfer Switches	Every three years	\$_____	X	1	= \$_____
135	Manual Switches	Every three years	\$_____	X	13	= \$_____
136	Motor Starters	Every three years	\$_____	X	16	= \$_____
137	Thermographic Inspection of Energized Equipment	Annual	\$_____	X	1	= \$_____

**Female Detention Center Total**      \$\_\_\_\_\_

**Booking and Release Center – 3663 S. John Young Pkwy. (#9097.50)**

138	Main Switchboard	Every three years	\$_____	X	1	= \$_____
139	Power Circuit Breaker - 3000A	Every three years	\$_____	X	2	= \$_____
140	Power Tie Breaker	Every three years	\$_____	X	1	= \$_____
141	Circuit Breakers, Air, Insulated/Molded Case	Every three years	\$_____	X	66	= \$_____
142	Transformers, Dry Type, Air Cooled, Low Voltage	Every three years	\$_____	X	9	= \$_____
143	Automatic Transfer Switch	Every three years	\$_____	X	3	= \$_____
144	Manual Transfer Switches	Every three years	\$_____	X	9	= \$_____
145	Motor Starters	Every three years	\$_____	X	7	= \$_____
146	Transformers, Dry Type, Air Cooled, Low Voltage	Every three years	\$_____	X	14	= \$_____
147	Thermographic Inspection of Energized Equipment	Annual	\$_____	X	1	= \$_____

**Booking and Release Center Total**      \$\_\_\_\_\_

\_\_\_\_\_  
Company Name

**Sheriff Sector IV – 2400 W. 33<sup>rd</sup> St. (#9093.01)**

148	Main Switchboard	Every three years	\$_____	X	1	= \$_____
149	Power Circuit Breakers 1200A	Every three years	\$_____	X	1	= \$_____
150	Automatic Transfer Switch	Every three years	\$_____	X	2	= \$_____
151	Transformers, Dry Type, Air Cooled, Low Voltage	Every three years	\$_____	X	3	= \$_____
152	Manual Switches	Every three years	\$_____	X	3	= \$_____
153	Thermographic Inspection of Energized Equipment	Annual	\$_____	X	1	= \$_____

**Sheriff Sector IV Total**      \$\_\_\_\_\_

**Cassady Building – 2450 W. 33<sup>rd</sup> St. (#9093.02)**

154	Main Switchboard	Every three years	\$_____	X	1	= \$_____
155	Circuit Breakers, Air, Insulated/Molded Case	Every three years	\$_____	X	16	= \$_____
156	Power Circuit Breaker 800A	Every three years	\$_____	X	1	= \$_____
157	Automatic Transfer Switch	Every three years	\$_____	X	1	= \$_____
158	Transformers, Dry Type, Air Cooled, Low Voltage	Every three years	\$_____	X	6	= \$_____
159	Manual Transfer Switches	Every three years	\$_____	X	2	= \$_____
160	Thermographic Inspection of Energized Equipment	Annual	\$_____	X	1	= \$_____

**Cassady Building Total**      \$\_\_\_\_\_

**North Perimeter – 3503 S. John Young Pkwy (#9097.35).**

161	Thermographic Inspection of Energized Equipment	Annual	\$_____	X	1	= \$_____
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**South Perimeter – 3803 Vision Blvd. (#9097.34)**

162	Thermographic Inspection of Energized Equipment	Annual	\$_____	X	1	= \$_____
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\_\_\_\_\_  
Company Name

**South Parking lot**

163	Transformers, Dry Type, Air Cooled, Low Voltage	Annual	\$ _____	X	1	= \$ _____
164	Thermographic Inspection of Energized Equipment	Annual	\$ _____	X	1	= \$ _____
<b>Total South Parking Lot</b>						<b>\$ _____</b>

**Video Visitation – 3000 39<sup>th</sup> St. (#9142.01)**

165	Main Switchboard	Every three years	\$ _____	X	1	= \$ _____
166	Power Circuit Breaker 800A	Every three years	\$ _____	X	1	= \$ _____
167	Circuit Breakers, Air, Insulated/Molded Case	Every three years	\$ _____	X	14	= \$ _____
168	Thermographic Inspection of Energized Equipment	Annual	\$ _____	X	1	= \$ _____
<b>Total Video Visitation</b>						<b>\$ _____</b>

**Mail and Uniform Trailers – 4031 S. John Young. (#9097.38)**

169	Thermographic Inspection of Energized Equipment	Annual	\$ _____	X	1	= \$ _____
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**Facilities and Corrections Maintenance – 3723 Vision Blvd (#9097.02).**

170	Thermographic Inspection of Energized Equipment	Annual	\$ _____	X	1	= \$ _____
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**Genesis – 3859 Vision Blvd (#9097.30)**

171	Transformers, Dry-Type, Air-Cooled, Low Voltage, Small	Every three years	\$ _____	X	4	= \$ _____
172	Circuit Breakers, Air, Insulated/Molded Case	Every three years	\$ _____	X	5	= \$ _____
173	Thermographic Inspection of Energized Equipment	Annual	\$ _____	X	1	= \$ _____
<b>Total Genesis Building</b>						<b>\$ _____</b>

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Company Name

**Corrections Kitchen and Laundry -3715 Vision Blvd (9097.51)**

174	Main Switchboard	Every three years	\$_____	X	1	= \$_____
175	Power Breakers 2500A	Every three years	\$_____	X	1	= \$_____
176	Circuit Breakers, Air, Insulated/Molded Case	Every three years	\$_____	X	11	= \$_____
177	Transformers, Dry-Type, Air-Cooled, Low Voltage, Small	Every three years	\$_____	X	2	= \$_____
178	Manual Switches	Every three years	\$_____	X	22	= \$_____
179	Thermographic Inspection of Energized Equipment	Annual	\$_____	X	1	= \$_____
180	Motor Starters	Annual	\$_____	X	7	= \$_____
<b>Total Kitchen and Laundry</b>						<b>\$_____</b>
<b>Total Estimated Bid, Base Year - Lot 2</b>						<b>\$_____</b>

**BASE YEAR - LOT 3, WEST DISTRICT BUILDINGS**

<u>#</u>	<u>DESCRIPTON</u>	<u>PM FREQUENCY</u>	<u>UNIT PRICE</u> <u>(per service)</u>		<u>TOTAL UNITS</u>	<u>TOTAL BID</u>
<b>Fleet Maintenance – 4400 S. Vineland Rd. (#9404.01)</b>						
181	Main Switchboard	Every three years	\$_____	X	1	= \$_____
182	Low Voltage Molded Case Circuit Breakers	Every three years	\$_____	X	16	= \$_____
183	Power Circuit Breaker	Every three years	\$_____	X	1	= \$_____
184	Transformers, Dry-Type, Air-Cooled, Low Voltage, Small	Every three years	\$_____	X	11	= \$_____
<b>Fleet Maintenance Total</b>						<b>\$_____</b>

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Company Name

**Apopka Service Center – 1111 N. Rock Springs Rd. (#9003.01)**

185	Main Switchboard	Every three years	\$ _____	X	2	= \$ _____
186	Low Voltage Switch	Every three years	\$ _____	X	10	= \$ _____
187	Transformers, Dry-Type, Air-Cooled, Low-Voltage, Small	Every three years	\$ _____	X	3	= \$ _____
<b>Apopka Service Center Total</b>						\$ _____

**Ocoee Service Center, 475 W. Story Rd. (#9006.01)**

188	Main Switchboard	Every three years	\$ _____	X	2	= \$ _____
189	Low Voltage Switch	Every three years	\$ _____	X	10	= \$ _____
190	Transformers, Dry-Type, Air-Cooled, Low-Voltage, Small	Every three years	\$ _____	X	3	= \$ _____
<b>Ocoee Service Center Total</b>						\$ _____

**L.E.V.O. School - Training Center - Radio Tower, 6350 Wadsworth Rd (#0026.05)**

191	Thermographic Inspection of Energized Equipment	Annual	\$ _____	X	1	= \$ _____
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**Clarcona Radio Tower - 5640 Clarcona Ocoee Rd. (#9145.01)**

192	Thermographic Inspection of Energized Equipment	Annual	\$ _____	X	1	= \$ _____
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**Reedy Creek Radio Tower - 12400 Flamingo Crossing Blvd. (#9394.01)**

193	Thermographic Inspection of Energized Equipment	Annual	\$ _____	X	1	= \$ _____
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**Ocoee Radio Tower - 475 W Story Rd. (#9586.01)**

194	Thermographic Inspection of Energized Equipment	Annual	\$ _____	X	1	= \$ _____
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**Total Estimated Bid, Base Year - Lot 3**      \$ \_\_\_\_\_

\_\_\_\_\_  
Company Name

**BASE YEAR - LOT 4, CENTRAL DISTRICT BUILDINGS**

<b>#</b>	<b><u>DESCRIPTON</u></b>	<b><u>PM FREQUENCY</u></b>	<b><u>UNIT PRICE</u></b> <b><u>(per service)</u></b>	<b><u>TOTAL UNITS</u></b>	<b><u>TOTAL BID</u></b>
<b>Sheriff Central Complex - 2500 W. Colonial Dr. (#0046.01)</b>					
195	Main Switchboard	Every three years	\$_____ X	1	= \$_____
<b>Sheriff Central Fleet – 2500 W. Colonial Dr. (#0046.02)</b>					
196	Main Switchboard	Every three years	\$_____ X	1	= \$_____
<b>Juvenile Assessment Center – 823 W. Central Blvd. (#0083.01)</b>					
197	Main Switchboard	Every three years	\$_____ X	1	= \$_____
<b>Juvenile Justice Center – 2000 E. Michigan St. (#9041.39)</b>					
198	Main Switchboard	Every three years	\$_____ X	1	= \$_____
<b>Medical Examiner Admin Building – 2350 E. Michigan St. (9041.54)</b>					
199	Main Switchboard	Every three years	\$_____ X	1	= \$_____
<b>Medical Examiner Morgue Building – 2350 E. Michigan St. (9041.55)</b>					
200	Main Switchboard	Every three years	\$_____ X	1	= \$_____
<b>Medical Examiner Decomp Morgue Building – 2350 E. Michigan St. (9041.56)</b>					
201	Main Switchboard	Every three years	\$_____ X	1	= \$_____

\_\_\_\_\_  
Company Name

**Work Release – 130 W. Kaley St. (#9188.01)**

202 Main Switchboard Every three years \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

**Marks Street Senior Center – 99 W. Marks St. (#9340.01)**

203 Main Switchboard Every three years \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

**Public Works Building #1 – 4200 S. John Young Pkwy. (#9342.01)**

204 Main Switchboard Every three years \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

**Public Works Building #2 – 4200 S. John Young Pkwy. (#9342.02)**

205 Main Switchboard Every three years \$\_\_\_\_\_ X 2 = \$\_\_\_\_\_

**Total Estimated Bid, Base Year - Lot 4** \$\_\_\_\_\_

**BASE YEAR - LOT 5, EAST DISTRICT BUILDINGS**

<b>#</b>	<b><u>DESCRIPTON</u></b>	<b><u>PM FREQUENCY</u></b>	<b><u>UNIT PRICE</u></b> <b>(per service)</b>	<b><u>TOTAL UNITS</u></b>	<b><u>TOTAL BID</u></b>
<b>Fire Rescue Radio Tower – 6590 Amory Court (#9226.02)</b>					
206	Circuit Breaker, Air Insulated Case/Molded-Case	Every three years	\$_____ X	5	= \$_____
207	Transformers, Dry-Type, Air-Cooled, Low-Voltage, Small	Every three years	\$_____ X	2	= \$_____
208	Polyphase Surge Protector	Every three years	\$_____ X	2	= \$_____
209	Emergency Uninterruptable Power System (Static Switch)	Every three years	\$_____ X	1	= \$_____
210	Thermographic Inspection of Energized Equipment	Annual	\$_____ X	1	= \$_____
<b>Fire Rescue Radio Tower Total</b>					<b>\$_____</b>

\_\_\_\_\_  
Company Name

**Bithlo Radio Tower, 916 N. CR-13, (#9576.01)**

211 Thermographic Inspection of Energized Equipment Annual \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

**Taylor Creek Radio Tower - 3364 Taylor Creek Rd. (#9387.01)**

212 Thermographic Inspection of Energized Equipment Annual \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

**Landfill Radio Tower - 12100 Young Pine Rd. (#9146.01)**

213 Thermographic Inspection of Energized Equipment Annual \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

**Total Estimated Bid, Base Year - Lot 5** \$\_\_\_\_\_

**BASE YEAR - LOT 6 - FIRE RESCUE**

<b>#</b>	<b><u>DESCRIPTON</u></b>	<b><u>PM FREQUENCY</u></b>	<b><u>UNIT PRICE</u></b> <b><u>(per service)</u></b>	<b><u>TOTAL UNITS</u></b>	<b><u>TOTAL BID</u></b>
<b>Fire Rescue Headquarters – 6590 Amory Court (#9226.01)</b>					
214	Circuit Breaker, Air Insulated Case/Molded-Case	Every three years	\$_____ X	57	= \$_____
215	Transformers, Dry-Type, Air-Cooled, Low-Voltage, Small	Every three years	\$_____ X	8	= \$_____
216	Adjustable Speed Controller	Every three years	\$_____ X	4	= \$_____
217	Polyphase Surge Protector	Every three years	\$_____ X	3	= \$_____
218	Thermographic Inspection of Energized Equipment	Annual	\$_____ X	1	= \$_____
<b>Total Estimated Bid, Base Year - Lot 6</b>					<b>\$_____</b>

\_\_\_\_\_  
Company Name

**BASE YEAR - LOT 7 - ADDITIONAL SERVICES**

<b>#</b>	<b><u>DESCRIPTON</u></b>	<b><u>PM FREQUENCY</u></b>	<b><u>UNIT PRICE/ AMOUNT</u></b>	<b><u>TOTAL UNITS</u></b>	<b><u>TOTAL BID</u></b>
219	Diagnostic Labor – As needed		\$_____hr X	500	= \$_____
220	Thermographic Inspection of Energized Equipment -per panel	As-needed	\$_____ea X	200	= \$_____
<b>Total Estimated Bid, Base Year - Lot 7</b>					<b>\$_____</b>

<b>BASE YEAR TOTAL ESTIMATED BID – LOT 1</b>	<b>\$_____</b>
<b>BASE YEAR TOTAL ESTIMATED BID – LOT 2</b>	<b>\$_____</b>
<b>BASE YEAR TOTAL ESTIMATED BID – LOT 3</b>	<b>\$_____</b>
<b>BASE YEAR TOTAL ESTIMATED BID – LOT 4</b>	<b>\$_____</b>
<b>BASE YEAR TOTAL ESTIMATED BID – LOT 5</b>	<b>\$_____</b>
<b>BASE YEAR TOTAL ESTIMATED BID – LOT 6</b>	<b>\$_____</b>
<b>BASE YEAR TOTAL ESTIMATED BID – LOT 7</b>	<b>\$_____</b>
<b>BASE YEAR - TOTAL ESTIMATED BID, ALL LOTS</b>	<b>\$_____</b>

\_\_\_\_\_  
Company Name

**BID PROPOSAL FORM –  
OPTION YEAR 1  
IFB#Y17-1141-TA**

The Contractor shall provide all labor and other resources necessary to provide the supplies, equipment and/or services in strict accordance with the specifications defined in this solicitation for the amounts specified in this Bid Proposal Form, inclusive of overhead, profit and any other costs. **Note: If for any reason services scheduled during the current contract year cannot be performed during that contract year, these services may be scheduled for a later date or different contract year at the price on the Bid Proposal Form.**

**OPTION YEAR 1 - LOT 1, DOWNTOWN DISTRICT BUILDINGS**

<b>#</b>	<b><u>DESCRIPTON</u></b>	<b><u>PM</u> <u>FREQUENCY</u></b>	<b><u>UNIT PRICE</u> <u>(per service)</u></b>	<b><u>TOTAL UNITS</u></b>	<b><u>TOTAL BID</u></b>
<b>Admin Center – 201 S. Rosalind Ave (#9001.01)</b>					
1	Thermographic Inspection of Energized Equipment	Annual	\$_____ X	1	= \$_____
2	Panelboard	Annual	\$_____ X	2	= \$_____
3	Automatic Transfer Switch	Annual	\$_____ X	3	= \$_____
<b>Admin Center Building Total</b>					<b>\$_____</b>
<b>Admin Center Energy Building - 201 S. Rosalind Ave. (#9001.10)</b>					
4	Thermographic Inspection of Energized Equipment	Annual	\$_____ X	1	= \$_____
<b>Courthouse – Building A – 435 N. Orange Ave. (#0020.01)</b>					
5	Thermographic Inspection of Energized Equipment	Annual	\$_____ X	1	= \$_____

\_\_\_\_\_  
Company Name

6 Motor Control Center (3 sections) Annual \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

7 Automatic Transfer Switch Annual \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

**Courthouse Building A Total** \$\_\_\_\_\_

**Courthouse – Building B – 415 N. Orange Ave. (#0020.02)**

8 Thermographic Inspection of Energized Equipment Annual \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

9 Motor Control Center (3 sections) Annual \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

10 Automatic Transfer Switch Annual \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

**Courthouse Building B Total** \$\_\_\_\_\_

**Courthouse – Building C – 425 N. Orange Ave. (#0020.03)**

11 Thermographic Inspection of Energized Equipment Annual \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

12 Motor Control Center  
(1-15 sections, 1-11 sections) Annual \$\_\_\_\_\_ X 2 = \$\_\_\_\_\_

13 Automatic Transfer Switch Annual \$\_\_\_\_\_ X 2 = \$\_\_\_\_\_

**Courthouse Building C Total** \$\_\_\_\_\_

**Courthouse – Central Energy Plant – 76 E. Amelia St. (#0020.04)**

14 Thermographic Inspection of Energized Equipment Annual \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

15 Motor Control Center  
(1 panel-11 sections, 1 panel-7 sections) Annual \$\_\_\_\_\_ X 2 = \$\_\_\_\_\_

\_\_\_\_\_  
Company Name

16 Automatic Transfer Switch Annual \$ \_\_\_\_\_ X 1 = \$ \_\_\_\_\_

**Courthouse Central Energy Plant Total \$ \_\_\_\_\_**

**Internal Operations Centre I – 450 E. South St. (#1001.02)**

17 Thermographic Inspection of Energized Equipment Annual \$ \_\_\_\_\_ X 1 = \$ \_\_\_\_\_

**Internal Operations Center I Total \$ \_\_\_\_\_**

**Internal Operations Centre II – 400 E. South St. (#1001.01)**

18 Automatic Transfer Switch Annual \$ \_\_\_\_\_ X 1 = \$ \_\_\_\_\_

19 Thermographic Inspection of Energized Equipment Annual \$ \_\_\_\_\_ X 1 = \$ \_\_\_\_\_

**Internal Operations Center II Total \$ \_\_\_\_\_**

**Regional History Center – 65 E. Central Blvd. (#9027.01)**

20 Automatic Transfer Switch Annual \$ \_\_\_\_\_ X 2 = \$ \_\_\_\_\_

21 Thermographic Inspection of Energized Equipment Annual \$ \_\_\_\_\_ X 1 = \$ \_\_\_\_\_

**Regional History Center Total \$ \_\_\_\_\_**

**Housing & Community Development – 525 E. South St. (#9310.01)**

22 Thermographic Inspection of Energized Equipment Annual \$ \_\_\_\_\_ X 1 = \$ \_\_\_\_\_

\_\_\_\_\_  
Company Name

**Downtown Tag Agency – 301 S. Rosalind Ave. (#9300.02)**

23 Thermographic Inspection of Energized Equipment Annual \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

**Downtown total distribution panels 542; not including fused/non-fused disconnects, contactors and starters.**

**OPTION YEAR 1 - LOT 2, 33<sup>rd</sup> STREET DISTRICT BUILDINGS**

<b>#</b>	<b><u>DESCRIPTION</u></b>	<b><u>PM FREQUENCY</u></b>	<b><u>UNIT PRICE (per service)</u></b>	<b><u>TOTAL UNITS</u></b>	<b><u>TOTAL BID</u></b>
<b>Central Energy Plant 1 – 3761 Vision Blvd. (#9097.23)</b>					
24	Thermographic Inspection of Energized Equipment	Annual	\$_____ X	1	= \$_____
25	Motor Control Center (8 sections)	Annual	\$_____ X	1	= \$_____
<b>Central Energy Plant 1 Total</b>					<b>\$_____</b>
<b>Central Energy Plant 2 – 3776 Vision Blvd. (#9097.28)</b>					
26	Thermographic Inspection of Energized Equipment	Annual	\$_____ X	1	= \$_____
<b>Corrections Support – 3723 Vision Blvd. (#9097.01)</b>					
27	Thermographic Inspection of Energized Equipment	Annual	\$_____ X	1	= \$_____
<b>Corrections “A” Building – 3741 Vision Blvd. (9097.05)</b>					
28	Thermographic Inspection of Energized Equipment	Annual	\$_____ X	1	= \$_____
<b>Corrections “B” Building – 3741 Vision Blvd. (9097.17)</b>					
29	Thermographic Inspection of Energized Equipment	Annual	\$_____ X	1	= \$_____
<b>Corrections “D” Building – 3741 Vision Blvd. (#9097.19)</b>					
30	Thermographic Inspection of Energized Equipment	Annual	\$_____ X	1	= \$_____

\_\_\_\_\_  
Company Name

**Corrections "E" Building – 3741 Vision Blvd. (9097.20)**

31 Thermographic Inspection of Energized Equipment Annual \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

**Corrections "F" Building – 3741 Vision Blvd. (#9097.21)**

32 Thermographic Inspection of Energized Equipment Annual \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

**Horizons – 3851 Vision Blvd. (#9097.31)**

33 Thermographic Inspection of Energized Equipment Annual \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

**Emergency Management– 3755 Vision Blvd. (9097.29)**

34 Thermographic Inspection of Energized Equipment Annual \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

**Phoenix Building – 3883 Vision Blvd. (#9097.32)**

35 Thermographic Inspection of Energized Equipment Annual \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

**Whitcomb "A" – 3663 S. John Young Pkwy. (#9097.36)**

36 Thermographic Inspection of Energized Equipment Annual \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

**Female Detention Center – 3423 Vision Blvd., Orlando, (#9097.47)**

37 Thermographic Inspection of Energized Equipment Annual \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

**Booking and Release Center – 3663 S. John Young Pkwy. (#9097.50))**

38 Thermographic Inspection of Energized Equipment Annual \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

**Sheriff Sector IV – 2400 W. 33<sup>rd</sup> St. (#9093.01)**

39 Thermographic Inspection of Energized Equipment Annual \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

**Cassady Building – 2450 W. 33<sup>rd</sup> St. (#9093.02)**

40 Thermographic Inspection of Energized Equipment Annual \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

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Company Name

**North Perimeter – 3503 S. John Young Pkwy (#9097.35).**

41 Thermographic Inspection of Energized Equipment Annual \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

**South Perimeter – 3803 Vision Blvd. (#9097.34)**

42 Thermographic Inspection of Energized Equipment Annual \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

**South Parking lot**

43 Transformers, Dry Type, Air Cooled, Low Voltage Annual \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

44 Thermographic Inspection of Energized Equipment Annual \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

**Total South Parking Lot \$\_\_\_\_\_**

**Video Visitation – 3000 39<sup>th</sup> St.**

45 Thermographic Inspection of Energized Equipment Annual \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

**Total Video Visitation \$\_\_\_\_\_**

**Mail and Uniform Trailers – 4031 S. John Young. (#9097.38)**

46 Thermographic Inspection of Energized Equipment Annual \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

**Facilities and Corrections Maintenance – 3723 Vision Blvd (#9097.02).**

47 Thermographic Inspection of Energized Equipment Annual \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

**Genesis – 3859 Vision Blvd (#9097.30)**

48 Thermographic Inspection of Energized Equipment Annual \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

**Total Genesis Building \$\_\_\_\_\_**

\_\_\_\_\_  
Company Name

**Corrections Kitchen and Laundry -3715 Vision Blvd (#9097.51)**

49	Thermographic Inspection of Energized Equipment	Annual	\$ _____	X	1	=	\$ _____
50	Motor Starters	Annual	\$ _____	X	7	=	\$ _____
<b>Total Kitchen and Laundry</b>							<b>\$ _____</b>

**OPTION YEAR 1 - LOT 3, WEST DISTRICT BUILDINGS**

<b>#</b>	<b><u>DESCRIPTON</u></b>	<b><u>PM FREQUENCY</u></b>	<b><u>UNIT PRICE (per service)</u></b>		<b><u>TOTAL UNITS</u></b>		<b><u>TOTAL BID</u></b>
<b>L.E.V.O. School - Training Center - Radio Tower, 6350 Wadsworth Rd (#0026.05)</b>							
51	Thermographic Inspection of Energized Equipment	Annual	\$ _____	X	1	=	\$ _____
<b>Clarcona Radio Tower - 5640 Clarcona Ocoee Rd. (#9145.01)</b>							
52	Thermographic Inspection of Energized Equipment	Annual	\$ _____	X	1	=	\$ _____
<b>Reedy Creek Radio Tower - 12400 Flamingo Crossing Blvd. (#9394.01)</b>							
53	Thermographic Inspection of Energized Equipment	Annual	\$ _____	X	1	=	\$ _____
<b>Ocoee Radio Tower - 475 W Story Rd. (#9586.01)</b>							
54	Thermographic Inspection of Energized Equipment	Annual	\$ _____	X	1	=	\$ _____
<b>Total Estimated Bid, OPTION YEAR 1 - Lot 3</b>							<b>\$ _____</b>

**OPTION YEAR 1 - LOT 5, EAST DISTRICT BUILDINGS**

<b>#</b>	<b><u>DESCRIPTON</u></b>	<b><u>PM FREQUENCY</u></b>	<b><u>UNIT PRICE (per service)</u></b>		<b><u>TOTAL UNITS</u></b>		<b><u>TOTAL BID</u></b>
<b>Fire Rescue Radio Tower – 6590 Amory Court (#9226.02)</b>							
55	Thermographic Inspection of Energized Equipment	Annual	\$ _____	X	1	=	\$ _____

\_\_\_\_\_  
Company Name

**Bithlo Radio Tower, 916 N. CR-13, (#9576.01)**

56 Thermographic Inspection of Energized Equipment Annual \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

**Taylor Creek Radio Tower - 3364 Taylor Creek Rd. (#9387.01)**

57 Thermographic Inspection of Energized Equipment Annual \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

**Landfill Radio Tower - 12100 Young Pine Rd. (#9146.01)**

58 Thermographic Inspection of Energized Equipment Annual \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

**Total Estimated Bid, OPTION YEAR 1 - Lot 5 \$\_\_\_\_\_**

**OPTION YEAR 1 - LOT 6 - FIRE RESCUE**

**Fire Rescue Headquarters – 6590 Amory Court (#9226.01)**

59 Thermographic Inspection of Energized Equipment Annual \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

**Total Estimated Bid, OPTION YEAR 1 - Lot 6 \$\_\_\_\_\_**

**OPTION YEAR 1 - LOT 7 - ADDITIONAL SERVICES**

<b>#</b>	<b><u>DESCRIPTON</u></b>	<b><u>PM FREQUENCY</u></b>	<b><u>UNIT PRICE/ AMOUNT</u></b>	<b><u>TOTAL UNITS</u></b>	<b><u>TOTAL BID</u></b>
60	Diagnostic Labor – As Needed		\$_____ hr X	250	= \$_____
61	Thermographic Inspection of Energized Equipment -per panel	As-needed	\$_____ ea	200	= \$_____

**Total Estimated Bid, OPTION YEAR 1 - Lot 7 \$\_\_\_\_\_**

\_\_\_\_\_  
Company Name

OPTION YEAR 1 - TOTAL ESTIMATED BID – LOT 1	\$ _____
OPTION YEAR 1 - TOTAL ESTIMATED BID – LOT 2	\$ _____
OPTION YEAR 1 - TOTAL ESTIMATED BID – LOT 3	\$ _____
OPTION YEAR 1 - TOTAL ESTIMATED BID – LOT 4	\$ <u>0.00</u>
OPTION YEAR 1 - TOTAL ESTIMATED BID – LOT 5	\$ _____
OPTION YEAR 1 - TOTAL ESTIMATED BID – LOT 6	\$ _____
OPTION YEAR 1 - TOTAL ESTIMATED BID – LOT 7	\$ _____
OPTION YEAR 1 - TOTAL ESTIMATED BID, ALL LOTS	\$ _____

\_\_\_\_\_  
Company Name

**BID PROPOSAL FORM  
OPTION YEAR 2  
IFB#Y17-1141-TA**

The Contractor shall provide all labor and other resources necessary to provide the supplies, equipment and/or services in strict accordance with the specifications defined in this solicitation for the amounts specified in this Bid Proposal Form, inclusive of overhead, profit and any other costs. **Note: If for any reason services scheduled during the current contract year cannot be performed during that contract year, these services may be scheduled for a later date or different contract year at the price on the Bid Proposal Form.**

**OPTION YEAR 2 - LOT 1, DOWNTOWN DISTRICT BUILDINGS**

<u>#</u>	<u>DESCRIPTION</u>	<u>PM FREQUENCY</u>	<u>UNIT PRICE (per service)</u>	<u>TOTAL UNITS</u>	<u>TOTAL BID</u>
<b>Admin Center – 201 S. Rosalind Ave (#9001.01)</b>					
1	Thermographic Inspection of Energized Equipment	Annual	\$_____ X	1	= \$_____
2	Panelboard	Annual	\$_____ X	2	= \$_____
3	Automatic Transfer Switch	Annual	\$_____ X	3	= \$_____
<b>Admin Center Building Total</b>					\$_____
<b>Admin Center Energy Building - 201 S. Rosalind Ave. (#9001.10)</b>					
4	Thermographic Inspection of Energized Equipment	Annual	\$_____ X	1	= \$_____
<b>Courthouse – Building A – 435 N. Orange Ave. (#0020.01)</b>					
5	Thermographic Inspection of Energized Equipment	Annual	\$_____ X	1	= \$_____
6	Motor Control Center (3 sections)	Annual	\$_____ X	1	= \$_____

\_\_\_\_\_  
Company Name

7 Automatic Transfer Switch Annual \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

**Courthouse Building A Total** \$\_\_\_\_\_

**Courthouse – Building B – 415 N. Orange Ave. (#0020.02)**

8 Thermographic Inspection of Energized Equipment Annual \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

9 Motor Control Center (3 sections) Annual \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

10 Automatic Transfer Switch Annual \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

**Courthouse Building B Total** \$\_\_\_\_\_

**Courthouse – Building C – 425 N. Orange Ave. (#0020.03)**

11 Thermographic Inspection of Energized Equipment Annual \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

12 Motor Control Center  
(1-15 sections, 1-11 sections) Annual \$\_\_\_\_\_ X 2 = \$\_\_\_\_\_

13 Automatic Transfer Switch Annual \$\_\_\_\_\_ X 2 = \$\_\_\_\_\_

**Courthouse Building C Total** \$\_\_\_\_\_

**Courthouse – Central Energy Plant – 76 E. Amelia St. (#0020.04)**

14 Thermographic Inspection of Energized Equipment Annual \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

15 Motor Control Center  
(1 panel-11 sections, 1 panel-7 sections) Annual \$\_\_\_\_\_ X 2 = \$\_\_\_\_\_

\_\_\_\_\_  
Company Name

16 Automatic Transfer Switch Annual \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

**Courthouse Central Energy Plant Total \$\_\_\_\_\_**

**Internal Operations Centre I – 450 E. South St. (#1001.02)**

17 Switchboard Main 1600A, 120/208V Every three years \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

18 Low Voltage Molded Case Circuit Breakers Every three years \$\_\_\_\_\_ X 11 = \$\_\_\_\_\_

19 Power Circuit Breaker 1600A Every three years \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

20 Thermographic Inspection of Energized Equipment Annual \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

**Internal Operations Center I Total \$\_\_\_\_\_**

**Internal Operations Centre II – 400 E. South St. (#1001.01)**

21 Switchboard Main1600A, 120/208V Every three years \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

22 Low Voltage Molded Case Circuit Breakers Every three years \$\_\_\_\_\_ X 11 = \$\_\_\_\_\_

23 Power Circuit Breaker 1600A Every three years \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

24 Automatic Transfer Switch Annual \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

25 Thermographic Inspection of Energized Equipment Annual \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

**Internal Operations Center II Total I \$\_\_\_\_\_**

\_\_\_\_\_  
Company Name

**Regional History Center – 65 E. Central Blvd. (#9027.01)**

26	Automatic Transfer Switch	Annual	\$_____	X	2	=	\$_____
27	Thermographic Inspection of Energized Equipment	Annual	\$_____	X	1	=	\$_____

**Regional History Center Total \$\_\_\_\_\_**

**Housing & Community Development – 525 E. South St. (#9310.01)**

28	Thermographic Inspection of Energized Equipment	Annual	\$_____	X	1	=	\$_____
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**Downtown Tag Agency – 301 S. Rosalind Ave. (#9300.02)**

29	Thermographic Inspection of Energized Equipment	Annual	\$_____	X	1	=	\$_____
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**Downtown total distribution panels 542; not including fused/non-fused disconnects, contactors and starters.**

**OPTION YEAR 2 - LOT 2, 33<sup>rd</sup> STREET DISTRICT BUILDINGS**

<b>#</b>	<b><u>DESCRIPTON</u></b>	<b><u>PM FREQUENCY</u></b>	<b><u>UNIT PRICE</u></b> <b><u>(per service)</u></b>		<b><u>TOTAL UNITS</u></b>		<b><u>TOTAL BID</u></b>
<b>Central Energy Plant 1 – 3761 Vision Blvd. (#9097.23)</b>							
30	Thermographic Inspection of Energized Equipment	Annual	\$_____	X	1	=	\$_____
31	Motor Control Center (8 sections)	Annual	\$_____	X	1	=	\$_____
<b>Central Energy Plant 1 Total</b>						\$	_____

**Central Energy Plant 2 – 3776 Vision Blvd. (9097.28)**

32	Thermographic Inspection of Energized Equipment	Annual	\$_____	X	1	=	\$_____
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\_\_\_\_\_  
Company Name

**Corrections Support – 3723 Vision Blvd. (#9097.01)**

33	Main Switchboard	Every three years	\$_____	X	1	= \$_____
34	Power Circuit Breaker 1600A	Every three years	\$_____	X	1	= \$_____
35	Transformers, Dry-Type, Air-Cooled, Low-Voltage, Small	Every three years	\$_____	X	2	= \$_____
36	Circuit Breakers, Air, Insulated/Molded Case	Every three years	\$_____	X	25	= \$_____
37	Automatic Transfer Switch	Every three years	\$_____	X	1	= \$_____
38	Manual Switches	Every three years	\$_____	X	2	= \$_____
39	Motor Starters	Every three years	\$_____	X	22	= \$_____
40	Thermographic Inspection of Energized Equipment	Annual	\$_____	X	1	= \$_____
<b>Corrections Support Total</b>						\$_____

\_\_\_\_\_  
Company Name

**Corrections "A" Building – 3741 Vision Blvd. (9097.05)**

41 Thermographic Inspection of Energized Equipment Annual \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

**Corrections "B" Building – 3741 Vision Blvd. (9097.17)**

42 Thermographic Inspection of Energized Equipment Annual \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

**Corrections "D" Building – 3741 Vision Blvd. (#9097.19)**

43 Thermographic Inspection of Energized Equipment Annual \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

**Corrections "E" Building – 3741 Vision Blvd. (9097.20)**

44 Thermographic Inspection of Energized Equipment Annual \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

**Corrections "F" Building – 3741 Vision Blvd. (#9097.21)**

45 Thermographic Inspection of Energized Equipment Annual \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

**Horizons – 3851 Vision Blvd. (#9097.31)**

46 Thermographic Inspection of Energized Equipment Annual \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

**Emergency Management– 3755 Vision Blvd. (9097.29)**

47 Thermographic Inspection of Energized Equipment Annual \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

**Phoenix Building – 3883 Vision Blvd. (#9097.32)**

48 Thermographic Inspection of Energized Equipment Annual \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

**Whitcomb "A" – 3663 S. John Young Pkwy. (#9097.36)**

49 Thermographic Inspection of Energized Equipment Annual \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

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Company Name

**Female Detention Center – 3423 Vision Blvd., Orlando, (#9097.47)**

50 Thermographic Inspection of Energized Equipment Annual \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

**Booking and Release Center – 3663 S. John Young Pkwy. (#9097.50)**

51 Thermographic Inspection of Energized Equipment Annual \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

**Sheriff Sector IV – 2400 W. 33<sup>rd</sup> St. (#9093.01)**

52 Thermographic Inspection of Energized Equipment Annual \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

**Cassady Building – 2450 W. 33<sup>rd</sup> St. (#9093.02)**

53 Thermographic Inspection of Energized Equipment Annual \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

**North Perimeter – 3503 S. John Young Pkwy (#9097.35).**

54 Thermographic Inspection of Energized Equipment Annual \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

**South Perimeter – 3803 Vision Blvd. (#9097.34)**

55 Thermographic Inspection of Energized Equipment Annual \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

**South Parking lot**

56 Transformers, Dry Type, Air Cooled, Low Voltage Annual \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

57 Thermographic Inspection of Energized Equipment Annual \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

**Total South Parking Lot \$\_\_\_\_\_**

---

Company Name

**Video Visitation – 3000 39<sup>th</sup> St.**

58	Thermographic Inspection of Energized Equipment	Annual	\$_____	X	1	=	\$_____
<b>Total Video Visitation</b>							<b>\$_____</b>

**Mail and Uniform Trailers – 4031 S. John Young. (#9097.38)**

59	Thermographic Inspection of Energized Equipment	Annual	\$_____	X	1	=	\$_____
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**Facilities and Corrections Maintenance – 3723 Vision Blvd (#9097.02).**

60	Thermographic Inspection of Energized Equipment	Annual	\$_____	X	1	=	\$_____
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**Genesis – 3859 Vision Blvd (#9097.30)**

61	Thermographic Inspection of Energized Equipment	Annual	\$_____	X	1	=	\$_____
<b>Total Genesis Building</b>							<b>\$_____</b>

**Corrections Kitchen and Laundry -3715 Vision Blvd (#9097.51)**

62	Thermographic Inspection of Energized Equipment	Annual	\$_____	X	1	=	\$_____
63	Motor Starters	Annual	\$_____	X	7	=	\$_____
<b>Total Kitchen and Laundry</b>							<b>\$_____</b>

**OPTION YEAR 2 - LOT 3, WEST DISTRICT BUILDINGS**

<u>#</u>	<u>DESCRIPTON</u>	<u>PM FREQUENCY</u>	<u>UNIT PRICE</u> <u>(per service)</u>		<u>TOTAL UNITS</u>		<u>TOTAL BID</u>
<b>L.E.V.O. School - Training Center - Radio Tower, 6350 Wadsworth Rd (#0026.05)</b>							
64	Thermographic Inspection of Energized Equipment	Annual	\$_____	X	1	=	\$_____

\_\_\_\_\_ Company Name

**Clarcona Radio Tower - 5640 Clarcona Ocoee Rd. (#9145.01)**

65 Thermographic Inspection of Energized Equipment Annual \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

**Reedy Creek Radio Tower - 12400 Flamingo Crossing Blvd. (#9394.01)**

66 Thermographic Inspection of Energized Equipment Annual \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

**Ocoee Radio Tower - 475 W Story Rd. (#9586.01)**

67 Thermographic Inspection of Energized Equipment Annual \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

**Total Estimated Bid, OPTION YEAR 2 - Lot 3 \$\_\_\_\_\_**

**OPTION YEAR 2 - LOT 5, EAST DISTRICT BUILDINGS**

<u>#</u>	<u>DESCRIPTION</u>	<u>PM FREQUENCY</u>	<u>UNIT PRICE</u> <u>(per service)</u>	<u>TOTAL UNITS</u>	<u>TOTAL BID</u>
<b>Fire Rescue Radio Tower – 6590 Amory Court (#9226.02)</b>					
68	Thermographic Inspection of Energized Equipment	Annual	\$_____ X	1	= \$_____
<b>Bithlo Radio Tower, 916 N. CR-13, (#9576.01)</b>					
69	Thermographic Inspection of Energized Equipment	Annual	\$_____ X	1	= \$_____
<b>Taylor Creek Radio Tower - 3364 Taylor Creek Rd. (#9387.01)</b>					
70	Thermographic Inspection of Energized Equipment	Annual	\$_____ X	1	= \$_____
<b>Landfill Radio Tower - 12100 Young Pine Rd. (#9146.01)</b>					
71	Thermographic Inspection of Energized Equipment	Annual	\$_____ X	1	= \$_____

**Total Estimated Bid, OPTION YEAR 2 - Lot 5 \$\_\_\_\_\_**

\_\_\_\_\_  
Company Name

**OPTION YEAR 2 - LOT 6 - FIRE RESCUE**

**Fire Rescue Headquarters – 6590 Amory Court (#9226.01)**

72 Thermographic Inspection of Energized Equipment Annual \$\_\_\_\_\_ X 1 = \$\_\_\_\_\_

**Total Estimated Bid, OPTION YEAR 2 - Lot 6 \$\_\_\_\_\_**

**OPTION YEAR 2 - LOT 7 - ADDITIONAL SERVICES**

<u>#</u>	<u>DESCRIPTON</u>	<u>PM FREQUENCY</u>	<u>UNIT PRICE/ AMOUNT</u>	<u>TOTAL UNITS</u>	<u>TOTAL BID</u>
73	Diagnostic Labor – As Needed		\$_____hr X	250	= \$_____
74	Thermographic Inspection of Energized Equipment – per panel	As-needed	\$_____ea X	200	= \$_____

**Total Estimated Bid, OPTION YEAR 2 - Lot 7 \$\_\_\_\_\_**

\_\_\_\_\_  
Company Name

OPTION YEAR 2 - TOTAL ESTIMATED BID – LOT 1	\$ _____
OPTION YEAR 2 - TOTAL ESTIMATED BID – LOT 2	\$ _____
OPTION YEAR 2 - TOTAL ESTIMATED BID – LOT 3	\$ _____
OPTION YEAR 2 - TOTAL ESTIMATED BID – LOT 4	\$ <u>0.00</u> _____
OPTION YEAR 2 - TOTAL ESTIMATED BID – LOT 5	\$ _____
OPTION YEAR 2 - TOTAL ESTIMATED BID – LOT 6	\$ _____
OPTION YEAR 2 - TOTAL ESTIMATED BID – LOT 7	\$ _____
OPTION YEAR 2 - TOTAL ESTIMATED BID, ALL LOTS	\$ _____
ALL LOTS – BASE YEAR - TOTAL ESTIMATED BID	\$ _____
ALL LOTS – OPTION YEAR 1 - TOTAL ESTIMATED BID	\$ _____
ALL LOTS – OPTION YEAR 2 - TOTAL ESTIMATED BID	\$ _____
ALL LOTS – ALL YEARS (BASE YEAR TOTAL + OPTION YEAR 1 TOTAL + OPTION YEAR 2 TOTAL) TOTAL ESTIMATED BID	\$ _____

\_\_\_\_\_  
Company Name

**IMPORTANT NOTE: When completing your bid, do not attach any forms which may contain terms and conditions that conflict with those listed in the County's bid documents(s). Inclusion of additional terms and conditions such as those which may be on your company's standard forms shall result in your bid being declared non-responsive as these changes will be considered a counteroffer to the County's bid.**

Performance shall be not later than twenty-four (24) hours After Receipt of Order (ARO) per Special Terms and Conditions.

Inquiries regarding this Invitation for bids may be directed to Ontario Washington, Purchasing Agent, at [Ontario.Washington@ocfl.net](mailto:Ontario.Washington@ocfl.net).

**Bid Response Documents - The following documents constitute your bid:**

- A. Bid Response Form, Authorized Signatories/Negotiators, Drug-Free Workplace, Conflict/Non-Conflict of Interest Form, E-Verification Certification, and current W9, Relationship Disclosure Form and Orange County Specific Project Expenditure Report. **Please make sure forms are fully executed where required.**
- B. Qualifications of Bidders information, per Special Terms and Conditions.
- C. Certificate of Competency and License, per Special Terms and Conditions.
- D. Completed attached reference documentation.

**THE FOLLOWING SECTION MUST BE COMPLETED BY ALL BIDDERS:**

Company Name: \_\_\_\_\_

NOTE: COMPANY NAME MUST MATCH LEGAL NAME ASSIGNED TO TIN NUMBER. CURRENT W9 MUST BE SUBMITTED WITH BID/PROPOSAL.

TIN#: \_\_\_\_\_ D-U-N-S® # \_\_\_\_\_

\_\_\_\_\_  
(Street No. or P.O. Box Number) (Street Name) (City)

\_\_\_\_\_  
(County) (State) (Zip Code)

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**EMERGENCY CONTACT**

Emergency Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Residence Telephone Number: \_\_\_\_\_

**ACKNOWLEDGEMENT OF ADDENDA**

The Bidder shall acknowledge receipt of any addenda issued to this solicitation by completing the blocks below or by completion of the applicable information on the addendum and returning it not later than the date and time for receipt of the bid. Failure to acknowledge an addendum that has a material impact on this solicitation may negatively impact the responsiveness of your bid. Material impacts include but are not limited to changes to specifications, scope of work, delivery time, performance period, quantities, bonds, letters of credit, insurance, or qualifications.

Addendum No. \_\_\_\_\_, Date \_\_\_\_\_ Addendum No. \_\_\_\_\_, Date \_\_\_\_\_

Addendum No. \_\_\_\_\_, Date \_\_\_\_\_ Addendum No. \_\_\_\_\_, Date \_\_\_\_\_

**AUTHORIZED SIGNATORIES/NEGOTIATORS**

The Bidder represents that the following persons are authorized to sign bids, proposals, negotiate and/or sign contracts and related documents to which the bidder will be duly bound:

Name	Title	Telephone Number/Email

_____ (Signature)	_____ (Date)
----------------------	-----------------

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Name of Business)

The Bidder shall complete and submit the following information with the bid:

**Type of Organization**

Sole Proprietorship     Partnership     Non-Profit  
 Joint Venture     Corporation

**State of Incorporation:** \_\_\_\_\_

Principal Place of Business (Florida Statute Chapter 607): \_\_\_\_\_  
City/County/State

**THE PRINCIPAL PLACE OF BUSINESS SHALL BE THE ADDRESS OF THE BIDDER'S PRINCIPAL OFFICE AS IDENTIFIED BY THE FLORIDA DIVISION OF CORPORATIONS.**

Federal I.D. or Social Security number is \_\_\_\_\_

## REFERENCES

Bidder shall have a minimum of three (3) satisfactory references for accounts similar in size and scope of work completed within the past five (5) years. Similar shall be defined as electrical equipment inspection and testing (up to and including medium voltage 15Kv for multiple sites including governmental or commercial high level security buildings) and associated protective relay inspection and testing work. Using the attached reference sheets, Bidder shall detail the following information for each reference: Name, position and telephone number of contact person, dates of contract, description of units/building services, description of work performed, estimated contract award, and how long the bidder has serviced the owner.

Reference 1

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Project Manager's Name: \_\_\_\_\_

Project Manager's Position: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Description of work performed: \_\_\_\_\_

\_\_\_\_\_

Description of units/building serviced: \_\_\_\_\_

Dates of Service: \_\_\_\_\_

Estimated Contract Award Amount: \_\_\_\_\_

**REFERENCES CONTINUE ON NEXT PAGE**

Reference 2

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Project Manager's Name: \_\_\_\_\_

Project Manager's Position: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Description of work performed: \_\_\_\_\_

\_\_\_\_\_

Description of units/building serviced: \_\_\_\_\_

Dates of Service: \_\_\_\_\_

Estimated Contract Award Amount: \_\_\_\_\_

Reference 3

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Project Manager's Name: \_\_\_\_\_

Project Manager's Position: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Description of work performed: \_\_\_\_\_

\_\_\_\_\_

Description of units/building serviced: \_\_\_\_\_

Dates of Service: \_\_\_\_\_

Estimated Contract Award Amount: \_\_\_\_\_

## DRUG-FREE WORKPLACE FORM

The undersigned Bidder, in accordance with Florida Statute 287.087 hereby certifies that \_\_\_\_\_ does:

Name of Business

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in Paragraph 1.
4. In the statement specified in Paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Florida Statute 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs 1 thru 5.

As the person authorized to sign this statement, I certify that this firm complies fully with above requirements.

\_\_\_\_\_  
Bidder's Signature

\_\_\_\_\_  
Date

**CONFLICT/NON-CONFLICT OF INTEREST STATEMENT**

**CHECK ONE**

[ ] To the best of our knowledge, the undersigned bidder has no potential conflict of interest due to any other clients, contracts, or property interest for this project.

**OR**

[ ] The undersigned bidder, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts, or property interest for this project.

**LITIGATION STATEMENT**

**CHECK ONE**

[ ] The undersigned bidder has had no litigation and/or judgments entered against it by any local, state or federal entity and has had no litigation and/or judgments entered against such entities during the past ten (10) years.

[ ] The undersigned bidder, **BY ATTACHMENT TO THIS FORM**, submits a summary and disposition of individual cases of litigation and/or judgments entered by or against any local, state or federal entity, by any state or federal court, during the past ten (10) years.

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
NAME (PRINT OR TYPE)

\_\_\_\_\_  
TITLE

Failure to check the appropriate blocks above may result in disqualification of your bid. Likewise, failure to provide documentation of a possible conflict of interest, or a summary of past litigation and/or judgments, may result in disqualification of your bid.

## E VERIFICATION CERTIFICATION

Contract No.Y17-1141-OW

I hereby certify that I will utilize the U.S. Department of Homeland Security's E-Verify system in accordance with the terms governing the use of the system to confirm the employment eligibility of the individuals classified below. In accordance with s. 837.06, Florida Statutes, I understand and acknowledge that whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duties shall be guilty of a misdemeanor in the second degree, punishable as provided in s. 775.082 or s. 775.083, Florida statutes.

All persons, including subcontractors and their workforce, who will perform work under **Contract No.Y17-1141-OW, Electrical Equipment Inspection and Testing Diagnostic Services**, within the state of Florida.

NAME OF CONTRACTOR: \_\_\_\_\_

ADDRESS OF CONTRACTOR: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**RELATIONSHIP DISCLOSURE FORM**  
**FOR USE WITH PROCUREMENT ITEMS, EXCEPT THOSE WHERE THE COUNTY**  
**IS THE PRINCIPAL OR PRIMARY PROPOSER**

For procurement items that will come before the Board of County Commissioners for final approval, this form shall be completed by the Proposer and shall be submitted to the Purchasing and Contracts Division by the Proposer.

In the event any information provided on this form should change, the Proposer must file an amended form on or before the date the item is considered by the appropriate board or body.

**Part I**

**INFORMATION ON PROPOSER:**

Legal Name of Applicant:

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Business Address (Street/P.O. Box, City and Zip Code):

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Business Phone: (     ) \_\_\_\_\_

Facsimile:           (     ) \_\_\_\_\_

**INFORMATION ON PROPOSER'S AUTHORIZED AGENT, IF APPLICABLE:**  
**(Agent Authorization Form also required to be attached)**

Name of Applicant's Authorized Agent:

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Business Address (Street/P.O. Box, City and Zip Code):

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Business Phone: (     ) \_\_\_\_\_

Facsimile:           (     ) \_\_\_\_\_

**Part II**

IS THE PROPOSER A RELATIVE OF THE MAYOR OR ANY MEMBER OF THE BCC?

\_\_\_ **YES** \_\_\_ **NO**

IS THE MAYOR OR ANY MEMBER OF THE BCC THE PROPOSER'S EMPLOYEE?

\_\_\_ **YES** \_\_\_ **NO**

IS THE PROPOSER OR ANY PERSON WITH A DIRECT BENEFICIAL INTEREST IN THE OUTCOME OF THIS MATTER A BUSINESS ASSOCIATE OF THE MAYOR OR ANY MEMBER OF THE BCC?

\_\_\_ **YES** \_\_\_ **NO**

If you responded "YES" to any of the above questions, please state with whom and explain the relationship.

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(Use additional sheets of paper if necessary)

**Part III**

**ORIGINAL SIGNATURE AND NOTARIZATION REQUIRED**

I hereby certify that information provided in this relationship disclosure form is true and correct based on my knowledge and belief. If any of this information changes, I further acknowledge and agree to amend this relationship disclosure form prior to any meeting at which the above-referenced project is scheduled to be heard. In accordance with s. 837.06, Florida Statutes, I understand and acknowledge that whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor in the second degree, punishable as provided in s. 775.082 or s. 775.083, Florida Statutes.

\_\_\_\_\_  
Signature of Bidder

\_\_\_\_\_  
Date

Printed Name and Title of Person completing this form:

\_\_\_\_\_  
STATE OF \_\_\_\_\_ :  
COUNTY OF \_\_\_\_\_ :

I certify that the foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_. He/she is personally known to me or has produced \_\_\_\_\_ as identification and did/did not take an oath.

Witness my hand and official seal in the county and state stated above on the \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_.

(Notary Seal)

\_\_\_\_\_  
Signature of Notary Public  
Notary Public for the State of \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Staff signature and date of receipt of form

\_\_\_\_\_  
Staff reviews as to form and does not attest to the accuracy or veracity of the information provided herein.

**FREQUENTLY ASKED QUESTIONS (FAQ)**  
**ABOUT THE**  
**RELATIONSHIP DISCLOSURE FORM**  
*Updated 6-28-11*

**WHAT IS THE RELATIONSHIP DISCLOSURE FORM?**

The Relationship Disclosure Form (form OC CE 2D and form OC CE 2P) is a form created pursuant to the County's Local Code of Ethics, codified at Article XIII of Chapter 2 of the Orange County Code, to ensure that all development-related items and procurement items presented to or filed with the County include information as to the relationship, if any, between the applicant and the County Mayor or any member of the Board of County Commissioners (BCC). The form will be a part of the backup information for the applicant's item.

**WHY ARE THERE TWO RELATIONSHIP DISCLOSURE FORMS?**

Form OC CE 2D is used only for development-related items, and form OC CE 2P is used only for procurement-related items. The applicant needs to complete and file the form that is applicable to his/her case.

**WHO NEEDS TO FILE THE RELATIONSHIP DISCLOSURE FORM?**

Form OC CE 2D should be completed and filed by the owner of record, contract purchaser, or authorized agent. Form OC CE 2P should be completed and filed by the bidder, offeror, quoter, or respondent, and, if applicable, their authorized agent. In all cases, the person completing the form must sign the form and warrant that the information provided on the form is true and correct.

**WHAT INFORMATION NEEDS TO BE DISCLOSED ON THE RELATIONSHIP DISCLOSURE FORM?**

The relationship disclosure form needs to disclose pertinent background information about the applicant and the relationship, if any, between, on the one hand, the applicant and, if applicable, any person involved with the item, and on the other hand, the Mayor or any member of the BCC.

In particular, the applicant needs to disclose whether any of the following relationships exist: (1) the applicant is a business associate of the Mayor or any member of the BCC; (2) any person involved with the approval of the item has a beneficial interest in the outcome of the matter *and* is a business associate of the Mayor or any member of the BCC; (3) the applicant is a relative of the Mayor or any member of the BCC; or (4) the Mayor or any member of the BCC is an employee of the applicant. (See Section 2-454, Orange County Code.)

**HOW ARE THE KEY RELEVANT TERMS DEFINED?**

Applicant means, for purposes of a development-related project, the owner, and, if applicable, the contract purchaser or owner's authorized agent. Applicant means, for purposes of a procurement item, the bidder, offeror, quoter, respondent, and, if applicable, the authorized agent of the bidder, offeror, quoter, or respondent.

Business associate means any person or entity engaged in or carrying on a business enterprise with a public officer, public employee, or candidate as a partner, joint venture, corporate shareholder where the shares of such corporation are not listed on any

national or regional stock exchange, or co-owner of property. In addition, the term includes any person or entity engaged in or carrying on a business enterprise, or otherwise engaging in common investment, with a public officer, public employee, or candidate as a partner, member, shareholder, owner, co-owner, joint venture partner, or other investor, whether directly or indirectly, whether through a Business Entity or through interlocking Parent Entities, Subsidiary Entities, or other business or investment scheme, structure, or venture of any nature. (See Section 112.312(4), Florida Statutes, and Section 2-452(b), Orange County Code.)

*Employee* means any person who receives remuneration from an employer for the performance of any work or service while engaged in any employment under any appointment or contract for hire or apprenticeship, express or implied, oral or written, whether lawfully or unlawfully employed, and includes, but is not limited to, aliens and minors. (See Section 440.02(15), Florida Statutes.)

*Relative* means an individual who is related to a public officer or employee as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, grandparent, great grandparent, grandchild, great grandchild, step grandparent, step great grandparent, step grandchild, step great grandchild, person who is engaged to be married to the public officer or employee or who otherwise holds himself or herself out as or is generally known as the person whom the public officer or employee intends to marry or with whom the public officer or employee intends to form a household, or any other natural person having the same legal residence as the public officer or employee. (See Section 112.312(21), Florida Statutes.)

#### **DOES THE RELATIONSHIP DISCLOSURE FORM NEED TO BE UPDATED IF INFORMATION CHANGES?**

Yes. It remains a continuing obligation of the applicant to update this form whenever any of the information provided on the initial form changes.

#### **WHERE DO THE RELATIONSHIP DISCLOSURE FORM AND ANY SUBSEQUENT UPDATES NEED TO BE FILED?**

For a development-related item, the Relationship Disclosure Form and any update need to be filed with the County Department or County Division where the applicant filed the application. For a procurement item, the Relationship Disclosure Form and any update need to be filed with the Purchasing and Contracts Division.

#### **WHEN DO THE RELATIONSHIP DISCLOSURE FORM AND ANY UPDATES NEED TO BE FILED?**

In most cases, the initial form needs to be filed when the applicant files the initial development-related project application or initial procurement-related forms. However, with respect to a procurement item, a response to a bid will not be deemed unresponsive if this form is not included in the initial packet submitted to the Purchasing and Contracts Division.

If changes are made after the initial filing, the final, cumulative Relationship Disclosure Form needs to be filed with the appropriate County Department or County Division processing the application not less than seven (7) days prior to the scheduled BCC agenda date so that it may be incorporated into the BCC agenda packet. When the

matter is a discussion agenda item or is the subject of a public hearing, and an update has not been made at least 7 days prior to BCC meeting date or is not included in the BCC agenda packet, the applicant is obligated to verbally present such update to the BCC when the agenda item is heard or the public hearing is held. When the matter is a consent agenda item and an update has not been made at least 7 days prior to the BCC meeting or the update is not included in the BCC agenda packet, the item will be pulled from the consent agenda to be considered at a future meeting.

**WHO WILL REVIEW THE INFORMATION DISCLOSED ON THE RELATIONSHIP DISCLOSURE FORM AND ANY UPDATES?**

The information disclosed on this form and any updates will be a public record as defined by Chapter 119, Florida Statutes, and may therefore be inspected by any interested person. Also, the information will be made available to the Mayor and the BCC members. This form and any updates will accompany the information for the applicant's project or item.

However, for development-related items, if an applicant discloses the existence of one or more of the relationships described above and the matter would normally receive final consideration by the Concurrency Review Committee or the Development Review Committee, the matter will be directed to the BCC for final consideration and action following committee review.

**CONCLUSION:**

We hope you find this FAQ useful to your understanding of the Relationship Disclosure Form. Please be informed that if the event of a conflict or inconsistency between this FAQ and the requirements of the applicable ordinance or law governing relationship disclosures, the ordinance or law controls.

Also, please be informed that the County Attorney's Office is not permitted to render legal advice to an applicant or any other outside party. Accordingly, if the applicant or an outside party has any questions after reading this FAQ, he/she is encouraged to contact his/her own legal counsel.

**ORANGE COUNTY SPECIFIC PROJECT EXPENDITURE REPORT**

This lobbying expenditure form shall be completed in full and filed with all application submittals. This form shall remain cumulative and shall be filed with the department processing your application. Forms signed by a principal's authorized agent shall include an executed Agent Authorization Form.

**This is the initial Form:** \_\_\_\_\_  
**This is a Subsequent Form:** \_\_\_\_\_

**Part I**

**Please complete all of the following:**

Name and Address of Principal (legal name of entity or owner per Orange County tax rolls):

\_\_\_\_\_

Name and Address of Principal's Authorized Agent, if applicable: \_\_\_\_\_

**List the name and address of all lobbyists, Contractors, contractors, subcontractors, individuals or business entities who will assist with obtaining approval for this project. (Additional forms may be used as necessary.)**

1. Name and address of individual or business entity: \_\_\_\_\_  
Are they registered Lobbyist? Yes \_\_\_ or No \_\_\_
  
2. Name and address of individual or business entity: \_\_\_\_\_  
Are they registered Lobbyist? Yes \_\_\_ or No \_\_\_
  
3. Name and address of individual or business entity: \_\_\_\_\_  
Are they registered Lobbyist? Yes \_\_\_ or No \_\_\_
  
4. Name and address of individual or business entity: \_\_\_\_\_  
Are they registered Lobbyist? Yes \_\_\_ or No \_\_\_
  
5. Name and address of individual or business entity: \_\_\_\_\_  
Are they registered Lobbyist? Yes \_\_\_ or No \_\_\_
  
6. Name and address of individual or business entity: \_\_\_\_\_  
Are they registered Lobbyist? Yes \_\_\_ or No \_\_\_
  
7. Name and address of individual or business entity: \_\_\_\_\_  
Are they registered Lobbyist? Yes \_\_\_ or No \_\_\_
  
8. Name and address of individual or business entity: \_\_\_\_\_  
Are they registered Lobbyist? Yes \_\_\_ or No \_\_\_





**FREQUENTLY ASKED QUESTIONS (FAQ)**  
**ABOUT THE**  
**SPECIFIC PROJECT EXPENDITURE REPORT**

*Updated 3-1-11*

**WHAT IS A SPECIFIC PROJECT EXPENDITURE REPORT (SPR)?**

A Specific Project Expenditure Report (SPR) is a report required under Section 2-354(b) of the Orange County Lobbying Ordinance, codified at Article X of Chapter 2 of the Orange County Code, reflecting all lobbying expenditures incurred by a principal and their authorized agent(s) and the principal's lobbyist(s), contractor(s), subcontractor(s), and Contractor(s), if applicable, for certain projects or issues that will ultimately be decided by the Board of County Commissioners (BCC).

Matters specifically exempt from the SPR requirement are ministerial items, resolutions, agreements in settlement of litigation matters in which the County is a party, ordinances initiated by County staff, and some procurement items, as more fully described in 2.20 of the Administrative Regulations.

Professional fees paid by the principal to his/her lobbyist for the purpose of lobbying need not be disclosed on this form. (See Section 2-354(b), Orange County Code.)

**WHO NEEDS TO FILE THE SPR?**

The principal or his/her authorized agent needs to complete and sign the SPR and warrant that the information provided on the SPR is true and correct.

A principal that is a governmental entity does not need to file an SPR.

**HOW ARE THE KEY RELEVANT TERMS DEFINED?**

*Expenditure* means "a payment, distribution, loan, advance, reimbursement, deposit, or anything of value made by a lobbyist or principal for the purpose of lobbying. This may include public relations expenditures (including but not limited to petitions, flyers, purchase of media time, cost of print and distribution of publications) but does not include contributions or expenditures reported pursuant to Chapter 106, Florida Statutes, or federal election law, campaign-related personal services provided without compensation by individuals volunteering their time, any other contribution or expenditure made by or to a political party, or any other contribution or expenditure made by an organization that is exempt from taxation under 26 U.S.C. s. 527 or s. 501(c)(4)." (See Section 112.3215, Florida Statutes.) Professional fees paid by the principal to his/her lobbyist for the purpose of lobbying are not deemed to be "expenditures." (See Section 2-354, Orange County Code.)

*Lobbying* means seeking "to encourage the approval, disapproval, adoption, repeal, rescission, passage, defeat or modification of any ordinance, resolution, agreement, development permit, other type of permit, franchise, vendor, Contractor, contractor, recommendation, decision or other foreseeable action of the [BCC]," and "include[s] all communications, regardless of whether initiated by the lobbyist or by the person being lobbied, and regardless of whether oral, written or electronic." (See Section 2-351, Orange County Code.) Furthermore, *lobbying* means communicating "directly with the County Mayor, with any other member of the [BCC], or with any member of a procurement committee." (See Section 2-351, Orange County Code.) *Lobbying* also

means communicating “indirectly with the County Mayor or any other member of the [BCC]” by communicating with any staff member of the Mayor or any member of the BCC, the county administrator, any deputy or assistant county administrator, the county attorney, any county department director, or any county division manager. (See Section 2-351, Orange County Code.) *Lobbying* does not include the act of appearing before a Sunshine Committee, such as the Development Review Committee or the Roadway Agreement Committee other than the BCC.

*Principal* means “the person, partnership, joint venture, trust, association, corporation, governmental entity or other entity which has contracted for, employed, retained, or otherwise engaged the services of a lobbyist.” *Principal* may also include a person, partnership, joint venture, trust, association, corporation, limited liability corporation, or other entity where it or its employees do not qualify as a lobbyist under the definition set forth in Section 2-351 of the Orange County Code but do perform lobbying activities on behalf of a business in which it has a personal interest.

#### **DOES THE SPR NEED TO BE UPDATED IF INFORMATION CHANGES?**

Yes. It remains a continuing obligation of the principal or his/her authorized agent to update the SPR whenever any of the information provided on the initial form changes.

#### **WHERE DO THE SPR AND ANY UPDATES NEED TO BE FILED?**

The SPR needs to be filed with the County Department or County Division processing the application or matter. If and when an additional expenditure is incurred subsequent to the initial filing of the SPR, an amended SPR needs to be filed with the County Department or County Division where the original application, including the initial SPR, was filed.

#### **WHEN DO THE SPR AND ANY UPDATES NEED TO BE FILED?**

In most cases, the initial SPR needs to be filed with the other application forms. The SPR and any update must be filed with the appropriate County Department or County Division not less than seven (7) days prior to the BCC hearing date so that they may be incorporated into the BCC agenda packet. (See Section 2-354(b), Orange County Code.) When the matter is a discussion agenda item or is the subject of a public hearing, and any additional expenditure occurs less than 7 days prior to BCC meeting date or updated information is not included in the BCC agenda packet, the principal or his/her authorized agent is obligated to verbally present the updated information to the BCC when the agenda item is heard or the public hearing is held. When the matter is a consent agenda item and an update has not been made at least 7 days prior to the BCC meeting or the update is not included in the BCC agenda packet, the item will be pulled from the consent agenda to be considered at a future meeting.

#### **WHO WILL BE MADE AWARE OF THE INFORMATION DISCLOSED ON THE SPR AND ANY UPDATES?**

The information disclosed on the SPR and any updates will be a public record as defined by Chapter 119, Florida Statutes, and therefore may be inspected by any interested person. Also, the information will be made available to the Mayor and the BCC members. This information will accompany the other information for the principal's project or item.

**CONCLUSION:**

We hope you find this FAQ useful to your understanding of the SPR. Please be informed that in the event of a conflict or inconsistency between this FAQ and the requirements of the applicable ordinance governing specific project expenditure reports, the ordinance controls.

Also, please be informed that the County Attorney's Office is not permitted to render legal advice to a principal, his/her authorized agent, or any other outside party. Accordingly, if after reading this FAQ the principal, his/her authorized agent or an outside party has any questions, he/she is encouraged to contact his/her own legal counsel.

**AGENT AUTHORIZATION FORM**

I/We, (Print Bidder name) \_\_\_\_\_, Do hereby authorize (print agent's name), \_\_\_\_\_, to act as my/our agent to execute any petitions or other documents necessary to affect the CONTRACT approval PROCESS more specifically described as follows, (IFB/RFP NUMBER AND TITLE) \_\_\_\_\_, and to appear on my/our behalf before any administrative or legislative body in the county considering this CONTRACT and to act in all respects as our agent in matters pertaining TO THIS CONTRACT.

\_\_\_\_\_  
Signature of Bidder

\_\_\_\_\_  
Date

STATE OF \_\_\_\_\_ :  
COUNTY OF \_\_\_\_\_ :

I certify that the foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_. He/she is personally known to me or has produced \_\_\_\_\_ as identification and did/did not take an oath.

Witness my hand and official seal in the county and state stated above on the \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_.

(Notary Seal)

\_\_\_\_\_  
Signature of Notary Public  
Notary Public for the State of \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

**EXHIBIT A**

**LEASED EMPLOYEE AFFIDAVIT**

I affirm that an employee leasing company provides my workers' compensation coverage. I further understand that my contract with the employee leasing company limits my workers' compensation coverage to enrolled worksite employees only. My leasing arrangement does not cover un-enrolled worksite employees, independent contractors, uninsured sub-contractors or casual labor exposure.

I hereby certify that 100% of my workers are covered as worksite employees with the employee leasing company. I certify that I do not hire any casual or uninsured labor outside the employee leasing arrangement. I agree to notify the County in the event that I have any workers not covered by the employee leasing workers' compensation policy. In the event that I have any workers not subject to the employee leasing arrangement, I agree to obtain a separate workers' compensation policy to cover these workers. I further agree to provide the County with a certificate of insurance providing proof of workers' compensation coverage prior to these workers entering any County jobsite.

I further agree to notify the County if my employee leasing arrangement terminates with the employee leasing company and I understand that I am required to furnish proof of replacement workers' compensation coverage prior to the termination of the employee leasing arrangement.

I certify that I have workers' compensation coverage for all of my workers through the employee leasing arrangement specified below:

Name of Employee Leasing Company: \_\_\_\_\_

Workers' Compensation Carrier: \_\_\_\_\_

A.M. Best Rating of Carrier: \_\_\_\_\_

Inception Date of Leasing Arrangement: \_\_\_\_\_

I further agree to notify the County in the event that I switch employee-leasing companies. I recognize that I have an obligation to supply an updated workers' compensation certificate to the County that documents the change of carrier.

Name of Contractor: \_\_\_\_\_

Signature of Owner/Officer: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

## EXHIBIT B

COMMERCIAL GENERAL LIABILITY  
CG 20 26 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

### ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies Insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

#### SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)
<b><i>The following are additional insured under the Professional Liability section of this policy (already included under the GL by form #86571).</i></b>
YOUR MEDICAL DIRECTORS AND ADMINISTRATORS, INCLUDING PROFESSIONAL PERSONS, BUT ONLY WHILE ACTING WITHIN THE SCOPE OF THEIR DUTIES FOR THE NAMED INSURED AS MEDICAL DIRECTORS AND ADMINISTRATORS;
AN INDEPENDENT CONTRACTOR IS AN INSURED ONLY FOR THE CONDUCT OF YOUR BUSINESS AND SOLELY WHILE PERFORMING SERVICES FOR A CLIENT OF THE NAMED INSURED, BUT SOLELY WITHIN THE SCOPE OF SERVICES CONTEMPLATED BY THE NAMED INSURED;
STUDENTS IN TRAINING WHILE PREFORMING DUTIES AS INSTRUCTED BY THE NAMED INSURED;
ANY ENTITY YOU ARE REQUIRED IN A WRITTEN CONTRACT (HEREINAFTER CALLED ADDITIONAL INSURED) TO NAME AS AN INSURED IS AN INSURED BUT ONLY WITH RESPECT TO LIABILITY ARISING OUT OF YOUR PREMISES OR OPERATIONS:
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for “bodily Injury”, “property damage” or “personal and advertising injury” caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.

**EXHIBIT C**

POLICY NUMBER: \_\_\_\_\_ COMMERCIAL GENERAL LIABILITY  
**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY**

**ADDITIONAL INSURED – DESIGNATED  
PERSON OR ORGANIZATION**

This endorsement modifies Insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**SCHEDULE**

Name Of Additional Insured Person(s) Or Organization(s)
ORANGE COUNTY BOARD OF COUNTY COMMISSIONERS PURCHASING AND CONTRACTS DIVISION 400 E. SOUTH STREET ORLANDO, FL 32801
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

**Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for “bodily Injury”, “property damage” or “personal and advertising injury” caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.

## EXHIBIT D

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### WORKERS COMPENSTION AND EMPLOYEES LIABILITY INSURANCE POLICY WC 00 03 13

2<sup>ND</sup> Reprint

*Effective April 1, 1984*

Advisory

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#### WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

#### Schedule

#### **Name of Person or Organization:**

ORANGE COUNTY BOARD OF COUNTY COMMISSIONERS  
PURCHASING AND CONTRACTS DIVISION  
400 E. SOUTH STREET  
ORLANDO, FL 32801

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**EXHIBIT E**

POLICY NUMBER:

**COMMERCIAL GENERAL LIABILITY  
CG 24 04 10 93**

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

**WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US**

This endorsement modifies Insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**SCHEDULE**

**Name of Person or Organization:**

ORANGE COUNTY BOARD OF COUNTY COMMISSIONERS  
PURCHASING AND CONTRACTS DIVISION  
400 E. SOUTH STREET  
ORLANDO, FL 32801

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

The TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US Condition (Section IV – COMMERCIAL GENERAL LIABILITY CONDITIONS) is amended by the addition of the following:

We waive any right to recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or damage arising out of your ongoing operations or “your work” done under a contract with that person or organization and included in the “Products-completed operations hazard”. This waiver applies only to the person or organization shown in the Schedule above.