



MISSOURI
HIGHWAYS and TRANSPORTATION
COMMISSION

JEFFERSON CITY, MISSOURI

BID

OF

Name _____

Address _____

FOR

IFB 9 – 080207A

District 6 – St. Louis Area
TIME AND MATERIAL PROJECT AND SERVICE CALL
COMMERCIAL ELECTRICAL SERVICES PRICE AGREEMENT

**INVITATION MISSOURI DEPARTMENT OF TRANSPORTATION
FOR BID GENERAL SERVICES
(IFB) FORM 1320 CREEK TRAIL DRIVE – P.O. BOX 270
JEFFERSON CITY, MO 65102**

REQUEST NO.	9-080207A
DATE	March 13, 2007
PAGE NO.	1 NO. OF PAGES 6

SEALED BIDS, SUBJECT TO THE CONDITIONS ON ALL PAGES OF THIS IFB WILL BE RECEIVED AT THIS OFFICE UNTIL

February 7, 2007 at 1:00 PM Local Time

AND THEN PUBLICLY OPENED AND READ FOR FURNISHING THE FOLLOWING SUPPLIES OR SERVICES.

**BIDS TO BE BASED F.O.B.
MISSOURI DEPARTMENT OF TRANSPORTATION**

F.O.B. Destinations
Locations as Shown Below

DEFINITE DELIVERY DATE MUST BE SHOWN. SIGN AND RETURN BEFORE TIME SET FOR OPENING. **ALL BIDS MUST BE EXTENDED AND TOTALED ON ATTACHED PRICING PAGES.**

BUYER: Clayton Hanks Clayton.Hanks@modot.mo.gov **BUYER TELEPHONE:** 573-522-9565

SUPPLIES OR SERVICES	
	The purpose of this solicitation is to establish a term time and materials price agreement for:
001	Commercial Electrical Service (Hourly Labor).
002	Supplies necessary to complete Electrical Service Calls and Projects.
003	Electrical Service Project Work Plan.
	Must comply with the following scope of work.
	Must comply with <u>attached</u> terms and conditions (6-pages).
	Prices shall remain in effect through March 1, 2009.

(SEE LAST PAGE FOR CONDIIONS AND INSTRUCTIONS)

In compliance with the above invitation for bids, and subject to all conditions thereof, the undersigned offer and agrees to furnish and deliver any or all the items on which prices were quoted within required number of days after receipt of formal purchase order.

Date: _____	Firm Name: _____
Telephone No.: _____	Address: _____
Fax No.: _____	_____
Federal I.D. No. _____	By (Signature): _____
Email: _____	Type/Print Name _____
Form E-103 (Rev. 2-96)	Title: _____

NEWSPAPER ADVERTISEMENT

Notice to Contractors

Sealed Bids for time and material commercial electrical work for Missouri Counties of Franklin, Jefferson, St. Charles, St. Louis, and St. Louis City will be received by the Missouri Department of Transportation, Central Office located at 1320 Creek Trial Drive, PO Box 270, Jefferson City, MO 65102-0270 until 1:00 PM local time, February 7, 2008. Official forms, and information may be obtained at http://modot.gov/business/contractor_resources/FacilitiesConstructionandMaintenance.htm or by contacting Clayton Hanks at Clayton.Hanks@modot.mo.gov. or 573-522-9565.

SCOPE OF WORK

Project and service calls for commercial Electrical services may be required in the MoDOT St. Louis Area District (6) which includes the Missouri Counties of Franklin, Jefferson, St. Charles, St. Louis, and St. Louis City.

1.1. Contractual Requirements – General

- 1.1.1. The contractor shall provide Electrical work for the Department of Transportation (MoDOT) at various buildings located at District Six (6) – St. Louis City and various locations in Franklin, Jefferson, St. Charles, and St. Louis Counties, in accordance with the provisions and requirements specified herein. The contractor shall provide Commercial Electrical Services on an as-needed, if-needed basis: (1) on an “hourly work” basis, and/or (2) on an “Electrical project” basis as described below. The contractor shall understand and agree that MoDOT cannot guarantee any amount of services that may be required.
- 1.1.2. “Electrical Service Calls” shall be defined as “Hourly work” as occasional assistance of one (1) or more persons on a temporary basis in the St. Louis Area District - Six (6) – Chesterfield and its various locations in the Missouri Counties of Franklin, Jefferson, St. Charles, St. Louis, and St. Louis City.
- 1.1.3. “Electrical Project” shall be defined as a project involving Electrical services during the contract period that shall include but may not be limited to relocation, renovation, and/or installation of Electrical systems. Services provided may include adding service/components to accommodate relocation, reconfiguration of existing Electrical systems, and providing testing and balancing associated Electrical systems in MoDOT buildings located in the specified counties.

1.2. Contractual Requirements – Performance

- 1.2.1. The contractor must provide qualified personnel to provide Commercial Electrical services in a manner satisfactory to and acceptable by MoDOT.
- 1.2.2. The contractor must provide skilled, experienced Electrical craftsman directly employed and supervised by the contractor and shall agree and understand that any and all Electrical services performed pursuant to the contract must be performed by and under the supervision of such Electrical craftsman.
- 1.2.3. Any person providing Electrical services pursuant to the contract, including the Electrical craftsman, shall be subject to the approval of MoDOT.
- 1.2.4. The contractor’s workmanship shall meet or exceed the current ASHRAE standards, BOCA codes, International Electrical Codes, NEC, NFPA, SMACNA standards, manufacturer’s recommendations, and other current jurisdictional codes as required.
- 1.2.5. Since each Electrical service may differ in specific detail, the contractor shall familiarize himself/herself and perform work in a professional manner, so as to coincide with each building system.
- 1.2.6. Unless otherwise specified herein, the contractor shall provide all tools, equipment, building materials, and supplies necessary for performing the Electrical services specified herein. However, MoDOT reserves the right to furnish some building materials.
- 1.2.7. Prior to performing any Electrical services pursuant to the contract, the contractor’s employees must sign-in/sign-out daily with the MoDOT Building Manager or his/her designated representative.
- 1.2.8. The MoDOT project coordinator or designee reserves the right to observe and witness any and/or all Electrical work performed pursuant to the contract.
- 1.2.9. The contractor shall provide services during regular time as well as overtime.
- 1.2.10. Hourly Work Requirements: If requested by MoDOT, the contractor shall provide one (1) or more persons to provide “Electrical Services” on a temporary, hourly work basis.
- 1.2.11. The contractor must provide Electrical services **within ten (10) working days** after receiving notification from MoDOT of the need for such services.
- 1.2.12. In cases that are identified as an **emergency** by the Building Manager of his/her representative, Electrical service response shall be **within four (4) hours** after receiving notification. This response time is required around the clock every day of every year.
- 1.2.13. Contractor may not assign their obligation to another company.
- 1.2.14. MoDOT reserves the right to perform any of the work described in this agreement with its own employees.

1.2.15. This shall not restrict MoDOT to use this particular contractor in subsequent projects bid out to General Contractors. MoDOT reserves the right to bid out service projects, based on project size, cost effectiveness, time-constraints, etc. when necessary to obtain best value.

1.3. Electrical Project Requirements (less than \$25,000)

1.3.1. If an Electrical service need is considered an “Electrical Project”, MoDOT shall notify the contractor of the Electrical work required and of a general description of the project. The contractor shall agree and understand that service projects may include but not necessarily be limited to, any of the services described in the general requirements and/or any of the following requirements:

- Install conduit, conductors, wiring devices.
- Demolish conduit, conductors, wiring devices.
- Remove/add/relocate branch circuits, switchboards, panels, motor starters & controls.
- Remove/add/relocate thermostats/controls and associated wiring/tubing as required.
- Remove/relocate/add/repair other Electrical services as required.
- Install Uninterruptible Power Supply/Conditioner Transformers.

1.3.2. By no later than one (1) calendar week after notification by MoDOT, the contractor must inspect the job site of the service project and must provide MoDOT with a written work plan which, at a minimum, contains the following information:

- The services and materials required to complete the service project.
- The number of hours required to complete the service project.
- A guaranteed not-to-exceed price for completing the service project utilizing the firm, fixed prices stated on the Pricing Page and the applicable classifications.
- A complete list of parts and/or materials (not including tools and equipment) needed to complete the service project.
- The contractor may be required to provide design documentation (blueprints) as a portion of the written work plan and “as built” drawings.
- MoDOT will supply recommended form.

1.3.3. MoDOT shall review the work plan and shall have the right to request modifications, changes, or additional elaboration to the written work plan in order to ensure successful completion of the service project according to MoDOT’s needs. MoDOT reserves the right to accept or reject all or any portion of the contractor’s written work plan. In addition, MoDOT reserves the right, after viewing the contractor’s written work plan, to bid out the “service project” when necessary to obtain best value.

1.3.4. If the contractor’s written work plan is accepted, the MoDOT Building Manager or his/her designated representative shall sign the work order releasing the contractor approval to proceed with the service project. The contractor shall not begin providing the Electrical services until written approval to proceed is received from MoDOT.

1.3.5. By no later than two (2) calendar weeks after receiving written approval to proceed from MoDOT, the contractor shall provide the Electrical services as approved in the written work plan and as necessary for completing the service project within the time frames approved in the written work plan.

1.3.6. The contractor shall agree and understand that MoDOT shall have the right to make changes in the requirements of a service project (size, configuration, etc.) prior to and during the contractor’s work on the service project.

1.3.7. If MoDOT notifies the contractor of such changes, the contractor must submit a written change order to MoDOT if there are any changes to the approved written work plan as a result of MoDOT’s changes in the requirements of the service project (e.g. types of Electrical services, number of hours of each type of Electrical service, the guaranteed not-to-exceed price, parts and/or materials, time frames for completion of the service project).

1.3.8. The contractor must again receive MoDOT’s written approval signature on the change order before proceeding with the changes specified in the change order before deviations from the approved written work plan on that particular service project shall be allowed.

1.3.9. Upon completion of a service project, MoDOT project coordinator shall inspect the service project and notify the contractor of the acceptability of the completed service project and verify the completion date. If the service project is not acceptable to MoDOT, the contractor shall take corrective action as determined necessary by MoDOT project coordinator.

1.4. Contractual Requirements – Other

- 1.4.1. Contract: A binding contract shall consist of: (1) this IFB and any amendments thereto, (2) the contractor's response (bid) to the IFB, (3) clarification of the bid, if any, and (4) MoDOT's acceptance of the bid by "notice of award" or by "purchase order". All Exhibits and Attachments included in this IFB shall be incorporated into the contract by reference.
- 1.4.2. The notice of award does not constitute a directive to proceed. Before providing equipment, supplies, and/or services, the contractor must receive authorization from the MoDOT Building Manager or his/her designated representative prior to any services being performed.
- 1.4.3. The contract expresses the complete agreement of the parties and performance shall be governed solely by the specifications and requirements contained therein.
- 1.4.4. Any change to the contract, whether by modification and/or supplementation, must be accomplished by a formal change order signed and approved by and between the duly authorized representative of the contractor and MoDOT or by a field work-order prior to the effective date of such modification. The contractor expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence from MoDOT, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification to the contract.
- 1.4.5. Contract Period: The contract shall remain in effect through **March 1, 2009**. The contract shall not bind, nor purport to bind, MoDOT for any contractual commitment in excess of the original contract terms. If agreed upon by both parties, the contract may be extended for up to two, one-year periods. If extended, all terms and conditions, requirements, pricing, and specifications of the contract shall remain the same and apply during the renewal period.

PRICE PAGES

Electrical Service Work - The bidder shall provide a firm fixed price in the tables below, for regular time and overtime, for providing Electrical services in St. Louis City; Franklin, Jefferson, St. Charles, and St. Louis Counties. All costs associated with providing the required services shall be included in the stated price(s).

Work hours will include, travel time to the work site only (up to one hour), with no travel time allowed on the return trip. Travel time will begin when contractor leaves for proposed work site.

The Offeror shall provide a single firm fixed price for each of the Electrical services classifications of position/trade stated in the tables below for providing Electrical services in accordance with the requirements of this document. **All costs** associated with providing the required services shall be included in the stated prices.

Franklin County

Classification /Trade	Line Item	Regular Time	Line Item	Over Time
Electrician	001	\$_____ per hour	002	\$_____ per hour
Laborer Skilled	003	\$_____ per hour	004	\$_____ per hour

Jefferson County

Classification /Trade	Line Item	Regular Time	Line Item	Over Time
Electrician	005	\$_____ per hour	006	\$_____ per hour
Laborer Skilled	007	\$_____ per hour	008	\$_____ per hour

St. Charles County

Classification /Trade	Line Item	Regular Time	Line Item	Over Time
Electrician	009	\$_____ per hour	010	\$_____ per hour
Laborer Skilled	011	\$_____ per hour	012	\$_____ per hour

St. Louis County

Classification /Trade	Line Item	Regular Time	Line Item	Over Time
Electrician	013	\$_____ per hour	014	\$_____ per hour
Laborer Skilled	015	\$_____ per hour	016	\$_____ per hour

St. Louis City

Classification /Trade	Line Item	Regular Time	Line Item	Over Time
Electrician	017	\$_____ per hour	018	\$_____ per hour
Laborer Skilled	019	\$_____ per hour	020	\$_____ per hour

PRICING PAGE Continued

Parts and Materials - The Offeror shall provide a single firm fixed percentage over the actual net cost for any parts and materials required.

% Over actual net cost for parts/materials	021	_____%
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Development of a Work Plan – The Offeror shall state the firm fixed price for development of a work plan pursuant to the requirements of this document where approval to proceed is not provided within sixty calendar days. Such price shall not exceed \$100.00.

Agreement Period: The initial agreement shall remain in effect through March 1, 2009 and may be renewed for two, one-year periods if agreed upon by MoDOT and the contractor.

Authorized Signature of Offeror: _____