

STATE OF DELAWARE

EXECUTIVE DEPARTMENT

OFFICE OF MANAGEMENT AND BUDGET

**State of Delaware**

**ELECTRICAL CONTRACTOR**

**Request for Proposal**

**Contract No. GSS17748-ELECTRICIAN**

***October 11, 2017***

***- Deadline to Respond -***

***November 14, 2017***

***3:00 PM (Local Time)***

Version: July 7, 2017

Attachment 1 – No Proposal

**NO PROPOSAL REPLY FORM**

Contract No.: **GSS17748-ELECTRICIAN** Contract Title: **ELECTRICIAN**

To assist us in obtaining good competition on our Request for Proposals, we ask that each firm that has received a proposal, but does not wish to bid, state their reason(s) below and return in a clearly marked envelope displaying the contract number. This information will not preclude receipt of future invitations unless you request removal from the Vendor's List by so indicating below, or do not return this form or bona fide proposal.

Unfortunately, we must offer a "No Proposal" at this time because:

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|  | 1. |  | We do not wish to participate in the proposal process. |
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|  | 2. |  | We do not wish to bid under the terms and conditions of the Request for Proposal document. Our objections are: |
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|  | 3. |  | We do not feel we can be competitive. |
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|  | 4. |  | We cannot submit a Proposal because of the marketing or franchising policies of the manufacturing company. |
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|  | 5. |  | We do not wish to sell to the State. Our objections are: |
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|  | 6. |  | We do not sell the items/services on which Proposals are requested. |
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|  | 7. |  | Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| FIRM NAME |  | SIGNATURE |

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|  |  | We wish to remain on the Vendor's List **for these goods or services**. |
|  |  |  |
|  |  | We wish to be deleted from the Vendor's List **for these goods or services**. |

**PLEASE FORWARD NO PROPOSAL REPLY FORM TO THE CONTRACT OFFICER IDENTIFIED.**

Attachment 2 - NonCollusion

**CONTRACT NO.: GSS17748-ELECTRICIAN TITLE: ELECTRICAL CONTRACTOR**

**DEADLINE TO RESPOND: November 14, 2017**

**NON-COLLUSION STATEMENT**

This is to certify that the undersigned Vendor has neither directly nor indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this proposal**, and further certifies that it is not a sub-contractor to another Vendor who also submitted a proposal as a primary Vendor in response to this solicitation** submitted this date to the State of Delaware, Office of Management and Budget, Government Support Services.

It is agreed by the undersigned Vendor that the signed delivery of this bid represents, subject to any express exceptions set forth at Attachment 3, the Vendor’s acceptance of the terms and conditions of this solicitation including all specifications and special provisions.

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|  | Corporation |
|  | Partnership |
|  | Individual |

**NOTE:** Signature of the authorized representative **MUST** be of an individual who legally may enter his/her organization into a formal contract with the State of Delaware, Office of Management and Budget, Government Support Services.

COMPANY NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Check one)

NAME OF AUTHORIZED REPRESENTATIVE

SIGNATURE TITLE

COMPANY ADDRESS

PHONE NUMBER FAX NUMBER

EMAIL ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STATE OF DELAWARE

FEDERAL E.I. NUMBER LICENSE NUMBER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| COMPANY CLASSIFICATIONS:  CERT. NO.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Certification type(s) | Circle all that apply |
| Minority Business Enterprise (MBE) | Yes No |
| Woman Business Enterprise (WBE) | Yes No |
| Disadvantaged Business Enterprise (DBE) | Yes No |
| Veteran Owned Business Enterprise (VOBE) | Yes No |
| Service Disabled Veteran Owned Business Enterprise (SDVOBE) | Yes No |

[The above table is for informational and statistical use only.]

PURCHASE ORDERS SHOULD BE SENT TO:

(COMPANY NAME)

ADDRESS

CONTACT

PHONE NUMBER FAX NUMBER

EMAIL ADDRESS

**AFFIRMATION:** Within the past five (5) years, has your firm, any affiliate, any predecessor company or entity, owner,

Director, officer, partner or proprietor been the subject of a Federal, State, Local government suspension or debarment?

YES NO if yes, please explain

**THIS PAGE SHALL BE SIGNED, NOTARIZED AND RETURNED FOR YOUR BID TO BE CONSIDERED**

SWORN TO AND SUBSCRIBED BEFORE ME this \_\_\_\_\_\_\_\_ day of , 20 \_\_\_\_\_\_\_\_\_\_

Notary Public My commission expires

City of County of State of

Attachment 3 - Exceptions

Contract No.: **GSS17748-ELECTRICIAN**

Contract Title: **ELECTRICIAN**

**EXCEPTIONS FORM**

Proposals must include all exceptions to the specifications, terms or conditions contained in this RFP. If the vendor is submitting the proposal without exceptions, please state so below.

🞏 By checking this box, the Vendor acknowledges that they take no exceptions to the specifications, terms or conditions found in this RFP.

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| **Paragraph # and page #** | **Exceptions to Specifications, terms or conditions** | **Proposed Alternative** |
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**Note: Vendor may use additional pages as necessary, but the format shall be the same as provided above.**

Attachment 4 – Company Profile

Contract No.: **GSS17748-ELECTRICIAN**

Contract Title: **ELECTRICIAN**

**COMPANY PROFILE & CAPABILITIES FORM**

Suppliers are required to provide a reply to each question listed below. Your replies will aid the evaluation committee as part of the overall qualitative evaluation criteria of this Request for Proposal. Your responses should contain sufficient information about your company so evaluators have a clear understanding of your company’s background and capabilities. Failure to respond to any of these questions may result in your proposal to be rejected as non-responsive.

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| 1. | **Business capability -** Describe your demonstrated experience, reputation, and financial resources. |
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| 2. | **Personnel capability -** Describe the qualifications and experience of the persons to be assigned to the project. Provide detailed experience, including but not limited to additional experience obtained in data center, server rooms, roadway lighting, drawbridges, generators and transfer switches. |
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| 3. | **Resources capability -** Describe the availability of the necessary specialized equipment and resources required. |
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| 4. | **Emergency Response Capability** - Describe the ability to respond to an emergency within two (2) hours and the ability to quickly respond to request. |
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Attachment 5 - Confidentiality

Contract No.:  **GSS17748-ELECTRICIAN**

Contract Title: **ELECTRICIAN**

**CONFIDENTIALITY FORM**

🞏 By checking this box, the Vendor acknowledges that they are not providing any information they declare to be confidential or proprietary for the purpose of production under 29 Del. C. ch. 100, Delaware Freedom of Information Act.

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| **Confidentiality and Proprietary Information** |
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**Note: Vendor may use additional pages as necessary, but the format shall be the same as provided above.**

Attachment 6 - References

Contract No.: **GSS17748-ELECTRICIAN**

Contract Title:  **ELECTRICIAN**

**BUSINESS REFERENCES FORM**

List a minimum of three business references, including the following information:

* Business Name and Mailing address
* Contact Name and phone number
* Number of years doing business with
* Type of work performed

Please do not list any State Employee as a business reference. If you have held a State contract within the last 5 years, please provide a separate list the contract(s).

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| --- | --- | --- | --- | --- |
| 1. | **Contact Name & Title:** |  | | |
|  | **Business Name:** |  | | |
|  | **Address:** |  | | |
|  |  |  | | |
|  | **Email:** |  | | |
|  | **Phone # / Fax #:** |  | | |
|  | **Current Vendor (YES or NO):** |  | |  |
|  | **Years Associated & Type of Work Performed:** |  | | |
|  |  |  |  |  |
|  |  |  |  |  |
| 2. | **Contact Name & Title:** |  | | |
|  | **Business Name:** |  | | |
|  | **Address:** |  | | |
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|  | **Email:** |  | | |
|  | **Phone # / Fax #:** |  | | |
|  | **Current Vendor (YES or NO):** |  | |  |
|  | **Years Associated & Type of Work Performed:** |  | | |
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| 3. | **Contact Name & Title:** |  | | |
|  | **Business Name:** |  | | |
|  | **Address:** |  | | |
|  |  |  | | |
|  | **Email:** |  | | |
|  | **Phone # / Fax #:** |  | | |
|  | **Current Vendor (YES or NO):** |  | |  |
|  | **Years Associated & Type of Work Performed:** |  | | |

**State of Delaware personnel MAY NOT BE USED as references.**

Attachment 7 - Subcontractors

**SUBCONTRACTOR INFORMATION FORM**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PART I – STATEMENT BY PROPOSING VENDOR** | | | | |
| 1. CONTRACT NO.  GSS17748-ELECTRICIAN | | 2. Proposing Vendor Name: | | 3. Mailing Address |
| 4. SUBCONTRACTOR | |  | | |
| a. NAME | | 4c. Company OSD Classification:  Certification Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| b. Mailing Address: | | 4d. Women Business Enterprise  Yes  No  4e. Minority Business Enterprise  Yes  No  4f. Disadvantaged Business Enterprise  Yes  No  4g. Veteran Owned Business Enterprise  Yes  No  4h. Service Disabled Veteran Owned  Business Enterprise  Yes  No | | |
| 5. DESCRIPTION OF WORK BY SUBCONTRACTOR | | | | |
| 6a. NAME OF PERSON SIGNING | 7. BY (*Signature)* | | 8. DATE SIGNED | |
| 6b. TITLE OF PERSON SIGNING |
| **PART II – ACKNOWLEDGEMENT BY SUBCONTRACTOR** | | | | |
| 9a. NAME OF PERSON SIGNING | 10. BY (*Signature*) | | 11. DATE SIGNED | |
| 9b. TITLE OF PERSON SIGNING |

**Use a separate form for each subcontractor**

Attachment 8 – Usage Reporting

**SAMPLE REPORT - FOR ILLUSTRATION PURPOSES ONLY**



**Note:** A copy of the current Usage Report will be sent by electronic mail to the Awarded Vendor.

Completed reports shall be saved in an Excel format, and submitted to the following email address: [vendorusage@state.de.us](mailto:vendorusage@state.de.us)

Attachment 9 – Tier 2 Reporting

**SAMPLE REPORT – FOR ILLUSTRATION PURPOSES ONLY**

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| **State of Delaware** | | | | | | | | | | | | | | | | |  |
| **Subcontracting (2nd tier) Quarterly Report** | | | | | | | | | | | | | | | | | |
| **Prime Name:** | | | | |  |  | **Report Start Date:** | | | | |  |  |  |  |  |  |
| **Contract Name/Number** | | | | |  |  | **Report End Date:** | | | | |  |  |  |  |  |  |
| **Contact Name:** | | | | |  |  | **Today's Date:** | | | | |  |  |  |  |  |  |
| **Contact Phone:** | | | | |  |  | \*Minimum Required | | Requested detail | | |  |  |  |  |  |  |
| **Vendor Name\*** | **Vendor TaxID\*** | **Contract Name/ Number\*** | **Vendor Contact Name\*** | **Vendor Contact Phone\*** | **Report Start Date\*** | **Report End Date\*** | **Amount Paid to Subcontractor\*** | **Work Performed by Subcontractor UNSPSC** | **M/WBE Certifying Agency** | **Veteran/Service Disabled Veteran Certifying Agency** | **2nd tier Supplier Name** | **2nd tier Supplier Address** | **2nd tier Supplier Phone Number** | **2nd tier Supplier email** | **Description of Work Performed** | **2nd tier Supplier Tax Id** | **Date Paid** |
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**Note:** A copy of the current 2nd Tier Usage Report will be sent by electronic mail to the Awarded Vendor

Completed reports shall be saved in an Excel format, and submitted to the following email address: [vendorusage@state.de.us](mailto:vendorusage@state.de.us)

Attachment 10 – Supplier Diversity

**State of Delaware**

**Office of Supplier Diversity**

**Certification Application**

The most recent application can be downloaded from the following site:

[**http://gss.omb.delaware.gov/osd/certify.shtml**](http://gss.omb.delaware.gov/osd/certify.shtml)

Submission of a completed Office of Supplier Diversity (OSD) application is optional and does not influence the outcome of any award decision.

The minimum criteria for certification require the entity must be at least 51% owned and actively managed by a person or persons who are eligible: minorities, women, veterans, and/or service disabled veterans. Any one or all of these categories may apply to a 51% owner.



**Complete application and mail, email or fax to:**

Office of Supplier Diversity (OSD)

100 Enterprise Place, Suite 4

Dover, DE 19904-8202

Telephone: (302) 857-4554 Fax: (302) 677-7086

Email: [osd@state.de.us](mailto:osd@state.de.us)

Web site: <http://gss.omb.delaware.gov/osd/index.shtml>

**THE OSD ADDRESS IS FOR OSD APPLICATIONS ONLY.**

**THE OSD WILL NOT ACCEPT ANY VENDOR BID RESPONSE PACKAGES.**

Attachment 11 – Performance Bond

**PERFORMANCE BOND**

BOND HAS BEEN WAIVED

Attachment 12 – Bid Bond

**Bid Bond**

BOND HAS BEEN WAIVED

Attachment 13 – Reply Requirements

**PROPOSAL REPLY REQUIREMENTS**

The response should contain the following minimum information:

1. A brief Cover Letter signed including an Applicant's experience, if any, providing similar services.
2. Vendor shall provide a detailed description of services to be provided, and shall respond to the Scope of Work identified. Failure to adequately describe the extent of their abilities may affect how the state evaluates and scores the vendor proposal.
3. Provide financial information (balance sheets and income statements) for the past three years.
4. Vendor shall provide a detailed description of services to be provided, and shall respond to the Scope of Work identified. Failure to adequately describe the extent of their abilities may affect how the state evaluates and scores the vendor proposal.

Include catalogs or links, if that is what is asked for.

**Vendors are encouraged to review the Evaluation criteria to see how the proposals will be scored and verify that the response has sufficient documentation to support each scoring criteria identified.**

1. One (1) complete, signed and notarized copy of the Non-Collusion Agreement (Attachment 2). **MUST HAVE ORIGINAL SIGNATURES AND NOTARY MARK** – Form must be included.
2. One (1) completed RFP Exception Form (Attachment 3) – please check box if no information – Form must be included.
3. One (1) completed Profile and Capabilities Form (Attachment 4)
4. One (1) completed Confidentiality Form (Attachment 5) – please check if no information is deemed confidential – Form must be included.
5. One (1) completed Business Reference Form (Attachment 6) – please provide references other than State of Delaware contacts – Form must be included.
6. One (1) complete and signed copy of the Subcontractor Information Form (Attachment 7) for each subcontractor – only provide if applicable.
7. One (1) complete OSD Application (see link on Attachment 10) – optional, only provide if applicable

The items listed above provide the basis for evaluating each vendor’s proposal. **Failure to provide all appropriate information may deem the submitting vendor as “non-responsive” and exclude the vendor from further consideration.** If an item listed above is not applicable to your company or proposal, please make note in your submission package.

**PROPOSAL REPLY REQUIREMENTS (CONT’D)**

Vendors shall compile all documentation noted above, and all other documents as required in the Scope of Work, Appendix A, and shall provide in the following format(s):

1. **Two (2)** paper copies of the vendor proposal paperwork.
2. **One (1)** electronic copy of the vendor proposal saved to CD or DVD media disk, or USB memory stick. Any copies of electronic price files shall be included on the same electronic media, but shall be saved separately from.

# Appendix A – SCOPE OF WORK AND TECHNICAL SPECIFICATIONS

1. **Definitions:**

Electrical Work - Plans layout, installs, and repairs wiring (low voltage and high voltage\*), electrical fixtures, apparatus, and control equipment, including fiberoptic systems, alarm systems and telecommunication equipment: Plans new or modified installations to minimize waste of materials, provide access for future maintenance, and avoid unsightly, hazardous, and unreliable wiring, consistent with specifications and local electrical codes. Prepares sketches showing location of wiring and equipment, or follows diagrams or blueprints, ensuring that concealed wiring is installed before completion of future walls, ceilings, and flooring. Measures, cuts, bends, threads, assembles, and installs electrical conduit, using tools, such as hacksaw, pipe threader, and conduit bender. Drills holes in concrete for the placement of electrical wiring. Installs pull wire in empty conduit. Pulls wiring through conduit. Splices wires by stripping insulation from terminal leads, using knife or pliers, twisting or soldering wires together, and applying tape or terminal caps. Connects wiring to lighting fixtures and power equipment, using hand tools. Installs control and distribution apparatus, such as switches, relays, and circuit-breaker panels, fastening in place with screws or bolts, using hand tools and power tools. Connects power cables to equipment, such as electric range or motor, and installs grounding leads. Lays PVC pipe for main feed electric line. Tests continuity of circuit to ensure electrical compatibility and safety of components, using testing instruments, such as ohmmeter, battery and buzzer, and oscilloscope. Observes functioning of installed equipment or system to detect hazards and need for adjustments, relocation, or replacement.

Master (General) Electrician – (T1 – License) shall mean a person, licensed by the Board, to plan, estimate, layout, perform or supervise the installation, erection or repair of any electrical conductor, molding, duct, raceway, conduit, machinery, apparatus, device or fixture for the purpose of lighting, heating or power in any structure.

PREVAILING WAGE - [29 Del. C. Section 10111(1](file:///\\state.de.us\http:\dia.delawareworks.com\labor-law\prevailing-wage.php)) The prevailing wage law states that the specifications for every contract or aggregate of contracts relating to a public works project in excess of $500,000 for new construction (including painting and decorating) or $45,000 for alteration, repair, renovation, rehabilitation, demolition or reconstruction (including painting and decorating of building or works) to which this State or any subdivision thereof is a party and for which the State appropriated any part of the funds and which requires or involves the employment of mechanics and/or laborers shall contain a provision stating the minimum wages to be paid various classes of laborers and mechanics which shall be based upon the wages that will be determined by the Delaware Department of Labor, Division of Industrial Affairs, to be prevailing in the county in which the work is to be performed.

1. **Scope of Work:**
2. Ability to perform electrical services described in the definition of an Electrician, including but not limited to Parking lot lights including bulbs and ballast, High Voltage Transformers, Excavation work for underground service, automatic switching gear/transfer switches, high voltage loop inspection/repairs, high mast lighting, and high voltage tap box/S&C cabinets.
3. Any specialized equipment parts, and/ or components required to perform work requested by the State of Delaware shall be billed at cost plus a mark-up. The State of Delaware also reserves the option of obtaining parts or equipment directly, to be installed by the Contractor. The State will provide materials and equipment at its’ own discretion.
4. The Contractor must comply with all local and State and Federal laws, rules and regulations for an electrician and possess a valid State of Delaware Master Electrician’s License. All other electricians conducting electrical work must possess a valid Electrical license as a Limited licensee, Journeyman licensee, and/or Apprentice licensee.
5. Contractor will provide a Bucket Truck and/or Lift to conduct services applicable to the needs of the project.
6. Contractor must respond to work request in a timely manner, as determined by the State.
7. Contractor must be available 24 hours a day for emergency work request and be on site, within two (2) hours after contact with the agency.
8. Contactor must have at least one Master Electrician available per county awarded.
9. The Master Electrician and/or Limited Electrician is responsible for their licensed Journeyman and/or apprentice.
10. Contractor will be responsible for pulling permits for projects that are required by the State of Delaware and/or the town/city.
11. Contractor will comply and utilize with the most recent Electrical Code adopted by the State Fire Marshal Office.
12. Contractor will maintain a “Good Standing” State of Delaware Professional License and County/Town license applicable to the service area.
13. Contractor should have the ability to provide weekly progress reports, and ability to participate in weekly status meetings, on jobs exceeding 2 weeks in duration, if requested by the agency.
14. The site of the work and facilities required to be constructed under the contract shall be maintained in a clean, orderly, and safe condition. Rubbish, surplus materials, and excess equipment shall not be permitted to accumulate during the progress of the work.
15. After each facility is completed and after all the work under the contract has been completed, the structure, facility, temporary facilities, barricades, toilets, and all the premises shall be left clean and in a condition satisfactory to the agency.
16. The Contractor shall conduct their operations, including those involving machinery and self-propelled vehicles and equipment in order to protect the lives and health of employees and other persons; prevent damage to property, materials, supplies, and equipment; and to avoid work interruptions; and the Contractor shall, in the performance of this contract, comply with the applicable provisions of Federal, State and Municipal safety, health and sanitation laws and codes, and shall otherwise furnish and employ such additional safeguards, safety devices, protective equipment and measures, and fire preventive and suppressive measures and equipment as shall be necessary for the protection of

property and for the life and health of personnel. The Contractor shall, after receipt of notice of deficiencies, immediately correct the conditions to which attention has been directed. Such notice when served on the Contractor or their representative at the site of work shall be deemed sufficient.

1. Responding vendors will identify, using Appendix B, the Labor Rate for task order requests that do not meet the prevailing wage requirement. Responding vendor will identify, using Appendix B, the material mark-up for task order requests. Materials is defined as consumables used for the task.
2. Contractor is responsible for all underground locating fees, scheduling underground locators for all jobs requiring digging.
3. The Contractor(s) shall be responsible for ensuring that all services, products and deliverables furnished pursuant to this Agreement comply with the standards promulgated by the Department of Labor and as modified from time to time during the term of this contract.

The prevailing wage law, [29 Del.C.§6960](http://regulations.delaware.gov/register/august2003/proposed/7%20DE%20Reg%20152%2008-01-03.htm), is enforced by the Department of Labor and states that the specifications for every contract or aggregate of contracts relating to a public works project in excess of $500,000 for new construction (including painting and decorating) or $45,000 for alteration, repair, renovation, rehabilitation, demolition or reconstruction (including painting and decorating of building or works) to which this State or any subdivision thereof is a party and for which the State appropriated any part of the funds and which requires or involves the employment of mechanics and/or laborers shall contain a provision stating the minimum wages to be paid various classes of laborers and mechanics which shall be based upon the wages that will be determined by the Delaware Department of Labor, Division of Industrial Affairs, to be prevailing in the county in which the work is to be performed.

Contractor is responsible for obtaining a prevailing wage determination for each task order request. Such determination must be attached to the quote issues for the specified task order.

1. **Additional Experience**

The following experience is preferred but not a requirement. Responding vendors should provide a list of experience/qualifications in any of the following capacities of electrical work:

1. Experience working in secure, high availability data center, server rooms and similar mission-critical environments.
2. Experience performing Power Studies and Thermographic Scans of power infrastructure.
3. Experience with Electromechanical locks and Gate/ Fence Electronic Controls in a Correctional Institution environment.
4. Ability to read and update blue prints, CAD drawings, schematics, and single-lines with each change.
5. Experience working on roadway lighting
6. Experience working on movable bridges
7. Experience working on generators and transfer switches

# Appendix B – PRICING FORMS

**See attached Excel Worksheet**

**Appendix C - Building Locations**

* + - 1. **Department of Corrections Locations:**

1. DOC Maintenance Superintendents (contact persons) are available between 7:00AM – 3:00PM Local Time, Monday-Friday.
2. Contact each location interested in visiting to obtain a Security Clearance Application and to schedule a walk-thru of the facility.
3. Security Clearance Applications must be submitted by all vendors’ personnel prior to scheduling a walk through for each location.
4. Security Clearance Applications take 7-10 days to process.
5. All visits must be scheduled prior to November 14, 2017

**Location         Contact person Phone Email**

|  |  |  |  |
| --- | --- | --- | --- |
| DOC - Northern region | Jay Hornbeck | 302-429-7755 | Judson.hornbeck@state.de.us |
| DOC - Northern Satellite | Steve Brown | 302577-3004 EXT 1118 | Steve.Brown@state.de.us |
| Central Region | Ernest Kulhanek | (p)302-653-3437  (c)302-379-1422 | ernest.kulhanek@state.de.us |
| Southern Region | Ron Zawora | 302-856-5265 | Ronald.Zawora@state.de.us |

* + - 1. **Department of Technology Locations:**

1. All visits must be scheduled prior to November 14, 2017
2. Visitors must provide a valid ID at the time of the visit.
3. Visitors will be given a visitors badge that must be worn in a visible placement throughout the time of the escorted walk through of the site.

**Location Contact person Phone Email**

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**APPENDIX D**

**DELAWARE DEPARTMENT OF CORRECTION**

**SECURITY REQUIREMENTS & PROCEDURES**

1. **REQUIREMENTS FOR ALL VENDORS/CONTRACTORS:**

The Delaware Department of Correction (DDOC) has established criteria for authorized entry into a correctional facility by Vendors/Contractors conducting business with the Department and requires the Vendor/Contractor to complete a DDOC Security Clearance Application (to be provided upon contract award) and complete the Prison Rape Elimination (PREA) Acknowledgement Form (to be provided upon award) prior to entering a DDOC facility. This security criterion shall be observed by all professional service visitors, volunteers, vendors, contractors, subcontractors (if any) and any applicable employee providing services in relation to the contract. While working inside the prison facilities, it must be clearly understood that prison security requirements will at all times take precedence over service and/or construction operations. The vendor shall comply with all such regulations and consider the regulations when preparing their bid response.

1. **CONTRACTORS PERFORMING CONSTRUCTION/REPAIR SERVICES:**
   1. **Site Security**

The following regulations must be observed by all persons having any association with the construction of this project (employees, subcontractors, workmen, service men, manufacturer’s representative, etc.):

* + 1. Prime contractor shall submit a list of all proposed workers who will be working on site to the Regional Maintenance Superintendent or Security Superintendent. The list shall include name, social security number, age, sex, race and date of birth. This list shall include all sub-contractors (if any) and any vendors requiring access to the secure perimeter of the facility.
    2. Each trade subcontractor shall notify the Maintenance Superintendent twenty four (24) hours in advance, but not later than 12:00 Noon, on the previous work day before sending men to the project site so an officer can be assigned to accompany all his personnel.
    3. Contractors are required to notify the Regional Maintenance Superintendent/or Security Superintendent upon the termination of worker’s services in order that the identification card on file can be pulled and rendered inactive.
    4. Contractor must carry a Photo Identification Card.
    5. It is essential that construction operation and debris removal be conducted in a manner to assure that materials that may be used as weapons do not fall into the hands of inmates.
    6. Anything of unusual nature as loss of a key, identification cards, tools, piping, etc., shall be reported immediately to the escorting officer.
    7. In the event that construction requires the disruption of plumbing, electrical power, etc., the Regional Maintenance Superintendent must receive at least twenty four (24) hours advance

notice in order to preserve security and not to disrupt routine activities. When temporary shutdown of service is unavoidable, the work shall be completed at night during a time when the institution’s routine will not be interfered.

* + 1. Workers will be denied access to controlled areas should they have relatives or close friends incarcerated in the facility.
    2. Workers shall be subjected to all rules and regulations and shall comply with the escorting officers’ instruction accordingly.
    3. Construction Personnel Vehicle Parking

Parking spaces for privately owned vehicles operated by construction personnel may be limited.

The Maintenance Superintendent will assign areas within the prison site for parking. Sufficient space will be provided to park privately owned vehicles operated by construction personnel on site.

Parked vehicles must always have the ignition and doors locked.

* + 1. Prison Records - Where a workman or representative visiting the institution has a prison record, the trade subcontractor shall be responsible for obtaining the particulars concerning his record and notifying the institution at least seventy two (72) hours in advance of his visit. The institution will then notify the trade subcontractor and either provide or deny permission for that person to enter the institution. Any workman denied entrance to the institution must be replaced by the trade subcontractor or subcontractor at no additional cost.
    2. Workmen Lunch Area/Searches

Workmen are expected to stay in their respective working areas during their lunch period unless leaving the grounds is permitted.

All workmen are expected to submit to a search of themselves, toolboxes, lunch containers, and vehicles at any time if the search is deemed necessary.

* + 1. It is forbidden to aid or abet the escape of any inmate, or to advise, connive or assist in any escape, or to conceal any inmate after escape, or withhold information pertaining thereto. Violation of this prohibition can result in prosecution and the law provides for punishment of fine and imprisonment.
    2. It is forbidden to bring into or take out of the prison either for pay, or for favor, for any inmate, any article, without the proper authorization from the Maintenance Superintendent.
    3. It is forbidden to roam at will throughout the prison. Workers are restricted to going directly to those places where the work is conducted and remaining away from all areas where they have no business to conduct.
    4. It is prohibited to socialize, exchange pleasantries, or conduct business with inmates in traffic areas hallways, center areas, etc. Affectionate or intimate behavior between official visitors and inmates is prohibited.
    5. No photographs may be taken without proper authorization. No public news releases may be given without similar authorization.
    6. Escorting of any person, not previously approved, onto the prison grounds or into the prison is prohibited.
    7. The offering and giving of any tips, gratuities, fees, etc. to any inmates or prison personnel are strictly prohibited.
    8. The use of indecent, abusive, or profane language is forbidden anywhere on the prison property.
    9. Civilian or other clothing should not be left carelessly in places where it may be acquired and worn by inmates.
    10. In the event an acquaintance, friend, or relative of contractor’s employee should be an inmate of the institution at which work is being conducted, it is advisable that the contractor communicate this confidentially to the Maintenance Superintendent.
  1. **Equipment/Tool Inventory**
     1. Inventory of all tools, equipment and supplies shall be taken by the Contractor at the beginning and end of each workday (to be provided upon award). All unnecessary tools and equipment should be left at the shop. An assigned DDOC employee shall escort the Contractor or other non-employee workers while in the institution. At entry control points, vehicles and personnel will be searched to include any tools or related equipment. No tools will remain on the work sites upon departure. Activities must be performed as authorized with proper security and safety precautions
     2. Restricted Tools: The DDOC classifies a restricted tool as one that can be used by inmates either in effecting an escape or causing death or serious injury. The following tools are typical examples of a tool classified as restricted and shall not be considered all inclusive:

1. Diamond-point drills
2. Ice picks
3. Hones and sharpening stock
4. Metal cutters, blades
5. Bolt cutters
6. Cleaners
7. Cutting torches
8. Electric drills, portable
9. Electric bench and portable grinders
10. Files
11. Gear pullers
12. Diamond point and regular hacksaw blades
    * 1. Flammable Liquids: Maintain flammable liquid (e.g., gasoline, fuels, etc.) in secure containers at all times, in compliance with OSHA regulations.
      2. Powder Actuated Tools: Comply with Owner’s and Maintenance Superintendent directions for control of powder used and stored.
      3. Lost or stolen tools must be reported to security of the Department of Correction immediately.
      4. Broken saw blades must be removed from the property (not left or discarded on site).
      5. Trucks should be kept clean of debris. Trash within the vehicle increases the amount of time required to inspect the vehicles.
      6. Contractors shall include, in their bid, a sufficient amount of time to enter and depart the facility in a given day. As an example, it takes between one half hour to one hour to enter or leave the facility.
      7. Proper construction clothing is required. Short pants are not permitted.
      8. Contractors are advised that only limited movement will be permitted while inside the compound.
      9. Completion of a Security Clearance Form is required for all employees working on the project and will remain on file for one (1) year from clearance date.
    1. **Special Requirements**
       1. Materials shall be moved through the buildings using rubber tire vehicles which shall be properly controlled at all times to avoid damage to existing walls, floors, and ceiling surfaces, including doors and door and/or window frames.
       2. Water damage will not be tolerated and it is incumbent upon the contractor to take all steps necessary to keep the existing premises dry at all times.
       3. All welding and cutting shall be performed by qualified and certified welders. Certificates shall be on file with the Construction Manager prior to commencement of any welding.
       4. Existing streets, pavements, lawns, curbs and other finished surfaces disturbed or damaged by excavation or other construction activities shall be repaired and restored to their original conditions to the satisfaction of the Owner and local authorities.
13. **CONTRABAND**
    1. Title 11, Section 1256 of the Delaware Code specifies that “a person is guilty of promoting prison contraband when: (a) The person knowingly and unlawfully introduces any contraband into detention facility; or (b) The person possesses with intent to deliver any contraband to any person confined within a detention facility; or (c) Being a person confined in a detention facility, he knowingly and unlawfully makes, obtains, or possesses any contraband.”
    2. The following items are considered contraband and shall not be permitted near , in possession of or on the grounds of any DDOC facility:
       1. Intoxicating beverages.
       2. Narcotics, hypnotics, barbiturates, hallucinogenic drugs, central nervous stimulants, tobacco or drugs, except as authorized or approved by an institution affiliated physician.
       3. Firearms or instruments customarily used or designed to be used as a dangerous weapon, or an explosive device, except as authorized or approved by an institution and/or Departmental Administrator.
       4. Instruments that may be used as an aid in attempting an escape.
       5. Hypodermic needles, syringes, or other articles, instruments or substances specifically prohibited by the institution administration, except as authorized by an institution and/or Departmental Administrator.
    3. In addition to above, no inmate may possess:
14. Tools, instruments or implement which could be used as a dangerous weapon except as are assigned by and used under the supervision of authorized personnel.
15. Money.