



OKLAHOMA STATE BUREAU OF INVESTIGATION

Bid Solicitation and Scope of Work

Date: March 13, 2012

Agency Solicitation Number: 29396

Project Name: Electrician Services

Project Location: Forensic Science Center
800 E. 2nd, Edmond, Oklahoma

The Oklahoma State Bureau of Investigation (OSBI) is seeking bids to establish an annual contract for electrical maintenance and repair services on an **“as needed basis”** for the Oklahoma State Bureau of Investigation’s (OSBI) Forensic Science Center located at 800 E. 2nd Street, Edmond, Oklahoma.

Bids will be accepted until **3:00 p.m., Friday, April 6, 2012**. Late Bids will not be accepted. Bids will be accepted **by e-mail, postal mail or hand delivered** to the Agency Contact:

Mary Reznicek, Procurement and Facilities Manager
6600 N. Harvey Place, OKC, OK 73116
Phone: 405-879-2650
Fax: 405-842-0675
E-Mail: Mary.Reznicek@osbi.ok.gov

A **MANDATORY pre-bid walk-through** will be held on **Tuesday, March 28, 2012 at 10:00 a.m.** A site visit form will be provided and must be submitted with the bid response.

The requirements of the proposed contract for construction are described within this Solicitation, and the Solicitation will become a part of any resultant Contract. The issuance of this Solicitation does not guarantee that the State of Oklahoma will enter into a contract and the State reserves the right to reject any and all bids.

In preparing your bid, please review the attached documents and comply with instructions given:

- Scope of Work (SOW): Description and Requirements of the proposed construction contract.
- Bid Form: Submit your Bid using the form provided.
- Statutory Bid Affidavit: Complete this affidavit and return with your Bid.
- Agreement Between Owner and Contractor: This is the contract that will be forwarded to the Contractor from the Department of Central Services Construction and Properties Division after selection. Once received, Contractor should complete the contract and return it as soon as possible to avoid delay beginning the project.

Questions about this Solicitation must be received by **Wednesday, March 29, 2012 at 5:00 p.m.** Questions should be directed to the Agency Contact at:

Mary Reznicek
Phone: 405-879-2650
Fax: 405-842-0675
E-Mail: Mary.Reznicek@osbi.ok.gov

This Solicitation and any resulting Contract for Construction is in accordance with 61 O.S. §101- 138, and specifically 61 O.S. §103(B) regarding projects under the statutory amount mandated therein. Any resultant contract will be awarded by the Oklahoma Department of Central Services, Construction and Properties Division.

SCOPE OF WORK

- 1.1 Where not more specifically described in any of the various sections of these specifications, workmanship shall conform to all of the methods and operations of best standards and accepted practices of the trade or trades involved, and shall include all items of fabrication, construction or installation regularly furnished or required for completion of the services. Certified personnel, skilled in their respective line of work, shall execute all work. Contractor shall furnish and provide all tools, equipment, materials and labor required to fulfill this contract as specified. A list of equipment is included as Attachment A. This list may not be all inclusive of equipment covered in this solicitation. Contractor is responsible for evaluating the site and determining any other equipment that will be maintained and serviced. In addition, Contractor will be responsible for maintaining all interior and exterior lighting to include bulb and ballast replacement as necessary.
- 1.2 **Performance Interference:** The Contractor shall notify the OSBI immediately of any occurrence and/or condition that interferes with the full performance of the contract, and confirm it in writing within twenty-four (24) hours.
- 1.3 **Project and Storage Areas:** The OSBI Facility Manager will identify project areas and possible storage areas to be utilized by the Contractor. The areas of the building site for loading or unloading of equipment, supplies etc., is not for parking. The OSBI Facility Manager will designate parking to be used by the Contractor.
- 1.4 **Safety:** Safety of the Contractor's employees, employees of the State, as well as the public is a prime concern of the OSBI, and the Contractor must take all necessary steps to assure proper safety during the performance of this contract.
- 1.5 **Codes and Standards:** All electrical work shall comply with applicable codes and standards. It shall be the responsibility of the Contractor to comply with State, County or City ordinances by securing all necessary permits.
- 1.6 **License/Certifications:**
 - 1.6.1 The Contractor shall hold and maintain a State of Oklahoma Electrical Contractor's License in accordance with the Electrical Industry Regulations as set by the State of Oklahoma Department of Health and the Electrical Licensing Act, latest amendment.
 - 1.6.2 All Journeymen shall hold and maintain a State of Oklahoma Electrical Journeyman's License in accordance with the Electrical Industry Regulations as set by the State of Oklahoma Department of Health and The Electrical Licensing Act, latest amendment.
 - 1.6.3 All Apprentices must hold and maintain a certificate of registration in accordance with Electrical Industry Regulations as set by the State of Oklahoma Department of Health and The Electrical Licensing Act, latest amendment. Copies of current license to be

provided prior to any work being done.

- 1.6.4 The OSBI reserves the right to check Contractor or Contractor employee licenses at any time during the term of the contract.
- 1.6.5 Contractor employees must hold and maintain necessary certifications/ licenses for equipment installed in the facility as required by the manufacturer. Copies of such certifications/licenses must be provided with bid documents.
- 1.7 Professional Standards: All work performed by the Contractor shall be according to the standards of the electrical industry, NFPA 70, the National Electric Code and to the complete satisfaction of the OSBI.
- 1.8 Personnel:
 - 1.8.1 Contractor shall employ at least one full time Journeyman with at least five (5) years experience in the trade.
 - 1.8.2 The Contractor shall be fully responsible for the actions of their employees while they are at the job site. These employees shall be fully qualified to perform skillfully all the work as required for this contract and shall conduct themselves in a courteous, professional manner at all times while on State property.
 - 1.8.3 The Contractor shall assure that all workers assigned to perform service and or repairs on State property shall be dressed in an appropriate company uniform with the company name, workers name and a photo ID in their possession.
 - 1.8.4 The OSBI reserves the right to have any employee of the Contractor removed from the job site and replaced with additional workers if they are not compliant.
 - 1.8.5 All Contractors and their employees shall conform to the Governor's Executive Order 2012-01, which prohibits the use of any tobacco products on any and all properties owned, leased or contracted for use by the State of Oklahoma, including but limited to all buildings, land and vehicles.
 - 1.8.6 Contractor and Contractor's employees must be United States citizens or be legally eligible to work in the United States. Contractor shall provide proof of eligibility of Contractor or Contractor's employees to work in the United States as indicated to comply with OSBI requirements or local, State and Federal laws.
 - 1.8.7 The OSBI shall conduct investigations on companies and individuals with whom it contracts including but not limited to a background investigation, polygraph examination and national criminal history record check. The successful Contractor shall submit data as required by the OSBI for each proposed employee. No employee of the Contractor shall work on the premises until the individual is approved by the OSBI. All personnel must be able to speak and understand English sufficiently to comprehend oral and written instructions. All personnel must be able to complete a polygraph examination conducted in English without the use of an interpreter if required. Any person found not acceptable to the OSBI will not be allowed to perform work at any OSBI facility.
- 1.9 Service Location: Contractor shall be responsible for service/repairs on the load side of the service entrance of the electrical system.
- 1.10 Service Authorization: Electrical service or repair shall be requested and authorized by the OSBI Facility Manager or designee only.
- 1.11 Work Schedule: All work shall be scheduled at the convenience of the OSBI so as not to interfere with the State's conduct of business.
- 1.12 Exclusions: Equipment currently under Manufacturer's warranty/guarantee.
- 1.13 Availability:
 - 1.13.1 The Contractor shall be available seven (7) days a week, 24-hours (24) per day for on-call and emergency service work during the term of the contract and shall be compensated at the respective hourly rates bid.
 - 1.13.2 All serviced work shall be performed during normal business hours unless authorized by The OSBI.

- 1.13.3 Normal business hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.
- 1.13.4 Normal response time for standard jobs must be within 24 hours of the OSBI request. For these jobs, work must be completed within ten (10) workdays after notification by the OSBI.
- 1.13.5 For emergency repair service calls, the successful Contractor shall respond by returning the telephone call within thirty-minutes (30) following notification. Following this the successful Contractor shall have personnel on site within one (1) hour.
- 1.13.6 Contractor shall have sufficient resources to be able to respond to at least two calls for service at a time.
- 1.14 Labor:
 - 1.14.1 There are no guaranteed minimum hours of work under this contract. Hours paid under this contract for work shall be for productive hours at the job site. Repair service is to be performed on a labor rate per hour per worker. Labor rates must include travel time, fuel, insurance and all other additional overhead.
 - 1.14.2 No trip charges will be paid or allowed by this contract.
 - 1.14.3 Upon arrival the Contractor shall, at an area designated by the OSBI Facility Manager or designee, sign in before work is to start and sign out when work is completed on a daily basis. The Contractor's billed hours shall commence at that time. When leaving the site, the Contractor shall report to the OSBI Facility Manager or designee. The Contractor's billed hours shall cease at that time.
 - 1.14.4 Labor for service/repair shall be billed as time/hourly rate as bid.
- 1.15 Hot Work: All **hot work** shall be performed in accordance with OSHA standard 1910.252 General Requirements, NFPA 51B, Standard for Fire Prevention. During Welding, Cutting, and Other Hot Work, Contractor must follow the 1999 Edition, and any other law, rules, standard, etc., that apply.
- 1.16 Parts/Materials:
 - 1.16.1 The OSBI shall have first option to provide all operating parts and major components for electrical repair as needed. The Contractor's parts/cost shall be approved by the OSBI prior to installation. This includes all bulbs and ballasts.
 - 1.16.2 All materials shall include dielectric or brass between two dissimilar metals. No copper to steel or galvanized shall be used.
 - 1.16.3 Any part(s) removed during service/repair is the property of the State of Oklahoma and shall not be removed from the premises without authorization from the OSBI Facility Manager or designee.
 - 1.16.4 All materials, tools, equipment, etc. shall be removed or safely stored by the Contractor. The OSBI is not responsible for theft or damage to the Contractor's property.
- 1.17 Guarantee: The Contractor shall guarantee all workmanship and materials for a period of one (1) year from the date of final acceptance. The Contractor shall, upon demand correct all defects and or deficiencies at their expense. Final acceptance does not relieve the Contractor from responsibility for latent defects or deficiencies.
- 1.18 Condition of Building and Work Area: The Contractor shall be responsible for restoring the building or grounds area where work has been performed back to the former or an improved state prior to final acceptance.
- 1.19 Hazardous Materials: All hazardous materials used by the Contractor to fulfill the requirements of this contract shall be marked as such. The Contractor shall provide the OSBI Facility Manager or designee the appropriate Material Safety Data Sheet (MSDS) for each product before the work has started. Disposal of such products off of State property is the responsibility of the Contractor and shall be done in accordance with all applicable laws, guidelines, regulations and codes.

- 1.20 Trash and Debris: The Contractor shall keep the premises clean of all rubbish and debris generated by the work involved and shall leave the premises neat and clean. The Contractor shall dispose of all surplus material, rubbish, and debris off site.
- 1.21 Estimates: An estimate of costs will be provided for approval and funding for all repairs and parts prior to beginning the work.
- 1.22 Inspection/Quality/Reporting Requirements:
 - 1.22.1 The OSBI Facility Manager or designee shall be responsible for monitoring of the program to ensure contract compliance.
 - 1.22.2 The OSBI Facility Manager or designee shall inspect all work for completion.
 - 1.22.3 The OSBI shall accept all work as complete prior to payment being issued.
- 1.23 Exterior Lighting: Contractor will monitor and replace light bulbs for all exterior lighting as required. Contractor will also be responsible for maintenance and repair for all exterior lighting sources.

ATTACHMENT A
Oklahoma State Bureau of Investigation
Forensic Science Center Equipment

This list may not be all inclusive of the equipment at the facility. Contractor is responsible for evaluating the site and determining any other equipment that will be maintained and serviced.

Equipment	Manufacturer and Model	Quantity	System
Chillers	Trane 500 Ton Centri-Vac	2	Chilled Water
Chilled Water Pumps	TACO FI4011	2	Chilled Water
Cooling Towers	BAC 3501A	2	Condenser Water
Condenser Water Pump	Taco TA1524	2	Condenser Water
Cooling Tower Filtration System	Miller-Leahman ADT2	1	Condenser Water
Boilers	Aerco Benchmark	6	Heating Water
Hot Water Pumps	Taco FI3013	3	Heating Water
Glycol Pumps	Taco FI1506	2	Heat Recovery
Indoor Air Handlers	Trane M-Series	7	Air Distribution
Outdoor Air Handlers	Trane T-Series	1	Air Distribution
VAV Boxes	Trane VCWF	72	Air Distribution
Air Valves	Phoenix	213	Air Distribution
Hot Water Coils	Trane	79	Air Distribution
Unit Heaters	Trane UHS	10	Air Distribution
Cabinet Unit Heaters	Trane UHC	2	Air Distribution
Toilet Exhaust Fans	Cook ACEB	2	Exhaust
Toilet Exhaust Fans	Cook SQIB	1	Exhaust
Firing Range Exhaust Fans	Cook CVS	2	Exhaust
Firing Range HEPA and prefilters	24X24X11.5 Hepa and 24X24 30% filter	6	Exhaust
Fire Pump Room Exhaust Fans	Cook AWD	1	Exhaust
Laboratory Exhaust Fans	Cook QMX	7	Exhaust
Laboratory Exhaust Fans	Strobic BS00218	1	Exhaust
Smoke Evacuation Fans	Cook ACSC-HP	2	Fire Protection
Fire Pump *	Bell & Gossett 6x6x9F	1	Fire Protection
Fire Jockey Pump*	Bell & Gossett 1SVB	1	Fire Protection
Laboratory Air Compressor*	Chemtron TOR150-120BDD	1	Lab Gases
DI Central Water System*	ELGA Centra R200	1	Lab DI Water
DI Water Mixed Bed Tank*	US Filter DIMB	2	Lab DI Water
DI Water Carbon Tank*	US Filter DICA	1	Lab DI Water
DI Water Softener*	US Filter KF	1	Lab DI Water
Water Cooler	Oasis M8CR	4	Domestic Water
Water Heater	PVI 54 P 250A-G	1	Domestic Water
HW Recirculation Pump	Taco 1616C	1	Domestic Water
Thermostatic Mixing Valve	Lawler 804-86306	4	Domestic Water
Acid Neutralization Tank	Scientific Plastics 350 Gallon	1	Domestic Water
Generator*	Kohler	1	Emergency System
UPS/Batteries*	ETN Powerware	1	UPS
Control Equipment & Devices*	Dukane	----	Paging System
Control Equipment & Devices*	Ford Audio	----	Audio/Visual System
Ballast/Lamps*	Hubbell	---	Lighting System
Control Equipment & Devices*	Lenel	---	Security System
Fire Alarm Control Panel & Devices	FCI	---	Fire Alarm System

*These items not included in the solicitations.

**OKLAHOMA STATE BUREAU OF INVESTIGATION
FORENSIC SCIENCE CENTER FACILITY
ELECTRICIAN SERVICES**

BIDDER RESPONSE FORM

Solicitation Number: 29396

Due Date: April 6, 2012 by 3:00 p.m. CST – to 6600 N. Harvey Place, OKC, OK 73116 or Fax 405-842-0675 or E-Mail: mary.reznicek@osbi.ok.gov

Company Name: _____

Address: _____

Contact Person: _____ **Phone Number:** (____) _____

References: Provide three (3) references of businesses that you have provided services similar in size and scope or function within the past two (2) years.

1. **Business Name:** _____
Address: _____
Contact Person: _____ **Phone Number:** (____) _____
Time Period Services Provided: _____

2. **Business Name:** _____
Address: _____
Contact Person: _____ **Phone Number:** (____) _____
Time Period Services Provided: _____

3. **Business Name:** _____
Address: _____
Contact Person: _____ **Phone Number:** (____) _____
Time Period Services Provided: _____

Labor Hourly Rates:

Journeyman Rate per Hour (Standard Rate)

July 1, 2012 – June 30, 2013	\$ _____
July 1, 2013 – June 30, 2014	\$ _____
July 1, 2014 – June 30, 2015	\$ _____
July 1, 2015 – June 30, 2016	\$ _____
July 1, 2016 – June 30, 2017	\$ _____

Apprentice Rate per hour shall be 50% of Journeyman's Standard Rate

**Journeyman's Overtime Rate per hour shall be 1.5
times Journeyman's Standard Rate**

Apprentice Overtime Rate per hour shall be 1.5 times Apprentice Standard Rate

Pre-Bid Walk-Through Form Attached? YES ____ NO ____

Bid Affidavit, signed, notarized and attached? YES ____ NO ____

Addendums signed and attached, if applicable? YES ____ NO ____

Signature: _____
Owner or Owner's Authorized Representative

Name/Title: _____ **Date:** _____



State of Oklahoma
Department of Central Services
Construction and Properties

Bid Affidavits

In accordance with 61 O.S. § 108 and § 115, a sworn statement shall accompany any competitive bid submitted for a public construction contract.

STATE OF OKLAHOMA)
) ss
COUNTY OF _____) Project Name: _____
DCS Project No.: OSBI Electrician Services

NON-COLLUSION STATEMENT

- A.** For the purposes of a competitive bid for a public construction contract, the undersigned, being first duly sworn, certifies that
1. I am the duly authorized agent of _____, the bidder submitting the competitive bid which is attached to this statement, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and state officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the bid to which this statement is attached;
 2. I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and have been personally and directly involved in the proceedings leading to the submission of such bid; and
 3. Neither the bidder nor anyone subject to the bidder's direction or control has been a party:
 - a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
 - b. to any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
 - c. in any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract.
- B.** I certify, if awarded the contract, whether competitively bid or not, neither the contractor nor anyone subject to the contractor's direction or control has paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring the contract to which this statement is attached.

BUSINESS RELATIONSHIPS STATEMENT

1. I further certify that the nature of any partnership, joint venture or other business relationships presently in effect or which existed within one (1) year prior to the date of this statement with the Architect, Engineer, or other party of the project is:

(If none, so state)

2. That any such business relationship presently in effect or which existed within one (1) year prior to the date of this statement between any officer or director of the bidding company and any officer or director of the architectural or engineering firm or other party to the project is:

(If none, so state)

3. And that the names of all persons having any such business relationships and the positions they hold with their respective companies or firms are:

(If none of the business relationships herein above mentioned exist, then a statement to that effect.)

If awarded a contract, the bidder affirms that the work will be carried out in conformance with the contract requirements and that all invoices submitted for payment will reflect a true and accurate accounting of the work completed.

Printed Name and Title

Signature of Bidder

Subscribed and sworn to before me this _____ day of _____, _____.

by _____

Notary Public

My Commission Expires _____