



Frankfort Plant Board
Electric

BID INVITATION #1647

ISSUED ON

September 6, 2017

BY

**THE ELECTRIC & WATER PLANT BOARD OF THE
CITY OF FRANKFORT, KENTUCKY**

FOR

UNDERGROUND FAULT INDICATORS

TO BE OPENED ON

September 20, 2017

AT 10AM LOCAL TIME

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UNDERGROUND FAULT INDICATORS

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III. ADVERTISEMENT FOR BID

**The Frankfort Plant Board
305 Hickory Drive
P.O. Box 308
Frankfort, KY 40602**

Sealed Bids for the furnishing of materials with all related appurtenances will be received by the Frankfort Plant Board until 10AM, local time, September 20, 2017; and then opened and publicly read aloud.

Specifications may be examined at the following location:

Frankfort Plant Board
Electric Dept.
305 Hickory Drive
Frankfort, KY 40601
(502) 352-4608

No bidder may withdraw his bid for a period of ninety (90) days after closing time scheduled for the receipt of Bids.

The Plant Board reserves the right to waive informalities and to accept or to reject any and all bids.

**TRAVIS McCULLAR
ELECTRIC DEPT.**

IV. INSTRUCTIONS TO BIDDERS

1. SUBMISSION OF BIDS

A. The following certificates or notices are included as a part of this documentation and shall be returned as a part of the bid response package.

- An Equal Employment Opportunity Compliance (EEOC) Certificate
- A Certification of Non-segregated Facilities (CONF)
- A General Safety Program (GSP) Notice
- A Drug free Workplace Compliance (DWC)

B. Each bid should be in a SEPARATE SEALED ENVELOPE and have typed on the envelope the INVITATION NUMBER, OPENING DATE, AND TIME. No responsibility will be attached to the Frankfort Electric & Water Plant Board for the premature opening of or failure to open a bid not properly addressed or identified.

Bids must be received in the office of the Frankfort Electric & Water Plant Board, 305 Hickory Drive, P.O. Box 308, Frankfort, Kentucky, 40602, in a sealed envelope not later than the time specified for opening of bids, at which time all bids received will be publicly opened and read in the Bid Opening Room. It shall be the Bidder's responsibility that the bids are delivered to the above address no later than the time specified. Bidders are invited to attend public bid openings; also, to review complete bid files after awards have been made.

C. Bids may be rejected unless filled out in ink or typewritten and signed in ink by a proper agent of the firm.

D. Telegraphic bids, facsimile bids, or modifications of bids by telegram are not acceptable.

E. Conditional bids are not acceptable.

F. It is the responsibility of each Bidder before submitting a Bid to:

- Examine the Bid and Contract documents thoroughly.
- Consider federal, state, and local laws and regulations that may affect cost, progress, performance, or furnishing of the work.
- Study and carefully correlate Bidder's observations with the Bidding and Contract documents and notify Owner of all conflicts, errors, and/or the discrepancies.

G. All bids shall remain subject to acceptance for a period of ninety (90) days after the date of the Bid opening.

- H. Retain one complete copy of the bid for your file and return original with your bid.
- I. Bids may be withdrawn at any time prior to opening upon written request by the bidder. Negligence on the part of the bidder in preparing his bid shall not constitute a right to withdraw bid after it has been opened.
- J. Bidders are invited to attend public bid opening; also, to review complete bid files after awards have been made.

2. BID SCHEDULE/SIGNATURE PAGE

- A. Bidders should quote on the basis of a lump sum stated in this invitation.

For discrepancies between figures and written amounts, precedence will be given to the written amounts.

- B. Bids by corporations must be executed in the corporate name by the president or a vice-president (or other corporate officer accompanied by evidence of authority to sign) and the corporate seal must be affixed and attested by the secretary or an assistant secretary. The corporate address and state of incorporation must be shown below the signature.
- C. Bids by partnerships must be executed in the partnership name and signed by a partner, whose title must appear under the signature and the official address of the partnership must be shown below the signature.
- D. All names must be typed or printed below the signature.
- E. The Bid shall contain an acknowledgement of receipt of all Addenda (the numbers of which must be filled in on the Bid Form).
- F. The address, telephone number and contact person for communications regarding the Bid must be shown.

3. QUALIFICATIONS OF BIDDERS

- A. To demonstrate qualifications to perform work, each Bidder must be prepared to submit within five (5) days of Owner's request, written evidence such as financial data; previous experience, present commitments and other such data as may be called for. The Owner may make an investigation as deemed necessary to determine the ability of the Bidder to perform the work, and the Bidder shall furnish to the Owner all such information and data for this purpose, as the Owner may request. The Owner reserves the right to reject any bid if the evidence submitted by, or investigation of, such Bidder fails to satisfy the Owner that such Bidder is properly qualified to carry out the obligations of the Contract and to complete the work contemplated therein.

4. AWARD OF BID

- A. The Owner reserves the right to reject any and all Bids and to waive informalities or minor defects. Any Bid may be withdrawn prior to the above scheduled time for the opening of Bids or authorized postponement thereof. Any Bid received after the time and date specified shall not be considered. No Bidder may withdraw a bid within 90 days after the actual date of opening thereof. Should there be reasons why the contract cannot be awarded within the specified period; the time may be extended by mutual agreement between the Owner and the Bidder. In the event that the lowest responsive and responsible bid is within the Owner's budget, the Contract will be awarded to the lowest responsive and responsible Bidder which, in the Owners sole and absolute judgment, will best serve the interest of the Owner.
- B. In determining the lowest responsive and responsible Bidder, the following elements, including but not limited to, will be considered: (1) lowest price, (2) if the Bidder has a satisfactory performance record, (3) if the Bidder has a suitable financial status to meet obligations incidental to the work, (4) if the Bidder involved maintains a permanent place of business, (5) if the Bidder has adequate personnel and equipment to perform the work properly within the time allotted, (6) number of and acceptability by the Owner of any and all proposed Subcontractors, (7) the completeness and regularity of the Bid Schedule and (8) time schedule of delivery. In addition, the Owner may consider in making the determination, (1) the selection of equipment (or materials), (2) alternate equipment (or materials), and (3) deductions or other modifications listed in the Bid Schedule.

INSURANCE SHIPPING

All prices quoted shall be on a delivered prepaid basis F.O.B. destination including insurance of the goods in an amount equal to their value.

V. GENERAL CONDITIONS

The information contained within the “General Conditions” portion of this document applies to all items in this bid document. The specifics will follow and will describe in detail the items to be bid.

A. Data to Accompany Bid:

1. Include two (2) copies of the Manufacturer’s equipment specification data that includes all electrical and mechanical parameters, including design specifications and installation instructions.

B. EVALUATION OF BIDS:

Bids will be evaluated on the parameters as set forth in this specification.

C. CORRESPONDENCE:

1. Address all general correspondence and bid information to the Purchasing Agent:

Leigh Ann Phillips, Purchasing Agent
Frankfort Electric and Water Plant Board
P.O. Box 308
Frankfort, Kentucky 40602
lphillips@fewpb.com

2. Address all technical correspondence, drawings, test data, approvals, etc. to the Engineer:

Travis McCullar, PE
Electrical Engineer
Frankfort Electric and Water Plant Board
P.O. Box 308
Frankfort, Kentucky 40602
tmccullar@fewpb.com

3. Provide the Purchasing Agent and the Engineer with the appropriate contact personnel for correspondence.

D. DELIVERY & IDENTIFICATION:

1. All equipment, materials, drawings packing slips and other items associated with this bid, shall be identified at a minimum with:

INVITATION NO.1647
Frankfort Electric and Water Plant Board
Frankfort, Kentucky 40601

2. All equipment and materials to be supplied under this bid shall be delivered to:

Frankfort Electric and Water Plant Board
Attn: Travis McCullar
305 Hickory Drive
Frankfort, Kentucky 40601
Between 7:30AM to 3:00 PM M-F

3. Arrange, pay for, and coordinate the shipping and handling of all equipment and materials, to the point of delivery.
4. Notify Purchasing Agent at least 15 days prior to each shipment and include a description of the equipment being shipped, method of shipment, expected delivery date and shipping weight.
5. Failure to provide proper delivery notification, as herein requested, and results in an expense to be incurred by the Frankfort Electric and Water Plant Board will be charged to the bidder.
6. **All** items shall be clearly **marked externally** and have a packing slip identifying the contents.

E. INFORMATION FOR THE ENGINEER:

1. Mail one complete set of instructions and maintenance manuals on CD in Word document, Adobe pdf, or Autocad formats as appropriate, to the Engineer within 60 days of receipt of the approval drawings. These shall consist of revisions resulting from the return of approval drawings, outline drawing, wiring diagrams, nameplate drawings, instructions, part details, anchor bolts template (if applicable) installation instructions, bill of materials including catalog numbers and manufacturers' name for all equipment, shop fabrication details, and configuration drawing showing size and weight.
2. One additional set of hardcopy instruction and maintenance manuals shall be mailed separately and prior to shipment of the equipment.

VI. SPECIFICATIONS

UNDERGROUND FAULT INDICATORS

General Characteristics:

Compact, lightweight, underground fault indicators to be installed in pad-mounted switchgear and junctions. All indicators and associated equipment shall come with a minimum five year warranty. Indicators shall be auto adjusting, automatically adjusting its trip setting based on load conditions. All indicators shall include a flashing LED indicator with a 6ft. remote fiber-optic display.

A. Trip/Reset Logic

- 1) Indicators shall include microcontroller-based circuitry, capable of automatically determining the trip-level based on sampling of the load currents.
- 2) Indicator reset shall occur automatically after four hours or after the restoration of load current of 3 Amps or greater.
- 3) Sensors must also have an inrush restraint feature to prevent false activations from inrush currents resulting from reclosing operations or cold load pickup.

B. Installation

- 1) Indicators shall be hot stick installable on energized shielded cable.
- 2) Current sensor shall be a split-core/ closed core design.
- 3) The fiber-optic display must be capable of enclosure mounting, providing indication without the need of opening the enclosure.

C. Power Source

- 1) Microcontroller for sensor shall derive its power from the load current on the cable it is connected to.
- 2) Batteries for the flashing LED indicator shall have a 20-year shelf life.

D. Standards

- 1) Indicators shall be designed to meet the IEEE 495-2007 Standard.

E. Warranty

- 1) Manufacturer shall provide a five-year warranty for indicators and associated equipment.

Exceptions

Please clearly state any exceptions to items listed on page 9 in this space provided below:

Item #	Exception

VII. BID

UNDERGROUND FAULT INDICATORS

ITEM #	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	231	Underground Faulted Circuit Indicators LED Beacon with 6ft Fiber Optic Remote Indication MANUFACTURER_____		
		GRAND TOTAL		

SIGNATURE PAGE

UNDERGROUND FAULT INDICATORS

GRAND TOTAL \$ _____

GRAND TOTAL (WRITTEN IN WORDS): _____

DELIVERY TIME: _____

SIGNED BY: _____

FIRM: _____

ADDRESS: _____

TELEPHONE NUMBER: () _____

FAX NUMBER: () _____

E-MAIL ADDRESS: _____

DATE: _____

"NOTICE TO PROSPECTIVE SUBCONTRACTORS OF REQUIREMENT FOR CERTIFICATION OF NONSEGREGATED FACILITIES"

"A certification of Nonsegregated Facilities, as required by the May 9, 1967 order on Elimination of Segregated Facilities, by the Secretary of Labor (32 Fed. Reg. 7439, May 19, 1967) must be submitted prior to the award of a subcontract exceeding \$10,000 which is not exempt from the provisions of the Equal Opportunity clause. The certification for all subcontractors during a period (i.e., quarterly, semi-annually, or annually).

(Note: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.)"

C. Do you have at each of your facilities a current written Affirmative Action Compliance Program as required by Title 41 of the Code of Federal Regulations (CFR) 60-1.40; and current written Affirmative Action Programs for disabled veteran, veterans of the Vietnam Era and Handicapped workers as required by CFR 60-250.4 and CFR 60-741.4?

YES

NO

If "NO" within 120 days after receipt of any order resulting from attached quotation, the undersigned firm agrees to develop and maintain written Affirmative Action Compliance Programs as required. (Current law requires the contractor to develop a written Affirmative Action Compliance Programs in those cases where the contractor has received prime contract or subcontracts for \$50,000 or more and employs fifty (50) or more people).

CONTRACTOR (SELLER/SUPPLIER): _____

MAILING ADDRESS / PHONE: _____

Authorized Representative's
NAME (PRINT OR TYPE): _____

Authorized Representative TITLE: _____

Dated Signature of Authorized Representative: _____

If you received this as part of an Invitation to Bid please return with your BID.

OTHERWISE

Please return to: Personnel Officer/EEO Coordinator
Frankfort Electric and Water Plant Board
P.O. BOX 308
Frankfort, KY 40602

IX. NOTICE TO PROSPECTIVE CONTRACTORS OF REQUIREMENT OF GENERAL SAFETY PROGRAM

The Frankfort Plant Board requires that all contractors operate in compliance with standards set forth by federal, state, and local regulatory agencies, including but not limited to the Occupational Safety and Health Administration, Environmental Protection Agency and Department of Transportation. To comply with the regulations set forth by these agencies it is necessary for each contractor to operate under an established safety program pertaining to the contractor's specific line of business.

The primary goal of a safety program is to protect the health and safety of employees and the public. Our goals are also to conserve and protect property and the environment. **IT IS OUR ABSOLUTE CONVICTION THAT:**

- This is a moral responsibility of each firm and worker involved.
- Safe and healthful work is more efficient, effective and inseparable from how we perform our work.
- Accidents and injuries are unnecessary costs

We accomplish work which is free from accident and injury by providing vigorous leadership that is visible through the organization.

How well we conduct our work in a hazard-free manner, according to the direction provided, is a key factor in our performance for which we are each accountable.

There are certain basic elements that are incorporated into the safety program:

- Effective management leadership from each contractor;
- Organization of a **General Safety Program**;
- On-site supervisor with authority to carry out their responsibilities including suspension of work to correct unsafe conditions;
- Proper training and supervision; and
- Employee participation

Does your organization operate under an established safety program that is in compliance with all applicable federal, state and local regulations and does this program embody the philosophies described above?

YES

NO

CONTRACTOR (SELLER/SUPPLIER): _____

MAILING ADDRESS / PHONE: _____

Authorized Representative's
NAME (PRINT OR TYPE): _____

Authorized Representative TITLE: _____

Dated Signature of Authorized Representative: _____

If you received this as part of an Invitation to Bid, please return with your bid.

OTHERWISE

Please return to: Safety Officer
 Frankfort Electric and Water Plant Board
 P.O. Box 308
 Frankfort, KY 40602

*Frankfort Electric and Water Plant Board
PO Box 308, Frankfort KY 40602*

X. DRUGFREE WORKPLACE COMPLIANCE CERTIFICATE

AS A POTENTIAL CONTRACTOR FOR THE FRANKFORT ELECTRIC AND WATER PLANT BOARD PLEASE BE AWARE OF OUR POSITION CONCERNING DRUGS AND ALCOHOL IN THE WORKPLACE.

REVIEW THE FOLLOWING DRUG & ALCOHOL POLICY FOR DETAILS.

POLICY STATEMENT/OVERVIEW

The Drug & Alcohol Policy is intended as a general statement of the Frankfort Electric and Water Plant Board's (FEWPB) commitment to ensure a safe, drug free and alcohol free, working environment for the employees and customers we serve. We intend to prohibit drug use and alcohol misuse in the workplace.

A copy of this general Drug & Alcohol Policy and a specific Drug & Alcohol Procedural Policy shall be provided to every employee.

The Drug & Alcohol Policies shall be in accordance with the provisions, requirements, and regulations of applicable state and federal laws.

EMPLOYEES SUBJECT TO DRUG & ALCOHOL POLICIES

All employees are subject to all provisions of the Drug & Alcohol Policies.

APPLICANTS SUBJECT TO DRUG & ALCOHOL POLICIES

All job applicants are subject to applicable Drug & Alcohol Policies.

PARTICIPATION AS A REQUIREMENT OF EMPLOYMENT

Complete participation in the Drug & Alcohol Policies is a condition of employment with the Frankfort Electric and Water Plant Board.

PROHIBITED CONDUCT AND RELATED CONSEQUENCES

Employees are prohibited from engaging in unlawfully manufacturing, distributing, dispensing, possessing, or using controlled substances in the workplace.

Employees are prohibited from engaging in unlawfully manufacturing, distributing, dispensing, possessing, or using alcohol in the workplace.

Employees are prohibited from the use of legal drugs to the extent that such use or influence may affect the employee's safety, the safety of co-workers or members of the public or the employee's job performance.

Employees are prohibited from refusing to submit to drug or alcohol tests

Employees engaged in prohibited conduct are subject to applicable disciplinary action as outlined in the Drug & Alcohol Procedural Policy.

Any employee having a verified positive test result is subject to applicable disciplinary action as outlined in the Drug & Alcohol Procedural Policy.

Any applicant having a verified positive test result is disqualified from being hired as indicated in the Drug & Alcohol Procedural Policy.

CIRCUMSTANCES FOR TESTING

To ensure a safe, drug free and alcohol free, working environment for the employees and customers we serve, **drug and alcohol tests will be given to all employees and applicants under the following specific circumstances on or after February 1, 1996:**

PRE-EMPLOYMENT drug and alcohol tests shall be given to any applicant the Frankfort Electric and Water Plant Board has decided to hire.

POST-ACCIDENT drug and alcohol tests shall be given to any employee directly involved in certain vehicle accidents.

RANDOM drug and alcohol tests shall be given to a certain percentage of all Frankfort Electric and Water Plant Board employees.

REASONABLE SUSPICION drug or alcohol tests shall be given to any employee suspected of using a prohibited drug or of misusing alcohol.

RETURN-TO-DUTY drug and alcohol tests as well as FOLLOW-UP tests shall be administered to all employees who have tested positive for drugs or alcohol and wish to resume work related responsibilities.

TESTING

On or after February 1, 1996, all employees and applicants shall be subject to testing for the following six substances

- 1) Alcohol; 2) Marijuana; 3) Cocaine; 4) Opiates;
- 5) Amphetamines; and 6) Phencyclidine (PCP)

Specific procedures and guidelines are outlined in the Drug & Alcohol Procedural Policy. These procedures comply with the provisions, requirements and regulations of applicable state and federal laws regarding the following: Drug Tests, Specimen Collection, Collection Site Personnel, Collection Process, Specimen Rejections or Cancellations, Alcohol Testing, Alcohol Testing Site, Screening Alcohol Test, Incomplete Tests, and Test Accuracy.

TEST RESULTS RECORDKEEPING AND CONFIDENTIALITY

Specific procedures and guidelines are outlined in the Drug & Alcohol Procedural Policy. These procedures comply with the provisions, requirements and regulations of applicable state and federal laws regarding the following:

Retention of Records, Management Information System (MIS) Reporting, Access to Facilities and Records, Medical Review Officer Notification, Medical Review Officer Record Retention, Employee Notification, and Release of Test Information to Prospective Employer.

Confidentiality of all information relating to drug and alcohol testing will be maintained in accordance with applicable state and federal laws.

INFORMATION AND TRAINING

Upon implementation of the Drug & Alcohol Policies all Employees will receive general information concerning alcohol misuse and controlled substances use information including referral, evaluation and treatment by Substance Abuse Professionals. Supervisors and Managers will receive applicable drug and alcohol training in accordance with the provisions, requirements and regulations of applicable state and federal laws.

DRUG & ALCOHOL PROGRAM MANAGERS

Questions concerning the Drug & Alcohol Policies may be addressed verbally to Kim Watson, Safety Officer at (502) 352-4454 and/or Dianne Schneider, Personnel Officer at (502) 352-4366 or in writing to the Safety Officer and/or the Personnel Officer at P.O. Box 308, Frankfort KY 40602.

PLEASE SIGN BELOW TO INDICATE: 1) Review of Frankfort Electric and Water Plant Board's DRUG & ALCOHOL POLICY; 2) Contractor is in compliance with any applicable local, state or federal laws concerning mandatory Drug and Alcohol Programs; and 3) As a term of any contract {for services to be performed on behalf of the Frankfort Electric and Water Plant Board} the Contractor agrees to comply with Frankfort Electric and

Water Plant Board efforts toward a DRUGFREE WORKPLACE {which may include Drug and Alcohol Testing for CONTRACTOR PERSONNEL for **Post-Accident and Reasonable Suspicion**}.

CONTRACTOR: _____
MAILING ADDRESS / PHONE _____
_____ ()

Authorized Representative's
NAME (Print or Type): _____
Authorized Representative TITLE: _____
SIGNATURE & DATE: _____

**If you received this as part of an Invitation to Bid please return with your BID;
Otherwise, Return to: Personnel/Safety Officers, PO Box 308, Frankfort KY 40602**

**DRUGFREE WORKPLACE COMPLIANCE
CERTIFICATE**

XI. Uniformed Services Employment and Reemployment Rights Act of 1994

U.S. Department of Labor
Assistant Secretary for Veterans' Employment & Training
Washington, D.C. 20210

June 22, 1998

Dear Federal Contractor/Sub-Contractor:

The purpose of this letter is to provide you information about the **Uniformed Services Employment and Reemployment Rights Act of 1994**, commonly known as USERRA, 38 U.S.C. Section 4301-4333. USERRA is essentially an employment law but, unlike other employment laws, applies to all U.S. employers, regardless of size. The Department of Labor administers and enforces the law.

USERRA provides reemployment rights with a pre-service employer following qualifying military service. Reemployment rights include full credit for seniority, seniority-related benefits and pay increases, pension credit, and other entitlements.

USERRA is also an anti-discrimination law, similar to those laws that prohibit discrimination based on, for example, gender, race, or national origin. Section 4311 of USERRA states in pertinent part that "[a] person who is a member of, applies to be a member of, performs, has performed, applies to perform, or has an obligation to perform service in a uniformed service shall not be denied initial employment, reemployment, retention in employment, promotion, or any benefit of employment by an employer on the basis of that membership, application for membership, performance of service, application for service, or obligation." This section became effective on October 13, 1994, and there is no applicable statute of limitations with respect to initiating an action under USERRA.

In a March 3, 1998, memorandum about USERRA to the heads of all Federal government departments and agencies, Secretary of Labor Alexis Herman wrote:

"The men and women who serve in the armed forces of the United States make a unique sacrifice for the people of this country. Some give their lives, others survive with permanent scars, and all give years of their lives to service. Yet many of those who have served in the military or continue to serve in the National Guard and reserves while making their careers in the civilian sector find themselves years behind their peers in the civilian work force.

In an attempt to level the playing field for our Nation's veterans, Congress and our presidents have provided various legislative and legal protections for veterans. One of the most recent pieces of legislation is ... USERRA, which President Clinton signed into law on October 13, 1994."

My agency, the Veterans' Employment and Training Service, or VETS, administers the law for the Secretary of Labor and investigates claims involving possible violations. We also assist the Secretary in fulfilling her obligation under USERRA to inform protected persons and employers about the law's provisions. Information about USERRA is available on the Internet. The "Elaws" feature on the Department's home page provides access to information about USERRA as well as other laws administered by the Department. The home page can be found at www.dol.gov. Once on the home page, click on the "Elaws" logo. Within the "Elaws" directory, the USERRA advisor can be found under the Veterans' Employment and Training Service. Additionally, VETS has offices in each State where staff is available to answer inquiries concerning USERRA. Look under the "Labor, Department of" heading in the blue pages of your telephone directory to find the VETS office closest to you.

Sincerely,

Espiridion (Al) Borrego