



# ELECTRICAL SERVICES & SUPPLIES

**NON-MANDATORY FOR STATE AGENCIES**

**NON-MANDATORY FOR POLITICAL SUBDIVISION**

**Term:** July 1, 2009 through June 30, 2010  
**Renewals Remaining:** One one-year renewal option

The Division of General Services has established contracts for electrical services and supplies in the Anchorage, Mat-Su, and Juneau areas. Electrical Contractors listed below will provide the labor, materials, and equipment for various electrical repairs and installation services on an as-needed basis. Contracts shall be considered as non-mandatory for all Executive Branch Agencies. All other State of Alaska governmental entities may purchase from the contracts resulting from this ITB including State of Alaska governmental entities such as the Alaska Legislative Branch, the Alaska Court System, the University of Alaska, Boards and Commissions, and all State of Alaska political subdivisions – cities, boroughs and school districts.

The State also reserves the right to obtain electrical labor, materials, and equipment through other approved procurement methods. These excepted needs will be obtained in accordance with the State Procurement Code. The State also reserves the right to purchase only electrical materials and equipment from contractors without any labor.

Contractors are responsible for meeting and complying with all federal, state, and local laws, regulations, industry standards, codes, licenses and permits required to perform the services of this contract. Contractors are required to comply with Little Davis-Bacon wage rates if appropriate.”

To utilize the contracts, contact the contractor in your location (see below), advise them you are using a state contract and provide the contract number. The following regions are served by the contracts:

### Contractor Contact Information

**REGION: Capital Zone** - Contractor: Alcan Electrical Contract: **7803A**  
**Quotes/Service:** [alcanjuneau@acsalaska.net](mailto:alcanjuneau@acsalaska.net)  
 Contact: Sheila McDonough Phone: 780-4404 Fax: 780-6423

**REGION: Central Zone** - Contractor: Power & Light Inc. Contract: **7803B**  
**Quotes/Service Website:** [www.powerandlight.biz](http://www.powerandlight.biz)  
 Contact: Todd Houston Phone: 522-5678 Fax: 349-5678

**REGION: Mat-Su Valley Zone** - Contractor: Power & Light Inc. Contract: **7803C**  
**Quotes/Service Website:** [www.powerandlight.biz](http://www.powerandlight.biz)  
 Contact: Lyle Lebon Phone: 355-5688 Fax: 349-5678

### ELECTRICAL SERVICE – HOURLY RATES

REGION	CONTRACTOR	CONTRACT NUMBER	HOURLY RATE	OVERTIME RATE
Capital Zone	Alcan Electrical	7803A	\$100.00	\$125.00
Central Zone	Power & Light	7803B	\$84.50	\$115.50
Mat-Su Valley Zone	Power & Light	7803C	\$84.50	\$115.50

### ELECTRICAL SUPPLIES - CATALOG PRICE DISCOUNTS

CONTRACTOR	CRESCENT ELECTRIC SUPPLY CO.	GRAINGER	GRAYBAR
Alcan Electrical	0%	-15%	0%
Power & Light	-15%	+28%	-15%

For additional information, contact: [Victor Leamer](mailto:Victor.Leamer@alaska.gov) - Contracting Officer  
 State of Alaska  
 907-465-5678



## ELECTRICAL SERVICES & SUPPLIES

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### NON-MANDATORY FOR STATE AGENCIES

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### NON-MANDATORY FOR POLITICAL SUBDIVISION

While this document contains a majority of the terms and conditions that apply to the above contract, it is not intended to be the complete contract.

**CONTRACT INTENT:** This ITB is intended to establish an electrical services/supplies contract in the defined zones with qualified and competent Electrical Contractors to provide the labor, materials, and equipment for various electrical repairs and installation services on an as-needed basis. Contracts shall be considered as non-mandatory for all Executive Branch Agencies. All other State of Alaska governmental entities may purchase from the contracts resulting from this ITB including State of Alaska governmental entities such as the Alaska Legislative Branch, the Alaska Court System, the University of Alaska, Boards and Commissions, and all State of Alaska political subdivisions – cities, boroughs and school districts.

The State also reserves the right to obtain electrical labor, materials, and equipment through other approved procurement methods. These excepted needs will be obtained in accordance with the State Procurement Code. The State also reserves the right to purchase only electrical materials and equipment from contractors without any labor.

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### ELECTRICAL SERVICE SPECIFICATIONS

**WORKMANSHIP & MATERIALS:** All work must be performed in a thorough and workmanlike manner and in accordance with current industry practices. The contractor will be held responsible for the quality of the service, maintenance and inspections. Service, maintenance and inspections that are improperly done will be done over, by the contractor, at the contractor's risk and expense.

Contractors are responsible for meeting and complying with all federal, state, and local laws, regulations, industry standards, codes, licenses and permits required to perform the services of this contract. Contractors are required to comply with Little Davis-Bacon wage rates if appropriate.

**WARRANTY:** The work provided under this contract shall be guaranteed to be free from defects in material and workmanship for a period of two (2) years commencing upon the date of final completion of each project.

**RESPONSE TIME:** Contractor shall meet or exceed the following minimum response times for the specified response levels. If an emergency request is made by the user agency that requires an immediate service response, Contractor shall make all reasonable efforts to respond as needed.

Response Level	Call Back Response	Service Response	Definitions
1 – Emergency	½ hour	1 hour	An “Emergency” service shall be defined as such a situation that would involve an operational or other program function that potentially threatens the health and safety of persons, the destruction of

			property, or the ability of the agency to perform necessary operations.
<b>2 – Critical</b>	<b>24 hours</b>	<b>48 hours</b>	A “Critical” service call shall be defined as any service for thermal comfort, normal operations, critical occupancy, necessary services or operational necessity, or event service.
<b>3 – Routine</b>	<b>48 hours</b>	<b>As negotiated with agency</b>	Scheduled repairs, maintenance or event set-up.

**WRITTEN QUOTES:** When requested, Contractor will perform a site visit and prepare a written quote for scope of work. Site visit and quotes shall be provided within five (5) working days after notification of requesting agency. Failure to provide information within stated timeframe may force the agency to seek services elsewhere. Repetitive failure to respond may result in cancellation of contract. There will be no charge for written quotes requested by the State whether or not the work is performed. Quotes can not exceed \$100,000.

If the Contractor foresees that he/she is going to exceed the original quote, he/she must notify the user agency in advance for approval in order to proceed on the additional work. The Agency shall not pay for additional work if the Contractor performs the work without the Agency's approval. In accordance with 2 AAC 12.485(d), unanticipated contract amendments (change orders) which exceed the lesser of 20% of the amount of the original term of the contract (quote) or \$50,000, may be only if the Chief Procurement Officer determines in writing that the amendment is in the state's best interest.

The State reserves the right to provide their own electrical materials and equipment for installation by the Contractor.

**WORK HOURS AND DELIVERY OF MATERIALS:** It shall be the Contractor's responsibility to see that tools, equipment, and materials are delivered within or adjacent to the work area as specified by the agency.

In the interest of clarification, the following definitions shall apply to this contract:

Regular Hours: Monday through Friday, 8:00 A.M. – 5:00 P.M.

Overtime Hours (including weekends and holidays as observed by user agency):

- Monday through Friday, 5:00 p.m. – 8:00 a.m.
- Weekend Hours: Saturday and Sunday, any hour day or night.

The Contractor is responsible to protect all existing and newly installed work, materials, equipment, improvements, utilities, structures, and vegetation at all times during the course of this contract. Any property or incidentals damage during the course of this contract shall be repaired or replaced to the satisfaction of the user agency.

It shall be the sole responsibility of the Contractor performing services for this contract to safeguard their own materials, tools, and equipment. User agency shall not assume any responsibility for vandalism or theft of materials, tools, or equipment.

**DEMOLITION AND DEBRIS REMOVAL:** The Contractor shall be responsible for the removal of all debris from the site and clean affected work areas. The Contractor shall keep the premises free of debris and unusable materials resulting from their work and as work progresses; or upon request by a user agency representative, shall remove such debris and materials from agency property. The Contractor shall leave all affected areas as they were prior to beginning work. The Contractor shall provide all refuse containers for the work and be responsible to dispose off-site, all waste materials and rubbish.

**UTILITIES:** User agency shall make available all required utilities to the Contractor for work under this contract. This however does not include those utilities to be installed by the Contractor as a part of the scope of work or specification. Accidental interruption(s) caused by the Contractor and repair thereto, shall be at the Contractor's expense. Planned interruptions under this contract shall be coordinated with the user agency's office at least one day in advance of the expected interruption.

**POTENTIALLY HAZARDOUS MATERIALS:** If the work to be performed under this contract requires the use of any product which contains any ingredient that could be hazardous or injurious to a person's health, a Material Safety Data Sheet (MSDS) must be submitted with their bid at the time of the bid opening. The extent of use of the hazardous material may be a factor in the award of the contract.

**CODES AND STANDARDS:** Materials and installation shall comply with the latest editions of codes, laws and ordinances of Federal, State and local governing bodies and authorities having jurisdiction.

In case of differences between Building Codes, State and Federal laws, local ordinances, utility companies' regulations and the Contract Documents, the most stringent shall govern.

All work shall be done in a safe manner and comply with all governing regulations concerning safety. Adequate barricades shall be erected and maintained around all areas where equipment and materials are stored and used. All work being performed for and/or on user agency property shall fully conform to all local, state, and Federal safety regulations.

**TEMPORARY SUSPENSION OF WORK:** During the progress of any work, the Contractor may suspend work via written permission of the user agency wholly or in part, for such period or periods as the user agency may deem necessary, due to unsuitable weather, or such other conditions as are considered unfavorable for the suitable progression of the work. If it should become necessary to stop work for an indefinite period, the Contractor shall store all materials in such manner that they will not obstruct or impede the public unnecessarily, nor become damaged in any way, and they shall take every precaution to prevent damage or deterioration of the work already performed. When conditions warrant resumption of work on the project, the Contractor shall notify the user agency 24 hours in advance and shall proceed with the work only when and if authority is granted by the user agency. Any work performed without approval by the user agency will be at the contractor's risk, and he shall be held liable for removal of any such work.

## **ELECTRICAL SUPPLIES SPECIFICATIONS**

**ITEMS EXCLUDED FROM THE CONTRACT:** The contracts issued as a result of this ITB are intended to cover only electrical supplies and services. The following product and item groups are excluded:

- Cellular Phones Computers Computer Parts Audio/Video
- Auto Electronics Telephones Furniture Appliances Office Equipment

In case of a dispute over whether an item is excluded, the Contracting Officer will make the final decision.

**MINIMUM ORDER SIZE:** The State is not committed to any minimum or maximum order size. No fees will be charged based on size of orders.

**SALE ITEMS:** All contract items which are advertised at a reduced price may be purchased at the advertised sale price or the contract price, whichever is lower. Orders placed under sale pricing shall be subject to all terms and conditions of the contract.

**CUSTOMER SATISFACTION:** It is the responsibility of the Contractor to maintain a high degree of service, product quality, and fill rate sufficient to provide satisfaction to the users of the contract.

**ORDER PLACEMENT:** Agencies must have the option to place orders with the vendor via fax or phone via a toll free number. In addition, on-line ordering should be provided as an option for placing orders.

**HOURS OF OPERATION:** The vendor must be available to take orders during normal State of Alaska business hours, Monday – Friday, 8:00 A.M. to 5:00 P.M.

**DELIVERY:** All deliveries of in-stock items must be made within three business days of order placement, to be calculated beginning with the day following order placement. If an item(s) needs to be back ordered, the contractor must receive approval from the ordering agency prior to placing the order. Deliveries outside of the contract location of award may include mutually agreed upon delivery timeframe and cost.

**F.O.B. POINT:** The F.O.B. point for all items purchased under this contract is the final destination anywhere within the defined three zones. For the purposes of these contracts, the state is divided into three zones described as follows:

- Central Zone – Includes Anchorage and all the surrounding communities that are accessible the roadway within a 40-mile radius of Anchorage. Areas on the Mat-Su Valley side of the Knik River Bridge and the Kenai Peninsula side of Turnagain Arm are excluded from this zone.
- Mat-Su Valley Zone – Includes all the cities and towns in the Matanuska-Susitna Borough that are accessible by roadway within a 40-mile radius of Wasilla. Areas on the Anchorage side of the Knik River Bridge are excluded from this Zone.
- Capital Zone – Includes any area on the road system of the city and borough of Juneau.

All deliveries to agencies will be F.O.B. final destination, inside delivery to the address and individual specified on the order. It is the intent of this contract to provide delivery as specified by the ordering person or agency. The Contractor will be responsible for servicing all participating State agencies within the location of award at no additional charge, regardless of size.

**PACKAGING:** The cost of all packaging must be included in the price bid. All packaging must be new and suitable for shipment or short term warehouse storage.

**SHIPPING DAMAGE:** The state will not accept or pay for damaged goods. The contractor must file all claims against the carrier(s) for damages incurred to items in transit from the point of origin to the ultimate destination. The state will provide the contractor with written notice when damaged goods are received. The state will deduct the cost of the damaged goods from the invoice prior to payment. The contractor must file all claims against the carrier(s) for reimbursement of the loss.

**RESTOCKING FEE:** There will be no restocking fees. Product must be returned within 90 days purchase. A restocking fee no greater than 10% will apply for special order items. However, if the wrong products are ordered on advice of the vendor, no restocking fee will be assessed to the ordering agency regardless of whether the product was special order or not.

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**PAYMENT FOR STATE PURCHASES:** Payment for agreements under \$500,000 for the undisputed purchase of goods or services provided to a state agency, will be made within 30 days of the receipt of a proper billing or the delivery of the goods or services to the location(s) specified in the agreement, whichever is later. A late payment is subject to 1.5% interest per month on the unpaid balance. Interest will not be paid if there is a dispute or if there is an agreement that establishes a lower interest rate or precludes the charging of interest.

**INVOICES:** The Contractor must submit an itemized invoice directly to the ordering agency. Payment will be made by that agency directly to the Contractor. The Contractors' invoice shall clearly state:

- Actual hours worked at labor rates quoted;
- Catalog prices of materials with appropriate discounts applied; and
- A complete description of work performed, location, and date.

Accompanying their invoices the Contractors must also include copies of their manufacturer's/vendor's invoices for material used thereby providing verification of actual material costs and copies of all daily work orders listing each skill level of labor and their individual hours worked. All materials shall be listed on the work order.

**INVOICE DISCREPANCIES:** Invoice verification will be routinely performed on contract pricing to assure contract compliance. Overcharges shall be credited to individual agency accounts by the Contractor within 30 days of notification. In the case of frequent discrepancies, or at the reasonable request of the State, the Contractor will be required to perform an item by item audit to correct all pricing errors. Repeated cases of invoice errors may cause the contract to be terminated.

**CREDIT CARDS:** The Contractor shall accept the State's credit card as a payment option for orders placed under this contract. Additional fees for use of a credit card shall not be added to the contract price.

**ELECTRONIC FUNDS TRANSFER (EFT):** The use of EFT may be an option for payment of goods purchased off this contract. This option is not a requirement for the award of this contract. If the successful contractor's bank has the capability of receiving payment via EFT, the State reserves the right to make payments electronically.