

# **ATTACHMENT 1**

## **STATEMENT OF WORK**

### **HIGH VOLTAGE ELECTRIC REPAIR AND MAINTENANCE SERVICES**

# HIGH VOLTAGE ELECTRIC REPAIR AND MAINTENANCE SERVICES

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## 1.0 SCOPE OF WORK

- 1.1 The Los Angeles County (County) Sheriff's Department (Department) is seeking Qualified Contractors that can provide High Voltage Electric Repair & Maintenance Services (Services), on an as-needed basis. The Contractor shall provide all supervision, labor, equipment, tools, raw material, supplies, and other items or Services necessary to provide non-emergency and emergency repairs at five Department locations throughout the County.
- 1.2 Contractor shall be certified/qualified and capable of performing duties specified in Paragraph 3.0 (Specific Work Requirements) of this Statement of Work (SOW).
- 1.3 No Work shall be performed under the Master Agreement except in accordance with a fully executed Work Order issued pursuant to Paragraph 3.0 (Work) of the Master Agreement.
- 1.4 Services are to be provided for the electrical equipment and distribution systems located at the following five Department locations:
  1. Pitchess Detention Center  
29380 The Old Road  
Castaic, California 91384
  2. Mira Loma Detention Center Jail  
45100 60<sup>th</sup> Street West  
Lancaster, California 93634
  3. Men's Central Jail  
441 Bauchet Street  
Los Angeles, California 90012
  4. Twin Towers Correctional Facility  
450 Bauchet Street  
Los Angeles, California 90012
  5. Century Regional Detention Facility  
110705 South Alameda Street  
Lynwood, California 90262
- 1.5 The execution of a Master Agreement does not guarantee a Contractor any minimum amount of Work. The County does not promise, warrant or guarantee that County will utilize any particular level of Contractor's service, or any Services at all, during the term of the Master Agreement. The determination as to the need for Services shall rest solely within the discretion of the Department.

## **2.0 WORK ORDER**

County's procedures for issuing Work Orders to Qualified Contractors are set forth in Paragraph 3.0 (Work) of the Master Agreement.

## **3.0 SPECIFIC WORK REQUIREMENTS**

### **3.1 Work Description**

3.1.1 Non-emergency: shall be defined to include, but is not limited to, general/routine repairs, preventative maintenance, upgrades, inspection, testing and certification.

3.1.2 Emergency: shall be defined as any condition(s) which constitutes a threat to the health, welfare, and/or the safety of people and/or property, or a condition that will adversely affect one or more essential services as determined by the County, in its sole discretion.

3.2 Contractor shall provide all supervision, labor, equipment, tools, raw material, supplies, and other items or Services necessary to perform non-emergency and emergency Work, including, but not limited to:

- a. installation of overhead and underground electrical conductors;
- b. raceway installations;
- c. substation and vault maintenance;
- d. replacement of power poles, cross arms, and transformers;
- e. cable maintenance and splicing;
- f. replacement of circuit breakers and fuses;
- g. inspection, service, repair or replacement of high voltage transmission lines, conduit, power poles, and all related structural components;
- h. inspection, service, thermal imaging, maintenance and repair or replacement of high voltage switch gear, breakers, transformers and related components;
- i. performing start-up, de-energizing, energizing commissioning and decommissioning system operability and functionality; and
- j. furnishing all necessary portable generators, temporary wiring and/or related equipment necessary to supply temporary power during electrical component refurbishment Work.

3.3 All parts, materials, and replacement equipment shall be identified on the Work Order and approved by County Project Manager in writing prior to installation. Contractor shall provide manufacturer documentation to County Project Manager for all replacement equipment.

- 3.4 All furnished replacement equipment shall be new, and labeled and listed by a Nationally Recognized Testing Laboratory as defined by the U.S. Occupational Safety and Health Administration such as Underwriters Laboratory, and shall be properly rated for the intended environment.
- 3.5 When an article is mentioned by trade name or a manufacturer's name, it is intended to establish a standard of merit. Articles of other manufacturers may be used provided they are of the same type and of equal quality. The Department shall be the sole judge as to "equal". All provided materials and equipment shall be new and installed as recommended by the manufacturer. All materials and equipment shall be properly tested, regulated, adjusted and placed in proper operating condition before the Work can be accepted by County.

**4.0 HOURS AND DAYS OF SERVICE**

- 4.1 Contractor shall commence Work on fully executed Work Orders for non-emergency repairs within three Business Days of County Project Manager's direction to commence Work, or as otherwise mutually agreed upon.
- 4.2 Contractor shall commence Work on fully executed Work Orders for emergency repairs within four hours upon County Project Manager's direction to commence Work, or as otherwise mutually agreed upon.
- 4.3 Contractor shall be available to perform emergency Services at any time during a 24-hour period, seven days per week, 365 days per year.

**5.0 ON-SITE REQUIREMENTS**

- 5.1 Contractor shall notify County Project Manager prior to arrival at, and departure from, the County job site.
- 5.2 Contractor shall meet with County Project Manager prior to start of any Work at the County job site. Access to the job site shall be limited to Contractor's staff that have passed a background investigation as set forth in Paragraph 7.5 (Background and Security Investigations) of the Master Agreement. Notwithstanding the above, County may, in its sole discretion, allow temporary access to the job site by Contractor's staff or Contractor's non-employee workers that have not yet completed a background investigation. Such staff with temporary access will be escorted by a Department employee at all times.
- 5.3 All Contractor employees and non-employee workers approved by County shall display their company's photo identification card/badge at all times while on County property. Identification card/badge shall be visible and worn above the waist.

- 5.4 Prior to the start of Work, Contractor shall take necessary measures to ensure all sources of electrical energy have been de-energized and secured from access by unauthorized personnel by an approved means. Contractor shall notify County Project Director or County Project Manager prior to de-energizing affected equipment.
- 5.5 Contractor shall be responsible for the security of the County job site when engaged to perform Work. Contractor shall not cede responsibility for job-site security at any time to any non-employee worker, or other entity approved by County to Work at the job site.
- 5.6 Contractor shall provide security fencing around the County job site, including padlock(s) for existing entry gate(s), as needed, and/or directed by the County. Contractor shall also provide all necessary security measures against hazards to prevent injury, theft, vandalism, damage, and unauthorized access.
- 5.7 County is not responsible for loss or damage to Contractor's equipment, tools, parts, and/or materials at the County job site during the performance of Work.
- 5.8 Contractor's quality control supervisor or representative shall inspect the completed Work to ensure the Work has been completed in accordance with manufacturer's specifications, current building code requirements, established construction practices and required safety standards, as applicable.
- 5.9 Contractor shall remove all padlock(s) and security fencing within 24 hours of completion of Work.

**6.0 SAFETY REQUIREMENTS**

- 6.1 Contractor and Contractor's work operations shall comply with all applicable Federal, State, and local occupational health and safety regulations for all job-site personnel, whether employees or non-employees of Contractor, inclusive of all safety regulations for all equipment and materials used or operated under Contractor's supervision at the County job site.
- 6.2 Contractor shall provide, at Contractor's expense, personal protective equipment for all personnel under Contractor's supervision at the County job site.
- 6.3 Contractor shall ensure all personnel are fully trained in their respective roles prior to entering the County job site.

- 6.4 Contractor shall maintain the working environment in a neat, orderly, clean, and safe manner.
- 6.5 Contractor shall, at Contractor's expense, provide secure storage of all tools, equipment, and machinery at the County job site.
- 6.6 Location and layout of all equipment and materials at each County job site shall be subject to County Project Manager's approval. Such approval does not relieve Contractor of its responsibilities to maintain a safe working environment.
- 6.7 Contractor shall be responsible for proper handling and disposal of all hazardous materials from the job site.

## **7.0 WARRANTIES**

- 7.1 Contractor certifies and warrants that all Work performed by Contractor shall be free from deficiencies and/or failures for a period of one year after Work completion by Contractor, or during Contractor's standard warranty period, whichever is longer.
- 7.2 Contractor certifies and warrants that all Contractor-furnished and/or Contractor-furnished third-party materials and/or equipment shall be free from original or developed defects for a minimum period of one year after Work completion by Contractor, or during any third-party standard warranty period, whichever is longer.
- 7.3 Should original or developed defects, deficiencies, and/or failures appear which are, in County's sole discretion, attributable to Contractor's Work within one year after Work completion by Contractor, or during Contractor's standard warranty period, whichever is longer, the Contractor shall, at Contractor's sole expense, remedy such original defects, developed defects, deficiencies, and/or failures, and make all replacements and adjustments that are required to remedy the defect(s) at no additional cost to County.
- 7.4 Should original or developed defects, deficiencies, and/or failures appear in the materials, parts, or equipment furnished by Contractor within one year after Work installation by Contractor, or during the original equipment manufacturer's standard warranty period, or any third-party manufacturer's warranty period, whichever is greater, the Contractor shall make all material, parts, and/or equipment replacements and adjustments, inclusive of labor, that are required to remedy the defect(s) at no additional cost to County.

- 7.5 Warranty response time:
- a. Non-emergency:  
Contractor shall commence all corrective non-emergency warranty repairs within three Business Days of notification by County Project Manager.
  - b. Emergency:  
Contractor shall commence all corrective emergency warranty repairs within four hours of notification by County Project Manager.
- 7.6 Contractor's failure to correct a defect during the warranty period may be deemed a breach of the Master Agreement in County's sole discretion.

**8.0 STORAGE FACILITIES**

- 8.1 County may, in its sole discretion, provide storage facilities or storage areas for Contractor use while performing Work. However, County will not be liable for any damage, by whatever means, or for theft of equipment, tools, parts, and/or materials, whether on the County job site or in the designated storage facility or storage area.
- 8.2 Contractor shall be responsible for securing its equipment, tools, parts, and/or materials in the storage facilities or storage areas designated by County.

**9.0 DAMAGE TO COUNTY FACILITIES, BUILDING, OR GROUNDS**

- 9.1 Contractor shall repair any damage to County facilities, buildings, or grounds pursuant to Paragraph 8.15 (Damage to County Facilities, Buildings, or Grounds) of the Master Agreement.

**10.0 PERMITS AND LICENSES**

- 10.1 Contractor shall obtain any and all required permits and licenses from the appropriate Federal, State, or local authorities for Work to be accomplished under the Master Agreement.
- 10.2 Contractor shall maintain a C-10 Electrical Contractor license issued by the California State Contractors License Board in good standing, throughout the term of the Master Agreement.
- 10.3 In the event of a renewal or loss of a permit or license, Contractor shall immediately notify County Project Manager and provide copies of the relevant renewal or cancellation to County Project Manager.
- 10.4 Contractor, its agents, and employees shall be bound by and shall comply with all applicable provisions of the California Labor Code, as well as all



other applicable Federal, State and local laws related to labor. Contractor shall comply with California Labor Code Section 1777.5 with respect to the employment of apprentices.

## **11.0 TRANSPORTATION**

County will not provide transportation to and from the County job site, or transportation within the County job site.

- 11.1 Contractor shall provide its own transportation for its personnel performing Services, and for any equipment and materials required to perform Services, under a fully executed Work Order.
- 11.2 Contractor personnel driving motor vehicles in the course of performing Work must have a valid driver license in their possession at all times.
- 11.3 In the event of a renewal or loss of driver's license, Contractor shall immediately notify County Project Manager and provide copies of the relevant renewal or cancellation to County Project Manager.

## **12.0 PUBLIC CONVENIENCE**

Contractor shall perform all Work in a manner that will not cause an obstruction or inconvenience to traffic, or disruption to County's operation where Contractor's Work is being performed.

## **13.0 QUALITY ASSURANCE PLAN**

- 13.1 The Department will evaluate Contractor's performance under this Master Agreement using the quality assurance procedures as set forth in Paragraph 8.14 (County's Quality Assurance Plan) of the Master Agreement.
- 13.2 Contract Discrepancy Report (Exhibit H of the Master Agreement)
  - 13.2.1 The Contractor shall verbally notify the County Project Manager of a Master Agreement discrepancy as soon as possible whenever a Master Agreement discrepancy is identified. The problem shall be resolved within a time period mutually agreed upon by the Department and the Contractor.
  - 13.2.1 The County Project Manager will determine whether a formal Contract Discrepancy Report shall be issued. Upon receipt of this document, the Contractor is required to respond in writing to the County Project Manager within ten Business Days acknowledging the reported discrepancies or presenting contrary evidence. A plan for correction of all deficiencies identified in the Contract Discrepancy Report shall be submitted to the County Project Manager within ten Business Days.