

Proposal Response
for
George Mason University (GMU)
Electrical Repair Services & PM Services of Switchgears
RFP Number: GMU-1586-19
Volume I - Administrative

Submitted to

Katherine Sirotin, Assistant Director
ksirotin@gmu.edu

Chi Nguyen, Senior Buyer
cnguyen@gmu.edu

George Mason University
Purchasing Department
4400 University Drive, Mailstop 3C5
Fairfax, VA 22030



1610 Professional Blvd.
Crofton, MD 21114
Telephone: (301) 352-1930

May 31, 2019



This proposal response includes data that shall not be disclosed outside of George Mason University and shall not be duplicated, used, or disclosed, in whole or in part, for any purpose other than to evaluate this response. In accordance with Virginia's Freedom of Information Act, Potomac Testing requests that the following portions of our proposal be redacted: Section 3.0 Potomac Testing Plan for GMU; Section 4.0 Experience/Qualifications; and Section 5.0 References. The release of this proprietary information would divulge trade secrets and commercial or financial information which could harm the competitive posture or business interests of Potomac Testing, Inc.

Table of Contents

Cover Letter	3
1.0 Procedural Information	
1.1 Signed Cover Page and All Addenda	5
1.2 Attachment A - Vendor Data	6
1.3 Changes to Standard Contract	7
1.4 Payment Preference	7
2.0 Potomac Testing Background and Information	8
2.1 Background and Brief History of Potomac Testing	9
2.2 Potomac Testing Specialty Areas	10
2.3 Size, Location, and Organizational Structure	11
2.4 Impending Changes	11
2.5 Organizational Chart	12
2.6 Emergency Procedures	13
2.5 NETA Certificate.....	15
3.0 Potomac Testing, Inc. Plan for GMU	16
3.0 Plan for GMU	17
3.1 Quality Control Plan	17
3.2 NETA MTS-2015, Section 7.1 Switchgear and Switchboard Assemblies.....	21
3.3 NETA MTS-2015, Section 9 Thermographic Survey	25
4.0 Experience/Qualifications	26
4.1 Staffing Plan	27
4.2 Certifications for Operational Staff	30
5.0 References	33
5.1 History and Services to Similar Institutions	34
5.2 Include Problems, Weaknesses and/or Deficiencies in Contract Performance .	35
5.3 List of Active Contract(s) Terminated.....	35
5.4 Customer Appreciation Message.....	36
6.0 Pricing Schedule/Pricing Form	37
Attachment B	38
7.0 Supplementary Information	40
Copy of Contractor's License and Master Electrician License	41
Complete List of Field Personnel to be Used on This Contract	42

May 31, 2019

George Mason University
Attention: Ms. Katherine Sirotin & Ms. Chi Nguyen
Purchasing Department
4400 University Drive, Mailstop 3C5
Fairfax, VA 22030

RE: RFP GMU-1586-19
Electrical Repair Services and Preventive Maintenance (PM) Service of Switchgears

Dear Ms. Sirotin and Ms. Nguyen:

Potomac Testing, Inc. (PTI) is pleased to submit this proposal to provide electrical repair services on an “as-needed” basis and preventive maintenance (PM) services on an estimated twenty-five (25) switch gears every year to George Mason University. Potomac has participated in the pre-bid meeting, reviewed project specifications, and viewed Addendum 1. PTI is submitting a proposal against both of the Statements of Need listed below:

1. Electrical Repair Services (including “As-Needed” Repairs and Emergency Repair Installation Services
2. Preventive Maintenance (PM) Services on Switchgears (All Campuses)

Please note that our intent in participating in SOW 1 would be limited to Emergency Repair services. Although we are not an electrical contractor, Potomac Testing would be very interested in giving George Mason University access to our vast experience and significant capabilities with regard to difficult repairs and emergency service work. Routine repairs and installations would not be our focus.

We are excited by the prospect of working with GMU, and we hope our proposal conveys our enthusiastic commitment to provide distinctive client service and highly specialized talent to this project. Our submission is detailed in the seven sections of this proposal notebook, as described in the Table of Contents.

We look forward to working for you on this project. If you have any questions or require additional information, please contact me at 301.352.1930.

Sincerely,

Will Melis
Electrical Engineer, *Potomac Testing, Inc.*

Section 1

Procedural Information





Purchasing Department
4400 University Drive, Mailstop 3C5
Fairfax, VA 22030
Voice: 703.993.2580 | Fax: 703.993.2589
<http://fiscal.gmu.edu/purchasing/>



REQUEST FOR PROPOSALS GMU-1586-19

ISSUE DATE: April 17, 2019

TITLE: Electrical Repair Services and Preventive Maintenance (PM)
Services of Switchgears

PRIMARY PROCUREMENT OFFICER: Katherine Sirotin, Assistant Director, ksirotin@gmu.edu
SECONDARY PROCUREMENT OFFICER: Chi Nguyen, Senior Buyer, cnugyen@gmu.edu

MANDATORY PRE-PROPOSAL CONFERENCE: A Mandatory Pre-Proposal Conference is scheduled for May 09th, 2019 at 10AM. See Section XVI Item 12 for additional information regarding conference details.

QUESTIONS/INQUIRIES: E-mail all inquiries to both Procurement Officers listed above, no later than 4:00 PM EST on May 16, 2019. Include the RFP number, GMU-1586-19 in the subject line of your email. Failure to do so may result in your question not being captured/included in the Q&A document. **All questions must be submitted in writing.** Responses to questions will be posted on the [Mason Purchasing Website](#) by 5:00 PM EST on May 21, 2019.

PROPOSAL DUE DATE AND TIME: May 31, 2019 @ 2:00 PM EST. Hand deliver or mail proposals directly to the address above. Electronic submissions will not be accepted. A public opening will not be held. Late proposals will not be accepted.

Note: A return envelope is not being provided. It is the responsibility of the Offeror to ensure the proposal is submitted in a sealed envelope, box, container, etc. that clearly identifies the contents as a proposal submission in response to this Request for Proposal. See Section X Paragraph C herein. If delivering proposals by hand, deliver to the Purchasing Department located in Suite 4200 of Alan and Sally Merten Hall (Merten Hall), Fairfax Campus. [Campus Map](#). Office hours are 8:30AM to 5:00PM.

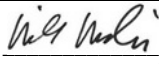
In Compliance With This Request For Proposal And To All The Conditions Imposed Therein And Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Goods/Services In Accordance With The Attached Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiations.

Name and Address of Firm:

Legal Name: Potomac Electric Services

Date: May 30, 2017

DBA: Potomac Testing, Inc.

By: 
Signature

Address: 1610 Professional Blvd., Suite A

Crofton, MD 21114

FEL/FIN No.: 54-1545979

Name: Will Melis

Fax No.: 301.352.1936

Title: Electrical Engineer

Email: wmelis@potomactesting.com

Telephone No.: 301.352.1930

SWaM Certified: Yes: _____ No: X (See Section VII. SWaM CERTIFICATION for complete details).

SWaM Certification Number: _____

This public body does not discriminate against faith-based organizations in accordance with the *Governing Rules*, § 36 or against a Bidder/Offeror because of race, religion, color, sex, national origin, age, disability, or any other prohibited by state law relating to discrimination in employment.

ATTACHMENT A
VENDOR DATA SHEET
TO BE COMPLETED BY OFFEROR

1. **QUALIFICATION OF OFFEROR:** The Offeror certifies that they have the capability and capacity in all respects to fully satisfy all of the contractual requirements.

2. **YEARS IN BUSINESS:** Indicate the length of time in business providing this type of service:

Type of Business: Corporation . Twenty-Nine Years and One Month

3. **BUSINESS STATUS:**

A. Type of organization (circle one):

Individual
Sole Proprietor

Partnership
Government

Corporation
Other (explain)

B. Category (circle one):

Manufacturer/Producer
Service Establishment
Other (explain)

Mfg.'s Agent
Distributor

Retailer
Wholesaler

C. Status: If your classification is certified by the Virginia Department of Small Business and Supplier Diversity (SBSD), provide your certification number n/a. For certification assistance, please visit <http://www.sbsd.virginia.gov/>. (Please check all applicable classifications. Must be certified with **VIRGINIA SBSBD** to qualify)

 (MB) MINORITY OWNED. "Minority-owned business" means a business that is at least 51% owned by one or more minority individuals who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority individuals.

 (WB) WOMAN OWNED. "Women-owned business" means a business that is at least 51% owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are citizens of the United States or legal resident aliens, and both the management and daily business operations are controlled by one or more women.

 X (SB) SMALL BUSINESS: "Small business" means a business that is at least 51% independently owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens, and together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years. One or more of these individual owners shall control both the management and daily business operations of the small business.

 LARGE BUSINESS

I certify the accuracy of this information.

Signed: Will Melis Title: Electrical Engineer

Printed Name: Will Melis Date: May 30, 2019



1.D CHANGES/REDLINES TO ATTACHMENT C – STANDARD CONTRACT

No changes/redlines to the Standard Contract are requested by PTI.

1.E PAYMENT PREFERENCE

Potomac Testing, Inc. (PTI) is pleased to express a preference for Payment Option #3 – Net 30 Payment Terms. PTI will enrol in Paymode-X where all payments will be made electronically to the vendor's bank account.

Section 2

Potomac Testing - Background and Brief History





Potomac Testing, Inc. (PTI) is a service based business providing independent electrical testing and engineering services. *PTI's* capabilities include testing, maintenance, and upgrading of all major electrical manufacturers' systems. *PTI* provides customer support throughout the Mid-Atlantic region seven days a week, 24-hours a day.

Potomac Testing, Inc. was established in 1985 and has been providing excellent service and continued constant growth for over 34 years. We operate as an independent electrical testing authority professionally separate of manufacturers, suppliers and installers of equipment.

Potomac Testing, Inc. provides engineering based service to a diverse group of clients including government agencies, property management firms, private industries, healthcare facilities, computer data centers, electrical contractors, and electrical equipment distributors.

Potomac Testing, Inc. is a fully qualified independent electrical testing and engineering corporation. *PTI* is a full member in good standing of the Inter-National Electrical Testing Association (NETA). NETA, an industry leader, defines the standards by which electrical equipment is tested and maintained. NETA is also recognized by the American National Standard's Institute (ANSI) as an accredited standards developer.

Potomac Testing, Inc. remains current with the latest standards and technologies through active participation in memberships with the following national and international organizations: IEEE, NFPA, NEC, NECA, IBEW, PEARL, 7 X 24 Exchange, Mid-Atlantic Cable Splicers Association, Washington Business Center, and National Capital Health Care Engineering Society. *PTI* currently holds a chair on the Board of Directors of NETA.

Potomac Testing, Inc. provides full service in the following areas:

- ♦ Acceptance/Start-up testing
- ♦ Maintenance services and inspections
- ♦ Power system protection and control modifications
- ♦ Emergency service and repairs
- ♦ Short circuit/coordination studies
- ♦ Power system survey and analysis
- ♦ Customized testing procedures to meet many unique situations
- ♦ Modernization, upgrades and retrofits

Our engineers, technicians, and support staff have many years of experience and training in the electrical testing and maintenance field. The engineering group is recognized as an industry leader in power distribution design, maintenance and control. Our NETA certified senior field engineers have a minimum of 20 years of related field testing experience. Mandatory continued education is provided for all of our technicians through our bi-monthly classes, as well as OEM factory provided training courses and test equipment manufacturers' training programs, in order to maintain and develop their knowledge of sophisticated equipment being utilized in the electrical industry.

SERVICE CENTERS & AREAS

Sterling, VA 703-675-0061 ♦ Philadelphia 610-368-3035

Delaware ♦ District of Columbia ♦ Maryland ♦ New Jersey ♦ North Carolina ♦ Pennsylvania ♦ Ohio ♦ Virginia ♦ West Virginia

www.potomactesting.com
800-331-2002

POTOMAC TESTING

SPECIALTY AREAS ~ Independent Electrical Testing and Engineering Services

Providing service, repair and upgrades to all manufacturers' electrical distribution and control equipment.

SERVICES PROVIDED

- Infrared Thermography
- Ultrasonic Inspections
- Double Power Factor Testing
- Protective Device Calibration
- Time Travel Analysis
- High Potential Testing (AC and DC)
- New Equipment Acceptance Testing
- Preventive Maintenance Programs
- Engineering Studies and Surveys
- Insurance Investigations
- Power Monitoring

EQUIPMENT SERVICED

- Transformers (Liquid and Dry)
- Protective Devices and Metering
- Circuit Breakers - Oil, Air, and Vacuum
- Network Protectors
- Outdoor Substation Equipment
- Switchgear
- Motor Control
- Cable - Medium and High Voltage
- Variable Frequency Drives
- Microprocessor Based Relay Protection

REPAIR SERVICES

- Transformers
- PCB Services
- Circuit Breakers – Oil, Air, and Vacuum
- Cable Fault Locating
- Cable Repair and Termination
- Custom Bus Fabrication
- Switchgear Rebuilds
- Bushing Replacement
- Leak Repairs
- Protective Device Repairs

MODERNIZATION AND EQUIPMENT RETROFIT

- Solid State Breaker Retrofit
- Air to Vacuum Breaker Conversion
- Mechanical to Solid State Relay Upgrade
- Analog to Digital Metering Conversion
- Control Relay to PLC Package
- Computer Interface System Monitor and Control
- Switchgear Upgrade and Modernization

INSULATING FLUID

EVALUATION AND SERVICES

- Dielectric Fluid Laboratory Screen Tests
- Gas Content Chromatography
- Power Factor Analysis
- PCB Analysis
- Dielectric Fluid Vacuum Retrofill
- Dielectric Fluid Reconditioning and Replacement
- Dielectric Fluid Disposal
- Dielectric Fluid Leak Repairs

MOTOR AND GENERATOR SERVICE

- Automatic Transfer Control
- Custom Sync Control
- Load Bank Testing
- Surge Tests
- Vibration Monitoring
- Maintenance Contracts

POWER SYSTEM ENGINEERING

- Protective Device and Short Circuit Coordination
- Harmonic and Power Quality Analysis
- Load Flow Analysis
- Disturbance Monitoring
- Distribution System CAD Drawings
- Engineering Seminars
- Maintenance and Safety Training
- Protective Relay Mapping
- Arc Flash Studies



**24-HOUR
EMERGENCY
SERVICE**

SERVICE AREAS:

Delaware, District of Columbia, Maryland, New Jersey,
North Carolina, Pennsylvania, Ohio, Virginia, and
West Virginia

SERVICE CENTERS

Baltimore/DC 301-352-1930 • **Northern Virginia** 804-798-7334 • **Philadelphia** 610-368-3035

www.potomactesting.com



2.2 POTOMAC SIZE OF SPECIALTY AREAS

PTI is the regional leader in electrical testing and preventive maintenance. Our core business is in this area. We specialize in the services requested in this RFP and are consulted by virtually all other local contractors and service providers when they are faced with challenging electrical testing and preventive maintenance situations. We are the only project participant whose entire workforce is certified by the **InterNational Electrical Testing Association (NETA)** with regards to their expertise and experience. Of the specialty areas mentioned on the previous page, approximately 10% of our personnel are involved with Power System Engineering. **The remaining 90% of our staff are involved with our core and specialty services: most of which can be included under the description of electrical testing and preventive maintenance.**

2.3 LOCATION AND ORGANIZATIONAL STRUCTURE

Potomac Testing has over 30 technicians working within a one-hour driving distance of the GMU campuses. GMU will be served directly by the PTI Northern Virginia office in Sterling, Virginia. The PTI corporate headquarters and additional capabilities are located in Crofton, Maryland. PTI guarantees a one-hour response for emergency services.

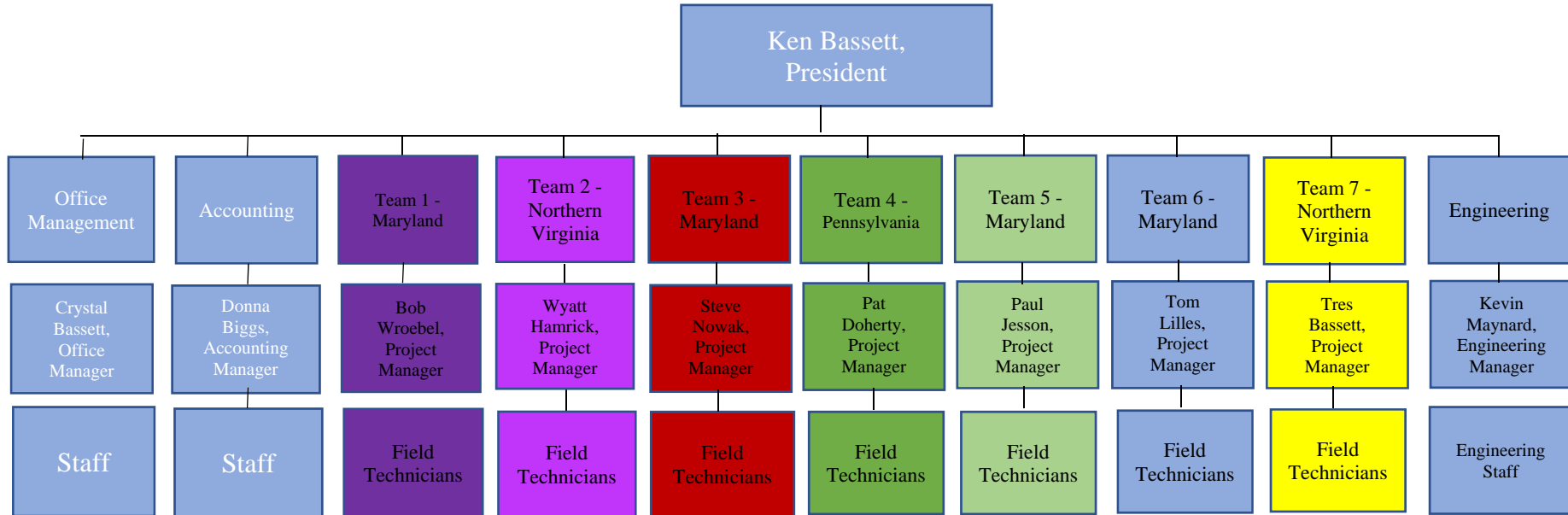
The PTI Organizational Chart is presented on the following page. GMU would be primarily served by the Potomac Testing Project Manager, Wyatt Hamrick, and his team of technicians in Northern Virginia.

2.4 IMPENDING CHANGES

Potomac Testing is pleased to inform GMU that no major changes are expected at PTI in the coming years. More than almost any other organization, PTI is blessed with unusual stability. In our 35-year history, eight of the company's first 10 employees are still with our firm. While we are slowly adding talent to our core, the great majority of our employees have many years of experience with our business. This lack of turnover and slow growth is a key to the company's quality and track record in the field.



Organizational Chart





24 Hour Emergency Procedures

Potomac Testing is an independent test company which performs electrical distribution system, and emergency generator maintenance on all manufacturers and types of equipment in all voltage classes. We also perform engineering and coordination studies. As part of our customer service Potomac Testing offers its customers complete in-house repair and service capabilities on all generators and distribution equipment we test including upgrade and modernization retrofit services.

Potomac Testing represents a number of major equipment manufacturers in reference to warranty and emergency repairs, engineering projects, start-up, training and modifications.

Potomac Testing has numerous signed emergency maintenance contracts which contain provisions for emergency call-out. We have also developed a loyal customer base for which we provide on-call emergency services.

24-Hour Emergency response and repair

Potomac Testing has an emergency response plan in effect to handle emergency response calls. This plan is operable during normal business hours and also after hours around-the-clock. All technicians and account managers have cellular phones which are linked directly to our voice mailboxes.

By calling either our local 301-352-1930 line or our toll-free line 1-800-331-2002 you will be answered by our attendant (after hours). You may reach any account manager assigned your project by leaving a detailed message with our 24-hour emergency answering service. At which time he will be immediately contacted. When leaving a message please state your name, location, phone number, nature of emergency, type of device and manufacturer, voltage class

and brief description of the problem experienced. You will then receive a call to review this information and make provisions to respond to your immediate needs.

This procedure can be used 24-hours-a-day as any emergency situation arises. This system has been proven effective and response time is minimal. We have even solved customer situations over the phone in instances where we are familiar with the customer's equipment system.

We employ both NETA certified technicians and qualified Medium Voltage Cable Splicers offering complete in-house services.

NETA

CERTIFICATE OF ACCREDITATION

is hereby granted to
Potomac Testing, Inc.
Crofton, Maryland

AS RECOGNIZED BY THE
INTERNATIONAL ELECTRICAL TESTING ASSOCIATION

January 1, 2019 – January 31, 2020

Ken Bassett

Ken Bassett
Membership Chair



INTERNATIONAL ELECTRICAL TESTING ASSOCIATION
3050 OLD CENTRE ROAD ~ SUITE 101 ~ PORTAGE, MI 49024 ~ WWW.NETAWORLD.ORG

Section 3

Potomac Testing - Plan for GMU



Section 6

Pricing Schedule / Pricing Form



Section 7

Supplementary Information



COMMONWEALTH of VIRGINIA

Department of Professional and Occupational Regulation

9960 Mayland Drive, Suite 400, Richmond, VA 23233

Telephone: (804) 367-8500

EXPIRES ON

11-30-2020

NUMBER

2710037173

BOARD FOR CONTRACTORS TRADESMAN



WYATT P. HAMRICK
10453 GENNA LANE
MANASSAS, VA 20112



Status can be verified at <http://www.dpor.virginia.gov>

Jay W. DeBoer
Jay W. DeBoer, Director

(SEE REVERSE SIDE FOR PRIVILEGES AND INSTRUCTIONS)

DPOR-LIC (02/2017)

(DETACH HERE)



COMMONWEALTH of VIRGINIA
Department of Professional and Occupational Regulation

BOARD FOR CONTRACTORS
TRADESMAN

NUMBER: 2710037173 EXPIRES: 11-30-2020

WYATT P. HAMRICK
10453 GENNA LANE
MANASSAS, VA 20112



(FOLD)

TRADE DESIGNATIONS
MASTER ELECTRICIAN

COMMONWEALTH of VIRGINIA

Department of Professional and Occupational Regulation

9960 Mayland Drive, Suite 400, Richmond, VA 23233

Telephone: (804) 367-8500

EXPIRES ON

06-30-2019

NUMBER

2705020817

BOARD FOR CONTRACTORS
CLASS A CONTRACTOR
CLASSIFICATIONS ELE



POTOMAC ELECTRICAL SERVICES INC
POTOMAC TESTING INC
1610 PROFESSIONAL BLVD
STE A
CROFTON, MD 21114



Jan W. DeBoer
Jan W. DeBoer Director

Status can be verified at <http://www.dpor.virginia.gov>

(SEE REVERSE SIDE FOR PRIVILEGES AND INSTRUCTIONS)

DPOR-LIC (02/2017)

(DETACH HERE)



CLASS A BOARD FOR CONTRACTORS
CONTRACTOR

CLASSIFICATIONS ELE

NUMBER: 2705020817 EXPIRES: 06-30-2019

POTOMAC ELECTRICAL SERVICES INC
POTOMAC TESTING INC
1610 PROFESSIONAL BLVD
STE A
CROFTON, MD 21114



(FOLD)

Status can be verified at <http://www.dpor.virginia.gov>

DPOR-PC (02/2017)