



Request for Proposals
GMU – 1586-19

Electrical Repair Services and Preventative
Maintenance (PM) Services of Switchgears

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(Copy)





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: AES Electric

DBA: Freestate Electrical Service Company

Address: 13335 Mid Atlantic Blvd, Laurel, MD 20708

Date: 5/30/2019
By: 
Signature

FEI/FIN No. 770208243

Name: Gregg S. Kaderabek

Fax No. 301-595-5120

Title: Vice President/ General Manager

Email: pgiovacchini@freestateelectric.com

Telephone No. 301-595-0665

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.



ELECTRICAL SERVICE COMPANY

Request for Proposals
Electrical Repair Services and Preventative
Maintenance (PM) Services of Switchgears
GMU – 1586-19

2. General firm background and information

COMPANY PROFILE:

LEGAL NAME - AES Electrical Inc., DBA Freestate Electrical Service

SUBSIDERARY/PARENT COMPANY – MKD, LLC

MAILING ADDRESS:

13335 Mid Atlantic Blvd, Laurel, MD 20708

13335 Mid Atlantic Blvd, Laurel, MD 20708

COMPANY WEBSITE: www.freestateelectric.com

TIN: 770208243

Freestate Electrical Service has been in business since 1984, 35 years.

Freestate Electrical Service is a S Corporation. Our ownership structure consists of four primary individuals and is as follows:

- a. **Name:** Michael F. Dugan
- b. **Title:** President
- c. **Years in this position:** Greater than 30
- d. **Total years' experience:** Greater than 30

- e. **Name:** Gregg S. Kaderabek
- f. **Title:** Vice President
- g. **Years in this position:** Greater than 30
- h. **Total years' experience:** Greater than 30

- i. **Name:** Patrick Noonan
- j. **Title:** Vice President
- k. **Years in this position:** Greater than 30
- l. **Total years' experience:** 26 – 30

- m. **Name:** Tim Miller
- n. **Title:** Vice President/ CFO
- o. **Years in this position:** 9-12
- p. **Total years' experience:** 26- 30

HISTORY:

Freestate Electrical Service is a proud member of the International Brotherhood of Electrical Workers (IBEW) Local 24 and 26, The National Electrical Contractors Association (NECA), Washington Builders Congress (WBC), Apartment and Office Building Association (AOBA), Automatic Fire Alarm Association (AFFA), National Institute for Certified Engineering Technologies (NICET), National Fire Protection Association (NFPA) and Building Industry Consulting Service International (BICSI). We employ more than 700 individuals over a variety of service groups and construction divisions. As a proud member of IBEW Local 26, Local 24 we have the capability to fully man any and all project that could occur from the award of this RFP. With more than 100 service vehicles in the Washington, DC, Maryland and Virginia Areas, on a 24-hour basis, we are capable of immediate response to any emergency situation for our customers. Our Service Dispatch Division allows us to economically and, in a timely, effective fashion accomplish small jobs that do not require or warrant the establishment of on-site crews and materials.

Freestate Electrical Service Company, established in 1984, is a comprehensive electrical service and electrical construction company. Freestate has four offices located in the Washington DC, Metro Area. These offices support and provide services throughout Washington DC, Maryland and Northern Virginia. The office locations are as follows:

Laurel, MD 0 Headquarters
13335 Mid Atlantic Blvd
Laurel, MD 20708
301-595-0665

Owings Mills, MD
8 Easter Court
Owings Mills, MD 21117
443-738-1100

Cumberland, MD
217 Elizabeth Street
Cumberland, MD 21502
443-738-1100

Springfield, VA
8000 Forbes Place
Suite F
Springfield, VA 22151
703-204-0259

Each of these interrelated divisions/groups are overseen by President and founder Michael F. Dugan his three partners and the executive management staff. Our company has been serving the Washington Metropolitan, Northern Virginia and Greater Maryland areas for over 30 years.

Combined among the four (4) offices we proudly employ more than 700 highly qualified, trained and motivated craftsmen. The tireless efforts of these dedicated individuals in addition to our leadership have helped to elevate this company to be consistently ranked in the Top 5 Electrical Contractors as ranked by the Washington Business Journal Book of Lists. Most recently 2019 Washington Business Journal Book of Lists ranked Freestate Electrical Companies 5th for the Washington DC Metropolitan Area with over \$120 Million in Metro revenue. With a bonding capacity in excess of \$150 Million dollars we are prepared for virtually any project our customers have.

We have the resources to handle any electrical related systems, installation or problems that may jeopardize the functionality of our clients and in turn their customers.

Our companies are proud members of the International Brotherhood of Electrical Workers (IBEW), The National Electrical Contractors Association (NECA), Washington Builders Congress (WBC), Apartment and Office Building Association (AOBA), Automatic Fire Alarm Association (AFFA), National Institute for Certified Engineering Technologies (NICET), National Fire Protection Association (NFPA) and Building Industry Consulting Service International (BiCSi).

TECHNICAL CAPABILITIES:

Freestate Electrical Service Company is proud to provide to our customers the following services:

- General Electrical Service and Electrical Construction
- Commercial and Industrial Installations
- Emergency Electrical Bus Duct Maintenance, Repairs and Replacement
- High Voltage Cabling Termination
- Fire Alarm Services/ Installation / Service / Testing
- ADA Upgrades
- Tenant Build-Out
- Design Build Capabilities
- Complete Out of Ground Electrical Construction
- Control Wiring
- Network Services /Computer Data Cabling / Telephone and Communications Cabling / Security Systems / Voice/Data/Video
- 24 Hour Emergency Service
- Bucket Truck / Site Lighting Services
- Generator Services / Turnkey Installation / Service Agreements / Emergency Repairs
- Wireless Systems

- Critical Power Services
 - Critical Power Path Analysis
 - Electrical Power Usage Recording and Analysis
 - UPS Installation/Service and Maintenance
- Power Quality Diagnostic /Services
 - Harmonic Distortion Investigation
 - Wave Form Analysis
 - Voltage Analysis
 - Transformer Efficiency Analysis
- Electrical System Preventative Maintenance
 - GFI Testing
 - Infrared Thermograph Scans
 - Micro OHM Testing
- Bolt Pressure Switch Maintenance and Testing
- High Pressure Switch Maintenance and Testing
- Transfer Switch both Static and Parallel, Installation/Service and Maintenance
- Power Conditioning
- Battery Installation/Service and Maintenance
- Arc Flash Hazard Analysis
- PDU Service and Start up (PDI Factory Certified)
- Frequency drive and Soft start Service and Installation (Square D Certified)
- Variable Frequency Drive (VFD) Preventative Maintenance Programs

BUDGETING CAPABILITIES:

Results of our past projects have substantiated the ability of Freestate's estimators to produce an accurate budget estimate of the cost of electrical work for virtually any size and scope of project. Our Service Estimating Department has a combined experience of literally thousands of projects and more than 60 years of combined experience in the electrical service industry. Budgets are prepared to the detail allowed by available information and may range based upon changes in size, scope, material costs etc.

COMMITMENT TO SCHEDULE:

Freestate Electrical Service Company has for over 30 years developed excellent relationships with manufacturers, vendors and representatives ensuring the completion of even highly complex projects within extremely short construction schedules without the fear of delays caused by material shortages. Freestate is capable of maintaining any construction schedule that is realistically established by the general contractor and subcontractors involved. We maintain the highest standards of planning and execution in order to prohibit our portion of any project from interfering with the progress of another trade in order to maintain the integrity of the construction schedule.

SERVICE AND EMERGENCY REPOSE:

With more than 100 service vehicles in the Washington, DC, Maryland and Virginia Areas, on a 24-hour basis, we are capable of immediate response to

any emergency situation for our customers. Our Service Dispatch Division allows us to economically and, in a time, effective fashion accomplish small jobs that do not require or warrant the establishment of on-site crews and materials. Our Service Groups are listed below:

Service Dispatch Maryland
Service Dispatch Virginia
Service Dispatch Washington DC
Generator Services
Critical Power Services
Life Safety Services
Wireless Systems
Network Services
Bucket Truck/ Site Lighting Services
Projects
Mechanical Services

Principle Contact: Robert Martin, Account Manager

Phone Number: 703-289-5777
Cell Number: 240-299-3453
Fax Number: 703-289-5810
Email Address: rmartin@freestateelectric.com

3. Specific Plan (Methodology)

Electrical Equipment PM Procedure & Safety Protocol

SUMMARY

The Intent of this procedure is 2-fold. 1.) To protect all personnel associated with an Electrical Equipment Preventative Maintenance (PM) from Shock hazards, Arc Flash hazards as well as any other intrinsic safety conditions. Additionally be clear on the Safety Standards, NFPA 70E, OSHA etc. We must protect the employee until we verify there is no hazard. 2.) To facilitate and ensure that we have a Method of Procedure (MOP) to make sure we have a successful incident free Electrical Maintenance of Equipment.

Description of Individuals on PM

1. **PM Foreman** - Responsible for all aspects of the PM
 - a. Current NFPA 70 Arc Flash training.
 - b. Certified by Freestate Service GM
 - c. Have PPE on site
2. **Designated PM Safety Individual** – Primarily responsibility is to support safety concerns and assist the PM foreman in ensuring safety protocol.
 - a. Certified by Freestate safety director
3. **Lead Electricians (Team Leaders)** – Designated individuals that will be identified to be responsible which equipment is to be maintained and that Equipment is de-energized and safe.
 - a. Current NFPA 70 Arc Flash training.
 - b. Certified by Freestate Service GM
 - c. Have PPE on site

4. Electricians, Apprentices and Helpers.

Safety Protocols and Procedures to be followed on PM

1. A Safety meeting will be held before the start of work identifying the electrical hazards that are present
2. A qualified safety person from Freestate will be present to certify the proper testing procedures and protocols are in place before Freestate's personnel will be allowed to work on the equipment
3. Proper PPE will be used by the employees when testing the equipment to be worked on.
4. A list reflecting all the equipment in the room will be distributed to the lead electrician in each team clearly identifying which pieces of equipment are to be worked on.
5. Each room shall be surveyed by a Lead Electrician ahead of the personnel entering the room and each piece of equipment to be worked on that day will be tested to be de-energized, clearly marked and identified. Some or all of this work could be done in days prior to PM.
6. Each piece of equipment in that is to remain ENREGIZED and NOT TO BE WORKED ON will be clearly marked with signage to KEEP OFF – DANGER - Energized and dated with date of PM on it.
7. Each piece of NON-ENERGIZED equipment that is NOT to be worked on will be clearly marked with signage to KEEP OFF /Not in PM and dated with date of PM on it.
8. All switches and equipment that de-energize the equipment to be worked on are to be LOCKED OUT and TAGGED out according to NFPA 70
9. Proximity testers will NOT be used for any testing by Freestate personnel Only a rated voltage tester will be used and must be tested on a known voltage source to ensure the tester is in proper working condition.
10. All testers should be tested in all known live circuit in front of the Designated PM Safety Individual
11. No energized equipment shall be worked on; without proper forms, strict Authorization and prior approval of Safety Director.
12. All Equipment Safety deficiencies should be noted on reporting sheets (i.e. Equipment Identification, no Arc Flash rating labels, etc.) This could be noted Building wide and not have to be noted on each individual piece of equipment.

PM Foreman Procedure

1. A Safety meeting will be held before the start of work identifying the electrical hazards that are present
2. Identify Lead Electricians and inspect PPE
3. Distribute Equipment lists and identify equipment and areas that Teams are to work
4. Make sure that it is stressed that all Equipment deficiencies be listed on Equipment lists
5. . Fill out PM Report sheet.

Paperwork forms to be completed during PM

1. Equipment Lists
2. PM Foreman Report sheet

4. Qualifications and Experience

- a. Management and Quality Program: See attached Quality Control Program
- b. History: Please see above
- c. Organization: See attached organization chart

5. References:

1) Century Link

520 Van Buren St.
Herndon, Va.

1755 Old Meadow Rd.
McLean, Va.

POC: Kristen F. Phan – Kristen.F.Phan@centurylink.com
Paul Taylor, SR Procurement Analyst – paul.taylor@centurylink.com

2) George Washington University

GWU – Various locations VA & DC
POC: Jerome Brady jbrady@gwu.edu
POC Michael Howell: mhowell@gwu.edu
Contract started in Aug of 2017 and good thru Aug 2019.

3) Cove Point

2100 Cove Point Rd. Lusby, Md. 20657
POC – Mercedes L. Moore / 804-771-3126
POC - James Cramp / 410-286-5124
2016-Current

6.Pricing Schedule/Pricing Forms:

Please see Attachment B.

7. Additional information included:

- a. As a corporation doing business in the DC Metropolitan Area for 35 year, we certainly are licensed to conduct business in Virginia. Please see attached Virginia Master Electrician and Virginia Contractors license.
- b. The following is a list of individuals who would initially be technician and managers of the GMU account. If the contract is awarded, complete resumes will be provided for each person and any additional people that may work on campus.

Key Technicians:

Robert Martin – Account Manager, IBEW Local 26 Electrician, 30 years with Freestate, Virginia Masters, and Journeyman Licensed.

Rick Whiting - Electrician, IBEW Local 26 Electrician for 31 years, IBEW Local 26 Electrician, Journeyman Licensed Electrician

Chris Martin - IBEW Local 26 Electrician, Journeyman Licensed Electrician

13335 Mid Atlantic Boulevard
Laurel, MD 20708

Phone: 301-595-0665
Fax: 301-595-5120

Member of THE ELECTRICAL ALLIANCE

A Powerful Advantage



**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: Electrical Contractor . 35 Years _____ Months

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 _____. For certification assistance, please visit <http://www.sbsd.virginia.gov/>. (Please check all applicable classifications. Must be certified with **VIRGINIA SBSD** 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.

_____ (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:  Title: Vice President/ General Manager

Printed Name: Gregg S. Kaderabek

Date: 5/30/2019

ATTACHMENT B
PRICING SCHEDULE
TO BE COMPLETED BY OFFEROR

<u>Labor and Equipment Rates</u>			
<p>Enter hourly rates for labor services used in performing all work which may be required during the period of the contract. Labor rates shall be paid on the basis of <u>Time on the Job Site</u>. Labor rates shall include all direct and indirect costs such as transportation, G&A, contract supervision, and profit, etc.</p> <p>NOTE: The Contractor shall invoice all materials, equipment rentals or subcontracts, based on the actual cost of the materials, equipment or subcontractors. No additional costs of any kind will be allowed.</p> <p>INVOICES WHICH INCLUDE MATERIALS COSTS AND EQUIPMENT RENTAL CHARGES SHALL BE ACCOMPANIED BY SUPPLIERS INVOICES TO SUBSTANTIATE COSTS TO CONTRACTOR.</p>			
1. Electrical Repair Services (including "As-Needed" Repairs and Emergency Repair/Installation Services) Labor Rates – Regular time – 8:00AM to 5:00PM, Monday through Friday			
1.	Project Manager – Regular Time	HR	\$ <u>132.00</u>
2.	Foreman – Regular Time	HR	\$ <u>114.00</u>
3.	Master Electrician – Regular Time	HR	N/A
4.	Journeyman – Regular Time	HR	\$ <u>98.00</u>
5.	Apprentice/Helper – Regular Time	HR	\$ <u>79.00</u>
Labor Rate –After Hours – 5:00PM to 8:00AM, Mon. through Fri., Weekends and Holidays *** PEASE SEE ATTACHED RATE SHEET. WE HAVE AFTER HOURS RATES AND HOLIDAY RATES			
1.	Project Manager – After Hours	HR	See attached
2.	Foreman – After Hours	HR	See attached
3.	Master Electrician – After Hours	HR	See attached
4.	Journeyman – After Hours	HR	See attached
5.	Apprentice/Helper – After Hours	HR	See attached
Scope of Work #2: Preventative Maintenance (PM) Services on Switchgears (All Campuses) Labor Rates – Regular time – 8:00AM to 5:00PM, Monday through Friday			
1.	Journeyman – Regular Time	HR	\$ <u>98.00</u>
2.	Apprentice/Helper – Regular Time	HR	\$ <u>79.00</u>

Labor Rate --After Hours - 5:00PM to 8:00AM, Mon. through Fri., Weekends and Holidays *** PEASE SEE ATTACHED RATE SHEET. WE HAVE AFTER HOURS RATES AND HOLIDAY RATES			
4.	Journeyman – After Hours	HR	See attached
5.	Apprentice/Helper – After Hours	HR	See attached

Freestate

Electrical Service Company
13335 Mid Atlantic Blvd.
Laurel, Maryland 20708
(301) 595-0665 Fax (301) 595-5120

E-Mail / Faxed T&M PROPOSAL

Please deliver the following 1 page(s) to:

NAME: George Mason University

e-mail: _____

COMPANY: George Mason University

Phone No: _____

Fax No.: _____

This information was sent by:

Today's Date: 30-May-2019

Time: 03:17 PM

NAME: _____

e-mail: _____

COMPANY: Freestate Electrical Service Company

Phone No: _____

Fax No.: _____

If you do not receive the number of pages noted above, please call the sender at (301) 595-0665.

JOB NAME: GMU

BASE BID: Job Classifications and Rates - TIME AND MATERIAL BASIS

	ABBREVIATION	STRAIGHT	TIME	SUN. & HOL.
		TIME	& 1/2	DBL TIME
Labor Rates: Service Electrician Foreman w/ Truck & small tools	SF W/T	\$114.00	\$165.00	\$217.00
Service Electrician Foreman w/small tools	SF	\$105.00	\$152.30	\$200.00
Service Electrician (Mechanic)	SM	\$98.00	\$142.00	\$186.00
Service Electrician Apprentice	AP	\$79.00	\$115.00	\$150.00
FIRE ALARM TECHNICIAN w/ TRUCK & small tools	F/A Tech WT	\$121.00	\$175.00	\$224.00
FIELD SUPERVISOR (Manager)	FM	\$128.00	\$186.00	\$237.00
GENERATOR SERVICE TECHNICIAN	GST	\$120.00	\$169.00	\$229.00
DELIVERY DRIVER & VEHICLE	DEL. TRK.	\$70.00	\$98.00	\$119.00
Critical Power - Testing Technician	CP Tech.	\$114.00	\$165.00	\$211.00
Data/Comm/Security Foreman w/ Truck & Small tools	DCF W/T	\$87.00	\$126.00	\$161.00
Data/Comm/Security Technician	DCT	\$77.00	\$112.00	\$142.00
Data/Comm Apprentice	DC APP	\$63.00	\$91.00	\$117.00
BUCKET Van (29') w/electrician	BUCKET Van/Elec.	\$127.00	\$178.00	\$216.00
³ BUCKET Truck (45') w/ml. handling w/electrician	BUCKET Truck/Elec.	\$143.00	\$200.00	\$243.00
PROJECT ENGINEER / MANAGER	PROJ.MNGR.	\$132.00	\$191.00	\$244.00
⁴ Thermographer-Infra-Red Scanning (hourly)	Thermgrphr	\$190.00	\$247.00	\$314.00
⁴ Thermographer-Infra-Red Scanning (per day)		\$1400 - Day, \$850 - 1/2 Day		

MATERIAL: COST PLUS 10% OVERHEAD PLUS 10% PROFIT

EFFECTIVE: EFFECTIVE 1/1/2019 thru at least 6/30/2019

COMMENTS: 1-1/2 times after 8 hours daily and Saturdays

2 Sunday & Holidays(New Years, Inauguration Day, M.L.King Birthday, Memorial Day, 4th of July, Labor Day, Veteran's Day, Thanksgiving Day and the day after, Christmas Day).

3 Minimum 4-hour, billing portal to portal

4 Prices for Thermographer only additional help available for cover removals. Thermographer is Qualified Electrician. Includes Reports

EXCLUDES: Parking, Permit and Inspection Fee's. Any Drawings or engineering possibly required for the local authorities.

We appreciate the opportunity to provide you with this quote and have attempted to present you with a complete scope of work based on what will be required for a complete installation. Should you require any clarification or additional information, please contact the sender.

ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED. ALL WORK TO BE COMPLETED IN A WORKMAN LIKE MANNER ACCORDING TO STANDARD PRACTICES. ANY ALTERATION OR DEVIATION FROM ABOVE SPECIFICATIONS INVOLVING EXTRA COSTS WILL BE EXECUTED ONLY UPON WRITTEN ORDERS AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ESTIMATE. ALL AGREEMENTS CONTINGENT UPON STRIKES, ACCIDENTS AND DELAYS BEYOND OUR CONTROL. OWNER TO CARRY FIRE, TORNADO, AND OTHER NECESSARY INSURANCE. OUR WORKERS ARE FULLY COVERED BY WORKMAN'S COMP. INSURANCE

NOTE:

This proposal may be withdrawn by us if not accepted within 30 days

ACCEPTANCE OF PROPOSAL - The above prices, specifications and conditions are satisfactory and are hereby accepted

SIGNATURE: _____

DATE OF ACCEPTANCE: _____

**FREESTATE ELECTRIC QUALITY CONTROL
PROGRAM**

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SECTION 1

GENERAL POLICY

FREESTATE Electric recognizes the requirement of a Quality Program which will assure that the contractual requirements are fulfilled. Quality Control is not the sole responsibility of any one person or group within the field construction/installation organization, but is a coordinated effort between all groups as described in the following paragraphs.

FREESTATE ELECTRIC is responsible for quality through the review of contract drawings and specifications, preparation of procurement specifications, test procedures and work instructions as applicable. In accordance with the contract requirements, FREESTATE ELECTRIC Installation Supervisors are responsible for quality by using proper work methods, approved drawings, and procedures.

FREESTATE ELECTRIC Quality Control is held responsible for quality through verification of conformance to contract specifications of materials, processes, parts, and equipment. Verifications will be made through inspection and tests performed to written procedures to assure compliance with Customer requirements.

In addition to the above, there is a standing responsibility on the part of Engineering, Installation Supervision and Quality Control to correct any potential problem or deficiency, whether it is encountered within or outside their own areas of responsibility.

SECTION 3

QUALITY ORGANIZATION

3.1.0 PURPOSE

To establish the basic structure of the FREESTATE ELECTRIC Quality Control organization and to outline the duties and responsibilities of that group.

3.2.0 SCOPE

Applies to all personnel, including those persons performing other functions, whose work must be coordinated with Quality Control in order to assure a smooth, carefully controlled system.

3.3.0 GENERAL

Quality Control is organized to permit the flexibility to meet changing conditions and requirements without changing the basic organizational structure. This may result in the Quality Control performing some functions, such as preparation of procedures, which are normally performed by the FREESTATE ELECTRIC Engineering/Design group.

3.4.0 QUALITY CONTROL FUNCTION

3.4.1 Reports flow directly to the Project Manager. He is responsible for the overall administration of the Quality Control activities. In order to fulfill this responsibility, Quality Control will:

Exercise independence of authority below the management level to which he reports.

Maintain an adequate organization to properly administer the full function of Quality Control.

Provide liaison between the FREESTATE ELECTRIC Quality Control, Prime Contractor and the Customer representatives in matters pertaining to quality.

Provide liaison with suppliers on quality matters.

Issue and maintain all copies of the Quality Control Program.

Review and approve all inspection and test procedures.

QUALITY ORGANIZATION

Assist purchasing department in preparation of purchasing documents to assure that adequate quality callouts are included.

Assist Engineering in matters related to quality traceability, fabrication, construction,

SECTION 4

PROCUREMENT AND PROCUREMENT DOCUMENT CONTROL

4.1.0 PURPOSE

The purpose of this procedure is to establish a method of controlling the quality of purchased parts, materials, and services.

4.2.0 SCOPE

This procedure sets forth the requirements for selection of suppliers, evaluation of the purchased items and feedback of information for correction of non-conformance and inclusion of quality requirements in Purchase Documents.

4.3.0 GENERAL

Subcontractors or suppliers must be carefully selected then supplied with complete and precise information concerning the work to be performed or supplies to be furnished.

4.3.1 Quality Control is responsible for assisting Purchasing in selecting suppliers when Customer requirements do not specify a particular source.

4.3.2 Quality Control will perform vendor facility survey when required to qualify a source as called for in the contract.

4.4.0 PURCHASE DOCUMENT REVIEW

4.4.1 All purchase documents will be reviewed by Quality Control prior to release.

4.4.2 The review will be performed in order to assure that all applicable quality requirements are clearly stated. Requirements pertaining to the materials are to be stated on the Purchase Document.

shall result in the supplier being disapproved for subsequent procurements.

Corrective action will be initiated for goods found to be defective.

SECTION 6

INSTRUCTIONS, PROCEDURES, AND DRAWINGS

6.1.0 PURPOSE

The purpose of this procedure is to assure that all activities affecting quality are clearly prescribed by instructions of a type appropriate to the circumstances.

6.2.0 SCOPE

This procedure shall apply to all activities associated with the electrical installation, including purchasing, handling, installation, inspection, testing, and modification.

6.3.0 GENERAL

Work instructions are necessary for work which affects quality of the installation. Instructions must be clear and concise and appropriate to the nature of the work and the circumstances under which the work is to be done. Such instructions shall supplement the installation drawings and provide the criteria for performing the work functions and must be compatible with the acceptance criteria for workmanship as applicable.

Compliance with work instructions shall be monitored as a function of the FREESTATE ELECTRIC quality program.

6.4.0 RESPONSIBILITY

When it is the responsibility of FREESTATE ELECTRIC to prepare necessary installation and test procedures, such procedures must be reviewed and approved by FREESTATE ELECTRIC Quality Control prior to submittal to the Prime Contractor and the Customer for approval.

FREESTATE ELECTRIC Quality Control is responsible for preparation of inspection plans and procedures. Engineering shall review and approve all inspection procedures prior to submittal.

INSTRUCTIONS, PROCEDURES, AND DRAWINGS

Quality Control is also responsible for assuring that:

Adequate work instructions are at points of use.

SECTION 7

DRAWING CONTROL

7.1.0 PURPOSE

This procedure defines the methods, which will be used to control the preparation, release, and revision of drawings.

7.2.0 SCOPE

Applies to all FREESTATE ELECTRIC and/or subcontractor originated drawings furnished to FREESTATE ELECTRIC by others

7.3.0 GENERAL

7.3.1 All control must be exercised to assure that obsolete drawings are removed from points of use or clearly marked to show obsolete status.

7.3.2 Quality Control is responsible for monitoring the drawing control methods.

7.4.0 PROCEDURE

7.4.1 Drawings Supplied by the Prime Contractor and the Customer

Upon receipt of revised drawings, Engineering will remove previous revisions from each maintained drawing file and replace with the new revision. In the event that the drawing is in use in the construction area, Quality Control will be notified so that the obsolete drawing can be retrieved and replaced with the new revision. These drawings will be destroyed in compliance with document control requirements.

If for some reason it is desirable to retain an obsolete drawing in the file, it will be stamped "VOID."

Engineering will annotate the drawing log to show changes. Quality control is instructed to refer to Engineering log before using a drawing for inspection purposes in order to assure that the latest issue is used.

DRAWING CONTROL

7.4.2 Control of FREESTATE ELECTRIC's Generated Drawings

SECTION 8

INSPECTION

8.1.0 PURPOSE

This procedure delineates the methods to be used for assuring adequate inspections are performed throughout the installation phase in accordance with contract requirements.

8.2.0 SCOPE

Quality Control is responsible for performing the inspections necessary to assure compliance with the contract requirements. The inspection system shall encompass the receiving inspection function, in-process inspections functions during fabrication/construction and installation, as well as final inspections following completed installation.

8.3.0 GENERAL

Inspections must be performed to detect potential discrepancies as early as possible and to verify compliance with drawings, standards, and codes, and to initiate corrective action.

8.4.0 RECEIVING INSPECTION

Materials and equipment received will be subjected to incoming inspections and tests as applicable and in accordance with contract requirements.

8.5.0 IN-PROCESS INSPECTIONS

8.5.1 All results of in-process inspections will be documented to show the observations made and their results. Corrective action shall be initiated to prevent re-occurrence of defects disclosed.

INSPECTION

8.5.3 Quality Control shall maintain continual surveillance of work in progress to assure that personnel are using proper work methods, correct tooling, latest revisions of drawings, methods, correct tooling, latest revisions of drawings, specifications and installation procedures. In the event that corrective action is required, notification to the Customer will be by a Corrective Action Request.

SECTION 9

TEST CONTROL

9.1.0 PURPOSE

To define the test program which shall be used to verify, and when necessary certify, that all equipment which FREESTATE ELECTRIC has test responsibility for functions properly and in accordance with contract requirements.

9.2.0 SCOPE

This section outlines the test program and establishes the requirement for the preparation of specific test procedures.

9.3.0 GENERAL

Specific tests are required by the contract specifications. Test procedures shall be generated for each of these tests.

9.4.0 TEST PROCEDURES

9.4.1 Test procedures shall be generated by Engineering but shall be reviewed and approved by Quality Control and then submitted for Prime Contractor and Customer approval in accordance with contract requirements.

9.4.2 Procedures shall give a detailed, step-by-step description of the tests to be performed.

9.4.3 Test or measuring equipment required shall be identified by type or model.

9.4.4 Data sheet lists shall be included in each procedure for use in recording test results.

9.5.0 QUALITY CONTROL PERSONNEL SHALL ASSURE THAT THE FOLLOWING CRITERIA IS ADHERED TO:

- a. Tests are performed in accordance with approved test procedures.
- b. Test results are accurately recorded.
- c. The test or measuring equipment used is that specified in the procedure and is in current calibration.

TEST CONTROL

- d. Any test results failing to fall within the accept parameters specified in the test procedure

SECTION 10

CONTROL OF MEASURING AND TEST EQUIPMENT

10.1.0 PURPOSE

To define the methods which will be used to assure that measuring and test equipment are sufficiently accurate to determine that materials and equipment conform to the requirements.

10.2.0 SCOPE

FREESTATE ELECTRIC shall assure that measuring and test equipment is controlled and calibrated under a system which assures accuracies traceable to the National Bureau of Standards (NBS) and the contract requirements..

10.3.0 RESPONSIBILITY

The maintenance of a calibration system for measuring and test equipment shall be the responsibility of Quality Control.

10.4.0 METHODS OF CONTROL

- 10.4.1 All purchased test or measuring equipment will be calibrated prior to use.
- 10.4.2 All items will be recalibrated at established intervals based on degree of usage, manufacturer's recommendations and history of stability of the item. Intervals of calibration may be adjusted if deemed necessary based on the history of an item.
- 10.4.3 Quality Control will be responsible for reviewing the calibration record card file and identifying those items which will be due calibration.
- 10.4.4 Each item of equipment will be identified with a calibration control number.
- 10.4.5 Test equipment and measuring devices will be identified with a calibration sticker on which appears the date of last calibration, due date of next calibration, and person who performed the last calibration.

It shall be the responsibility of Quality Control to assure that measuring and test equipment has current calibration.

SECTION 11

MATERIAL HANDLING AND STORAGE

11.1.0 PURPOSE

To delineate the methods to be used for handling and storage of materials.

11.2.0 SCOPE

The requirements of this procedure shall apply to all work and storage activities.

11.3.0 GENERAL

It is essential that materials and equipment be handled properly and stored in such a manner that deterioration or damage does not occur.

11.4.0 STORAGE

Methods will be used to periodically inspect storage areas and handling techniques.

11.5.0 INSTALLATION

Quality Control shall monitor handling and moving of materials and equipment.

Rigging and handling shall be by approved methods and the use of approved handling equipment..

CORRECTIVE ACTION

12.4.0 SUPPLIER CORRECTIVE ACTION

- 12.4.1 When defective materials or items are received from supplier, Quality Control shall send a letter to the supplier. The letter must identify the problems experienced with the supplies and request corrective action be taken prior to manufacturing and/or making further shipments.
- 12.4.2 The letter will have the lower portion assigned for completion by the supplier as to corrective action taken and certification of that action by signature of a responsible official of the company.
- 12.4.3 When repeated rejections and requests for vendor corrective actions do not result in acceptable material quality, Quality Control will notify Purchasing that the supplier is unsuitable as a source of supply.

SECTION 14

AUDITS

14.1.0 PURPOSE

To establish the requirement for periodic audits of the Quality Control program.

14.2.0 SCOPE

Periodic reviews of the quality program are essential to assure that the program is effective.

14.3.0 GENERAL

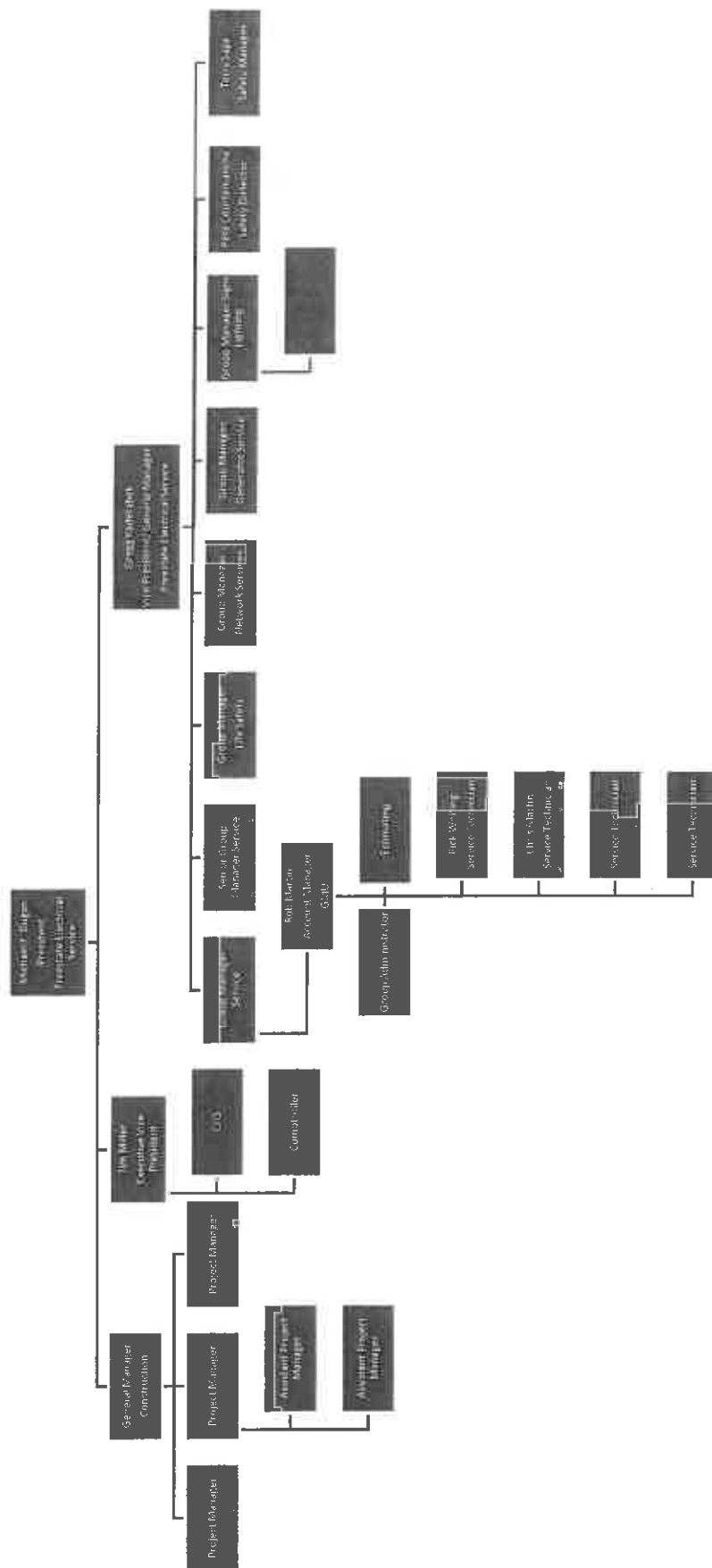
The quality program is subject to auditing by the Prime Contractor and the Customer's representatives. The audits will be in accordance with contract requirements. Results of the audits will be reported to the Project Manager for effective follow-up and corrective action if required.

RFP-1586-19

**GMU Electrical Preventative Maintenance
Freestate Electrical Service Company**

13335 Mid Atlantic Blvd

Laurel MD, 20708



COMMONWEALTH of VIRGINIA

Department of Professional and Occupational Regulation
9900 Mayland Drive, Suite 400, Richmond, VA 23233
Telephone: (804) 367-8500

EXPIRES ON
04-30-2022

NUMBER
2710019619

BOARD FOR CONTRACTORS
TRADESMAN



GREGG SCOTT KADERABEK
13335 MID ATLANTIC BLVD
LAUREL, MD 20708



Edward P. Taylor
Mary Ann Taylor, Acting Director

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

(SEE REVERSE SIDE FOR PRIVILEGES AND INSTRUCTIONS)

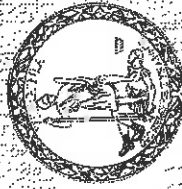
DPOR-LIC (02/2017)

COMMONWEALTH of VIRGINIA

Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 400, Richmond, VA 23233
Telephone: (804) 367-8500

EXPIRES ON
07-31-2019

NUMBER
2705063888



AES ELECTRICAL INC
FREESTATE ELECTRICAL SERVICE/ A BEACH
CORP/FREESTATE ELEC CONST
13335 MID ATLANTIC BLVD
LAUREL, MD 20708

BOARD FOR CONTRACTORS
CLASS A CONTRACTOR
CLASSIFICATIONS ELE ESC PAS

DPOR

W. A. DeBoer
W. A. DeBoer, Director

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

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COMMONWEALTH of VIRGINIA
Department of Professional and Occupational Regulation

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AES ELECTRICAL INC
FREESTATE ELECTRICAL SERVICE/ BEACH CORP/FREESTATE ELEC
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13335 MID ATLANTIC BLVD
LAUREL, MD 20708



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DPOR-LIC (02/2017)
(DETACH HERE)

DPOR-PC (02/2017)



Purchasing Department
Mailing Address: 4400 University Drive, Mailstop 3C5
Street Address: 4441 George Mason Boulevard, 4th Floor, Suite 4200
Fairfax, Va. 22030
Voice: 703.993.2580 | Fax: 703.993.2589

May 28, 2019

RFP ADDENDUM #1

Reference – Request for Proposal:

Title:

Dated:

For Delivery To:

GMU-1586-19

Electrical Repair Services and PM

April 17, 2019

George Mason University

This Addendum is for informational purposes only. There are no changes to the statement of work or requirements for this RFP and you do not need to sign and return this addendum with your offer/proposal.

- **No Questions were submitted to the Procurement Officer by the Question deadline of May 16, 2019.**
- **Attached you will find a copy of the Pre-Proposal Registry from the Pre-Proposal meeting held on May 09, 2019.**
- **Proposals are due Friday, May 31st, 2019 at 2:00PM. You may mail your sealed proposals to the Purchasing Department, Attention: Katherine Sirotin, 4400 University Drive, MSN 3C5, Fairfax, VA 22030 or you may hand deliver your sealed proposals to the Purchasing Department (4th Floor) in Suite 4200 of Alan and Sally Merten Hall (Merten Hall), Fairfax Campus (Fairfax, VA 22030). Please see the RFP document for Campus Maps and further instructions on how your proposal should be prepared and submitted.**

Sincerely,
Katherine Sirotin
Assistant Director, Purchasing (VCO, CUPO)
Purchasing Department
George Mason University