

QUOTATION REQUIREMENTS

Notice is hereby given that the City of Broken Arrow is accepting quotations on the following work:

Scope: This is a quotation to provide street lighting repairs on service for The City of Broken Arrow on an as needed basis.

Basic Agreement Requirements:

- 1) Service Company shall provide repairs for 51HW street lighting on an as needed basis as determined by the Traffic Signal Division Manager.
- 2) Competitive bids for major projects bids are excluded from this quote.
- 3) The term of this agreement shall from July 1, 2018 to June 30, 2019 Labor rates, other charges and mark ups on material and parts if any shall remain as quoted during this agreement period.
- 4) The Service Company under this agreement shall be the primary service provider for street light work requested by the City of Broken Arrow Traffic Signal Division of the Street Department and will be called to provide requested street light repair on 51HW.
- 5) Only Highway 51 street lighting repair, labor, material, equipment and any other cost of repair will fall under this agreement consisting of 90 poles, 180 pole lights and 16 wall packs.
- 6) Scope of lighting work may vary depending on the needs of the City of Broken Arrow. The work may be minor in nature such as installation of new lamps or may include work major in nature such as replacing a light pole.
- 7) The Traffic Signal Division Manager of the Street Department shall serve as the administrator, monitoring the conditions of the service agreement and shall work directly with the Service Company in scheduling and coordinating performance of services, answering technical questions in connection with the scope of work, and providing general direction under the resulting agreement. This individual will use all powers under the agreement to enforce its faithful performance for the City of Broken Arrow. In the event coordination is needed with AEP, the Service Company shall responsible be for this coordination.
- 8) Service Company shall retain any necessary license to perform street lighting work in Oklahoma.
- 9) Technicians working for the Service Company shall have any necessary license to perform all street lighting work in Oklahoma.
- 10) Services that are to be provided shall be performed by technicians that are directly employed by the Service Company. Sub-contracting portions of the services requested through this agreement will not be allowed without prior consent.
- 11) The Service Company shall furnish all personnel, parts, materials, test equipment, tools and transportation to perform requested service.
- 12) All work shall be performed according to the N.E.C regulations. Any permits required shall be obtained by Service Company.

- 13) Upon completion of work, job site clean up by Service Company is required and is limited only to that which is a direct result of the work performed.
- 14) The Service Company shall be capable of responding to an emergency repair situation within two (2) hours. All other work requests shall be scheduled as needed and agreed upon between the Service Company and the Traffic Signal Division Manager for the City of Broken Arrow.
- 15) In the event Service Company cannot respond or schedule work requested in a time period that is required, as determined by the Traffic Signal Division Manager, another service provider may be utilized.
- 16) Depending on estimated cost of job, cost of materials or in certain cases, quotes or bids may be required from several Service Companies. In this case the quote that is most advantageous to the City will be awarded the job.
- 17) After each service call, a service report shall be left with the Traffic Signal Division Manager detailing work accomplished. All invoices shall be itemized and directed to the Traffic Signal Division Manager for payment.
- 18) The Service Company shall provide a minimum of three (3) references.
- 19) A copy of the City's minimum insurance requirements is being faxed with the quote. Provide proof of coverage with your quote.
- 20) Questions pertaining to this quote shall be directed to Rick Baker, Traffic Signal Division Manager (918-259-7000 ext 7383)

References:

Company	Contact person	Phone
<u>PSO</u>	<u>Joe Nicols</u>	<u>918-599-6449</u>
<u>City of Edmond</u>	<u>Brett Griffin</u>	<u>405-640-7744</u>
<u>OG&E</u>	<u>John Legg</u>	<u>405-777-9138</u>

Davis Elliot service representative

City of Broken Arrow

Printed name

TERRY L. Downing

Printed name

Date

5-8-18

Date

End

APPROVED AS TO FORM:

[Signature]
ASSISTANT CITY ATTORNEY