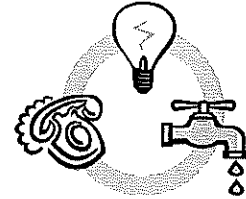


# INDUSTRY PUBLIC UTILITIES COMMISSION CITY OF INDUSTRY

REGULAR MEETING AGENDA  
JANUARY 19, 2017 9:00 A.M.



President Mark D. Radecki  
Commissioner Abraham N. Cruz  
Commissioner Roy Haber, III  
Commissioner Cory C. Moss  
Commissioner Newell W. Ruggles



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*Location: City Council Chamber, 15651 East Stafford Street, City of Industry, California*

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## **Addressing the Commission:**

- ▶ **Agenda Items:** Members of the public may address the Commission on any matter listed on the Agenda. Anyone wishing to speak to the Commission is asked to complete a Speaker's Card which can be found at the back of the room and at the podium. The completed form should be submitted to the City Clerk prior to the Agenda item being called and prior to the individual being heard by the Commission.
- ▶ **Public Comments (Non-Agenda Items):** Anyone wishing to address the Commission on an item not on the Agenda may do so during the "Public Comments" period. In order to conduct a timely meeting, there will be a three-minute time limit per person for the Public Comments portion of the Agenda. State law prohibits the Commission from taking action on a specific item unless it appears on the posted Agenda. Anyone wishing to speak to the Commission is asked to complete a Speaker's Card which can be found at the back of the room and at the podium. The completed card should be submitted to the City Clerk prior to the Agenda item being called and prior to the individual being heard by the Commission.

## **Americans with Disabilities Act:**

- ▶ In compliance with the ADA, if you need special assistance to participate in any City meeting (including assisted listening devices), please contact the City Clerk's Office (626) 333-2211. Notification of at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting.

## **Agendas and other writings:**

- ▶ In compliance with SB 343, staff reports and other public records permissible for disclosure related to open session agenda items are available at City Hall, 15625 East Stafford Street, Suite 100, City of Industry, California, at the office of the City Clerk during regular business hours, Monday through Friday 9:00 a.m. to 5:00 p.m. Any person with a question concerning any agenda item may call the City Clerk's Office at (626) 333-2211.
- 

1. Call to Order
2. Flag Salute
3. Roll Call
4. Public Comments

5. **BOARD MATTERS**

5.1 Consideration of the Register of Demands.

*RECOMMENDED ACTION: Approve the Register of Demands and authorize the appropriate City Officials to pay the bills.*

5.2 Consideration of Recommendations regarding the Request to Publish and Receive Proposals for Operations and Maintenance Services of the Industry Public Utilities Commission 66kV Substation located at 208 Waddingham Way in the City of Industry.

*RECOMMENDED ACTION: Recommend that the City Council approve the publishing and receipt of proposals.*

5.3 Update from the District Project Engineer for the La Puente Valley County Water District

6. Adjournment. Next regular meeting: Thursday, February 16, 2017 at 9:00 a.m.

*INDUSTRY PUBLIC UTILITIES COMMISSION*

ITEM NO. 5.1

**Industry Public Utilities Commission**  
Authorization For Payment of Bills  
Meeting of January 19, 2016

<u>FUND</u>	<u>DESCRIPTION</u>	<u>DISBURSEMENTS</u>
560	Industry Public Utilities	320,474.02
	TOTAL ALL FUNDS	320,474.02

<u>BANK</u>	<u>NAME</u>	<u>DISBURSEMENTS</u>
BOFA	Bank of America	320,474.02
	TOTAL ALL BANKS	320,474.02

APPROVED PER CITY MANAGER

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**Industry Public Utilities Commission  
Board Meeting  
January 19, 2017**

Check	Date		Payee Name	Check Amount
<b>IPUC.CHK - IPUC Water BofA Checking</b>				
40313	12/14/2016		SO CALIFORNIA EDISON COMPANY	\$16,200.28
	Invoice	Date	Description	Amount
	2017-00000665	12/02/2016	10/31-12/01/16 SVC - 1991 WORKMAN MILL U	\$16,200.28
40314	01/19/2017		COUNTY SANITATION DISTRICTS OF	\$299,826.61
	Invoice	Date	Description	Amount
	13033	12/07/2016	RECYCLED WATER COSTS - FY 2015/2016	\$299,826.61
40315	01/19/2017		INDUSTRY PUBLIC UTILITIES	\$1,400.00
	Invoice	Date	Description	Amount
	DEC-16	12/21/2016	REIMBURSE PAYROLL - DECEMBER 2016	\$1,400.00
40316	01/19/2017		ROWLAND WATER DISTRICT	\$3,047.13
	Invoice	Date	Description	Amount
	I-11302016-A	12/01/2016	CONTRACT SVC - NOVEMBER 2016	\$1,566.27
	I-11302016-B	12/01/2016	CONTRACT SVC - NOVEMBER 2016	\$1,480.86

Checks	Status	Count	Transaction Amount
	Total	4	\$320,474.02

*INDUSTRY PUBLIC UTILITIES COMMISSION*

ITEM NO. 5.2



# INDUSTRY PUBLIC UTILITIES COMMISSION

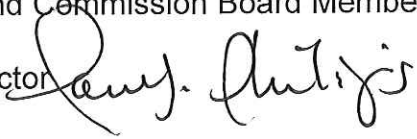
P.O. BOX 3366 • CITY OF INDUSTRY • CALIFORNIA 91744  
(626) 333-2211 • Fax (626) 961-6795 • [www.cityofindustry.org](http://www.cityofindustry.org)


Mark D. Radecki, President  
Abraham N. Cruz, Commissioner  
Roy M. Haber, III, Commissioner  
Cory C. Moss, Commissioner  
Newell W. Ruggles, Commissioner

Paul J. Philips, Public Utilities Director  
James M. Casso, General Counsel  
Cecelia Dunlap, Assistant Secretary

## MEMORANDUM

**TO:** Honorable President Radecki and Commission Board Members

**FROM:** Paul Philips, Public Utilities Director 

**STAFF:** Tim Kolset, Project Manager 

**DATE:** January 23, 2017

**SUBJECT:** Consider Recommendations Regarding the Request to Publish and Receive Proposals for Operations and Maintenance Services of the Industry Public Utilities Commission 66kV Substation located at 208 Waddingham Way in the City of Industry

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Industry Public Utilities Commission (IPUC) staff has prepared a Request for Proposals (“RFP”) for Operations and Maintenance (“O&M”) Services at the IPUC 66kV Substation, 208 Waddingham Way, City of Industry. The RFP O&M services will consist of a consultant providing weekly, monthly and yearly inspections and services including, at a minimum, emergency response & on-call services, routine, corrective and preventative maintenance, warranty compliance and technical support to ensure that the substation is safe, reliable and operating at its optimum efficiency. In addition, the consultant will assist the IPUC with the connection of IPUC customer load, Southern California Edison (SCE) meter configuration assistance; review and corrections to the IPUC’s operation and maintenance manual; written operation documentation on switching, tagging and clearance procedures; maintain As-Built drawings, as well as, configuration and maintenance records of the substation.

IPUC staff is recommending that the IPUC recommend to the City Council the approval to publish the RFP document on the City’s PlanetBids web portal and to receive bids for the IPUC 66kV Substation O&M Services.

### RFP Scope

#### **Monitoring, and Coordination**

- O&M Contractor will coordinate with the City’s call center and shall be able to provide onsite emergency response within two hours of notification.

- Determine if substation performance is operating within range of acceptable parameters.
- Determine required actions to restore power and optimal operations including, at a minimum, identifying contractor personnel necessary to troubleshoot, repair and restore the IPUC service to its customers
- Communicate with Southern California Edison and the California Independent System Operator, as necessary, to maintain reliable service, coordinate power connections and sound communication links

### **Dispatching of Subcontractors and Own Employees**

O&M Contractor shall dispatch and inform the IPUC when approved vendors, have been dispatched to perform required and emergency services needed to maintain, repair or test the Substation.

### **Troubleshooting and Service Response**

If the Substation's performance falls below or is outside of acceptable parameters, or an emergency situation indicates the need for onsite work, the O&M Contractor shall visit the site within two hours to troubleshoot the Substation and determine the service and/or repair needed to restore the substation's performance and/or power to the IPUC system.

The O&M contractor will be required to contact and dispatch the appropriate employee or subcontractor within four hours of the substation operational performance check and/or emergency service request. The appropriate employee and/or subcontractor must be on site within 24 hours of the service request to complete the required service operation or repair and restore the Substation performance and/or IPUC power.

"Service Operations" refer to operations that restore equipment performance without repair such as the resetting of switches and circuit breakers.

The O&M Contractor will be responsible to create and make available to the IPUC a log of troubleshooting, service and repairs performed at the Substation.

### **Corrective Maintenance**

O&M Contractor will be responsible for the corrective and/or unscheduled maintenance, including at a minimum, performing services and/or replacing any part of the Substation that becomes unfit or unavailable for use, and performing the repair necessary to restore the Substation's full operation and optimal performance.

The O&M Contractor shall be responsible for maintaining and make available, to the IPUC, an ongoing corrective maintenance report.

### **Routine Inspections and Preventive Maintenance**

The O&M Contractor shall establish a weekly routine inspection schedule for the Substation and perform preventive maintenance per the manufacturer's specifications as required and needed to ensure the substation's optimal performance. The O&M Contractor's preventive maintenance shall include proactive maintenance intended to keep the substation facility and equipment in good repair, good operating condition,



appearance and working order; and to keep the substation's equipment in compliance with the manufacturer's warranties and standard practices.

The O&M Contractor's weekly routine inspection and preventive maintenance shall include, at a minimum, the following tasks:

- General visual inspection and documentation of the Substation components, and grounds
- Visual inspection of the substation's main power transformer, batteries & charging system, and circuit breakers
- Inspection and verification of wire connections
- Calibration of facility equipment per manufacturer's specification
- Inspection and testing of fuses and breakers
- Wear and tear repairs

As part of the preventative maintenance of the substation, the O&M Contractor will provide a recommended list of spare parts based on the O&M Manual and anticipated scope of services. The O&M Contractor shall be responsible for keeping an inventory of spare parts and equipment needed for corrective and preventive maintenance. The inventory of spare parts will be kept replenished by the O&M contractor to ensure timely repairs.

Detailed orders of replacement parts will be provided to the IPUC for review and approval prior to the authorization of payment.

### **IPUC Customer Load Connections**

O&M contractor will assist with the connection of the IPUC customer load to the Substation. Customer connection work will include, at a minimum, substation outage schedules and timeframes, shut-down and start-up procedures, connection assistance and inspections, switchgear testing & configuration, IPUC electrical system testing & commissioning, assistance & information reporting with Southern California Edison, and reporting, documenting & acceptance of the IPUC customer connection.

O&M contract will make available, to the IPUC, all materials and data related to the substation customer load and obtain IPUC approval prior to adding or supply IPUC customers' electric power through the Substation

### **Hazardous Material and Waste**

O&M Contractor will apply best management practices in dealing with hazardous material and waste, including, at a minimum, the preparation and implementation of a Spill Prevention, Control and Countermeasure Plan (SPCC), by qualified personnel or consultant and monthly inspections required to meet the requirements of a SPCC plan.

O&M contractor will plan and direct the release, capture and cleanup of hazardous material and waste generated from the substation's operation and maintenance. The services needed to ensure proper capture and cleanup-of hazardous material and waster

will be the responsibility of the O&M Contractor and must meet the local state and federal regulatory requirements for the materials and waste designation.

O&M contractor will report and document spills and release of hazardous material and waste, and the proposed or executed corrective actions taken in cleanup and disposal of material and waste to the IPUC in written form.

### **SCE Switch Yard Metering**

O&M contractor will assist the IPUC, its representatives, contractors and SCE, in determining if the SCE meters, located in the adjacent SCE switching facility and associated with the Substation are reporting accurate information on the amount of energy feeding and returning from the Substation. Determination on if the SCE meters are reporting and configured correctly must be completed and agreed upon prior to the substation being used for IPUC customer load.

### **Operation and Maintenance Manual**

O&M consultant will review the current IPUC Substation O&M manual for correctness and completeness. If the O&M operator finds information lacking, incomplete or in error the O&M contractor shall provide and/or create the documents needed to update and correct the substation O&M manual. O&M Contractor will provide the O&M manual correction recommendations to the IPUC prior to inclusion for review and acceptance. Upon IPUC review and acceptance contractor will update the O&M manual and supply a revised and updated copy to the IPUC in digital (PDF) and printed form.

### **66kV Substation Start-Up, Shut-Down and Testing Procedures**

O&M contractor will supply the IPUC with written documentation on the requirements, processes and procedures needed with starting, shutting down and/or testing the Substation as well as written operation documentation, detailing switching, tagging and clearance procedures. The documentation will be submitted to the IPUC for review and acceptance. Upon the IPUC acceptance the O&M contractor will supply the IPUC a final version of the required substation procedures in digital (PDF) and printed form.

### **As-Built Drawings and Configuration Control**

O&M Contractor shall update As-Built Drawings to reflect the changes made to the Substation. These files shall be updated within week of the change with notice and data made available to IPUC representative and contractors.

### **Reporting**

O&M Contractor shall provide reports and reporting documents to the IPUC in digital format including and a minimum the following:

- Documentation of site visit (needed for payment)
- Troubleshooting, service and/or repair completed during site visit.
- Document observations or findings from routine inspection.
- Document preventive maintenance or testing operation
- Provide the IPUC with brief outline on recommended corrective actions

- Furnish information required to enable the IPUC to respond to CAISO or SCE.
- Provide as built information and updated drawings

**Fiscal Impact**

IPUC Staff is anticipating that the total contract cost for the O&M services will be \$100,000 to \$150,000 over a three year term.

**Recommendation**

IPUC staff is recommending that the IPUC recommend to the City Council the approval to publish and receive bids for the IPUC 66kV Substation O&M services on the City of Industry's Planetbids web portal.

Exhibits

- A. Request for Proposals ("RFP") for Operations and Maintenance ("O&M") Services at the IPUC 66kV Substation, 208 Waddingham Way, City of Industry.

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PJP/TK

**EXHIBIT A**

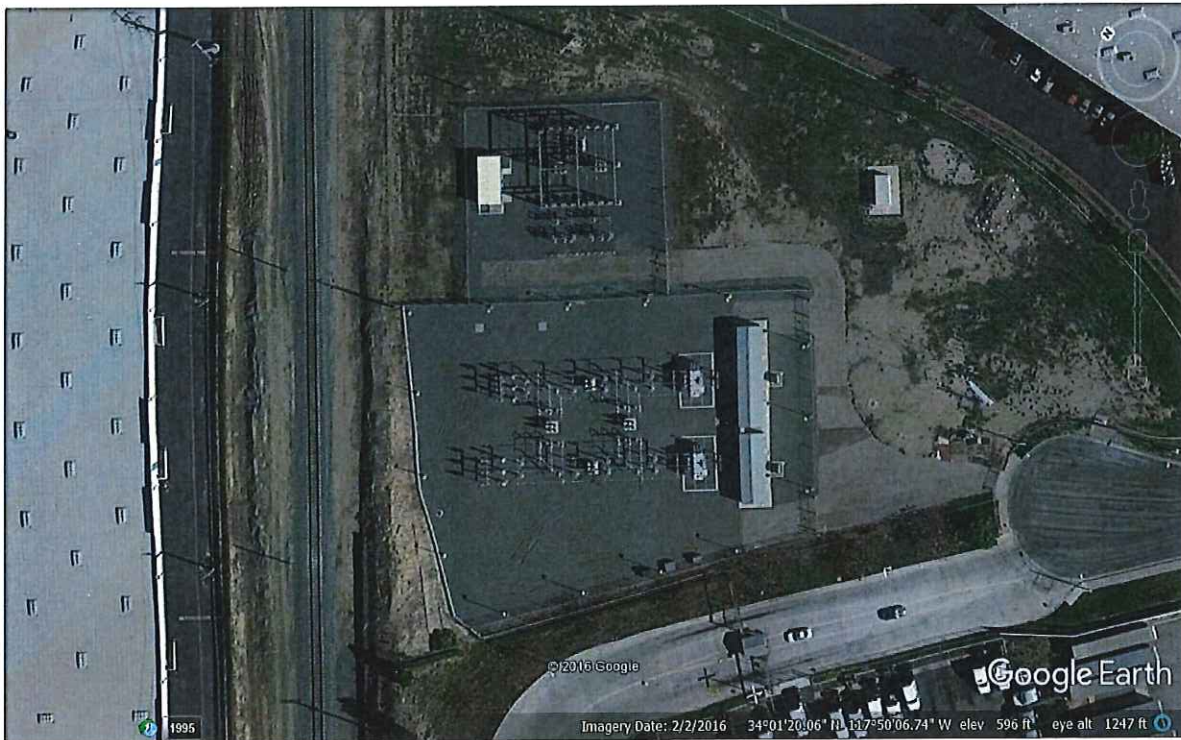
**Request for Proposals (“RFP”) for Operations and Maintenance (“O&M”) Services  
at the Industry Public Utilities Commission 66kV Substation, 208 Waddingham  
Way, City of Industry**

[Attached]

# Request for Proposals (“RFP”)

For

## Operations and Maintenance (“O&M”) Services of the Industry Public Utilities Commission 66kV/12kV Substation



Issued By



**City of Industry's, Industry  
Public Utilities Commission**

**January 19, 2017**

15625 Stafford St, Suite 100  
City of Industry, CA 91744-3900  
Telephone: 626-333-2211

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## Publication Notice

**FOR PUBLICATION**

### **CITY OF INDUSTRY**

**REQUEST FOR PROPOSALS (“RFP”) FOR OPERATION AND MAINTENANCE  
 (“O&M”) SERVICES OF THE EXISTING INDUSTRY PUBLIC UTILITIES  
 COMMISSION 66KV/12KV SUBSTATION  
 Contract No. 2017-1001**

The **CITY OF INDUSTRY’S, INDUSTRY PUBLIC UTILITIES COMMISSION**, hereinafter referred to as the **IPUC**, will receive proposals for “Request for Proposals for Operation and Maintenance Services of the existing IPUC 66kV/12kV Substation” for Contract No. 2017-1001 until **5:00 P.M. on February 27, 2017** via City of Industry PlanetBids Vendor Portal. No paper, mailed or emailed proposals will be accepted. All proposals must be submitted through the City of Industry’s PlanetBids Vendor Portal <http://www.cityofindustry.org/?p=proposal-and-bid>.

It is the responsibility of the proposers to make sure the proposal is submitted through the City of Industry PlanetBids Vendor Portal, prior to the date and time indicated. Otherwise, the proposal will be rejected and not considered.

A contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in this chapter, unless currently registered and qualified to perform public work pursuant to Section 1725.5. Please note: It is not a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded. Any bids submitted without proof that bidder and any listed subcontractor(s) are currently registered and qualified to perform public work, pursuant to Labor Code Section 1725.5, may not be accepted by the IPUC. This is a prevailing wage project.



**NOTICE TO PROPOSERS**

In addition to invitations issued to prospective proposers, a public notice will be published in the local newspaper and posted on the City's PlanetBids Vendor Portal to solicit additional proposals from any other interested substation O&M contractors.

There may be one or more amendments to this solicitation. All amendments will be released through the City's PlanetBids Vendor Portal. Amendments will not be emailed directly to proposers.

**RFP Reference**                      **Request for Proposal for O&M Services of the existing Industry Public Utilities Commission 66kV/12kV Substation**

**Company Name** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip)

**Telephone Number** \_\_\_\_\_

**Fax Number** \_\_\_\_\_

**Contact Person** \_\_\_\_\_

**E-mail Address** \_\_\_\_\_

**Amendments will be issued via the City's PlanetBids Vendor Portal only.** Any alteration to the documents by the proposer, other than the described Modified O&M Pricing for a Modified work scope may be grounds for rejection of such proposal or cancellation of any subsequent award.

## 1. Summary

The IPUC requests proposals from qualified contractors to provide operations and maintenance (“O&M”) services for the IPUC’s 66kV/12kV Substation (referred to as “Waddingham Way Substation” or “Substation”). The RFP objective is to select an O&M Contractor to provide O&M services requested herein for a 3-year term, beginning March 10, 2017. Attached to this RFP is the IPUC’s Professional Maintenance Agreement to be executed with the successful O&M Contractor.

The following contractual terms are non-negotiable and included in the standard Professional Maintenance Agreement:

- Indemnification
- All insurance terms
- Termination
- Ownership/Use of Contract Materials and Products
- Disputes
- Governing Law

By submitting a bid, the O&M Contractor agrees to the terms and conditions set forth in the standard Professional Maintenance Agreement.

The RFP describes the Substation, specifies the scope of work, identifies equipment responsibility, outlines proposal requirements and summarizes the IPUC’s evaluation criteria.

The O&M Contractor will be responsible to provide site monitoring, technical support, emergency response, weekly inspections, and preventive & corrective maintenance to ensure safe, and reliable operations. In addition, the contractor will also be required to provide written operation documentation, detailing switching, tagging and clearance procedures.

The O&M Contractor will notify and coordinate with IPUC Staff, Consultants and Representatives for matters relating to the equipment and services performed on the Substation. Proposers must provide qualifications, submit a fixed Base Price for monitoring, and preventive maintenance services and provide hourly rates for other services. Proposers must provide a Base O&M Price for a specified scope of services and may submit a Modified O&M Price for a modified and/or additional scopes of services recommended by the O&M Contractor.

The IPUC seeks to select an O&M provider that utilizes best management practices and incorporates recommended work scope to optimize the Facility’s performance at the lowest cost.

Complete proposals are due not later than 5:00 P.M. PST, February 27, 2017. The IPUC will conduct a non-mandatory job walk at the Substation beginning 10:00 P.M. PST, February, 8 2017.

The IPUC at its discretion, may interview Contractors to discuss their proposals.

The IPUC reserves the right, without limitation and at its sole discretion, to accept or reject any or all proposals and/or terminate this RFP process at any time, for any reason, without notice and with no obligations.

### 1.1. Schedule and Process

RFP Announcement and Issuance .....	January 26 , 2017
Non-Mandatory Pre-Job Walk .....	February 8 , 2017
Proposal Submittal Date .....	February 27, 2017
Contractor Interview (if desired by IPUC) .....	March 2, 2017
O&M Contractor – City Council Approval .....	March 9, 2017
Start O&M Operations .....	March 10, 2017

### 1.2. City of Industry Contact(s)

Primary                      City of Industry  
   Kristen Weger, Administrative Analyst  
   626-333-2211  
   [kweger@cityofindustry.org](mailto:kweger@cityofindustry.org)

## 2. IPUC 66kV/12kV Substation Facility

The IPUC owns and operates a 66kV/12kV Substation facility<sup>1</sup> located at 208 Waddingham Way in the City of Industry. The substation is a ring bus configuration including two (2) 40 MVA transformers with associated control buildings, switching, and communication equipment.

The IPUC owned Substation is fed by SCE’s 66kV transmission lines through an adjacently located switch yard, and a Wholesale Distribution Service (WDT) Agreement with SCE (WDT115), which governs the Substation interconnection with SCE’s 66 kV high voltage power lines and terms for power delivery to the California Independent System Operator Corporation (CAISO) grid.

The Substation was given a Notice of Completion in November of 2015, and is ready for operation. Currently, there is no connected customer load. The Substation is anticipated to receive 10 MW of customer load upon the completion of the SCE 12kV connection switch over, with the load growing an additional 30MW as the Industry Business Center development is completed. Prior to commencing service with IPUC customers the O&M Contractor will be required to do a complete inspection and confirm the operating integrity of the substation

Basic information on the Substation is provided in this RFP document. The 2015 Substation O&M Manual which contains drawings, plan sets, datasheets and manufacturer warranties can be accessed via the City's PlanetBids Vendor Portal.

### **3. O&M Scope of Services**

The IPUC is seeking an O&M Contractor to perform full O&M responsibilities for the IPUC's Substation ("Substation"), with the exception of the items listed in Section 4. The O&M contractor will perform at a minimum, emergency response & on-call services, routine, corrective & preventive maintenance, warranty compliance and technical support to ensure that the substation is safe, reliable, and operating at its optimum efficiency. In addition, the O&M Contractor will assist with the connection of IPUC customer load including, at a minimum, start-up & shut down procedures, connection requirements & inspection, meter testing inspection & reporting, SCE meter configuration assistance; review & correct the IPUC's operation and maintenance manual; provide, to the IPUC, a written operation documentation, detailing switching, tagging and clearance procedures; maintain As-Built drawings, as well as, configuration & maintenance records of the substation.

#### **3.1. Monitoring, and Coordination**

- O&M Contractor will coordinate with the City's call center and shall be able to provide onsite emergency response within two hours of notification.
- Determine if substation performance is operating within range of acceptable parameters.
- Determine required actions to restore power and optimal operations including, at a minimum, identifying contractor personnel necessary to troubleshoot, repair and restore the IPUC service to its customers
- Communicate with Southern California Edison and the California Independent System Operator, as necessary, to maintain reliable service, coordinate power connections and sound communication links

#### **3.2. Dispatching of Subcontractors and Own Employees**

O&M Contractor shall dispatch and inform the IPUC when approved vendors, have been dispatched to perform required and emergency services needed to maintain, repair or test the Substation.

#### **3.3. Troubleshooting and Service Response**

If the Substation's performance falls below or is outside of acceptable parameters, or an emergency situation indicates the need for onsite work, the O&M Contractor shall visit the site within two hours to troubleshoot the Substation and determine the service and/or repair needed to restore the substation's performance and/or power to the IPUC system.

The O&M contractor will be required to contact and dispatch the appropriate employee or subcontractor within four hours of the substation operational performance check and/or emergency service request. The appropriate employee and/or subcontractor must be on site within 24 hours of the service request to complete the required service operation or repair and restore the Substation performance and/or IPUC power.

“Service Operations” refer to operations that restore equipment performance without repair such as the resetting of switches and circuit breakers.

The O&M Contractor will be responsible and make available to the IPUC a log of troubleshooting, service and repairs performed at the Substation.

### **3.4. Corrective Maintenance**

O&M Contractor will be responsible for the corrective and/or unscheduled maintenance, including at a minimum, performing services and/or replacing any part of the Substation that becomes unfit or unavailable for use, and performing the repair necessary to restore the Substation’s full operation and optimal performance.

The O&M Contractor shall be responsible for maintaining and make available, to the IPUC, an ongoing corrective maintenance report.

### **3.5. Routine Inspections and Preventive Maintenance**

The O&M Contractor shall establish a weekly routine inspection schedule for the Substation and perform preventive maintenance per the manufacturer’s specifications as required and needed to ensure the substation’s optimal performance. The O&M Contractor’s preventive maintenance shall include proactive maintenance intended to keep the substation facility and equipment in good repair, good operating condition, appearance and working order; and to keep the substation’s equipment in compliance with the manufacturer’s warranties and standard practices.

The O&M Contractor’s weekly routine inspection and preventive maintenance shall include, at a minimum, the following tasks:

- General visual inspection and documentation of the Substation components, and grounds
- Visual inspection of the substation’s main power transformer, batteries & charging system, and circuit breakers
- Inspection and verification of wire connections
- Calibration of facility equipment per manufacturer’s specification
- Inspection and testing of fuses and breakers
- Wear and tear repairs

Appendix 1 provides a list of anticipated routine inspection and preventive maintenance tasks. The IPUC seeks input from respondents to finalize Appendix 1 to ensure the Substation’s operation and maintenance is based on standard practices.

As part of the preventative maintenance of the substation, the O&M Contractor will provide a recommended list of spare parts based on the O&M Manual and anticipated scope of services. The O&M Contractor shall be responsible for keeping an inventory of spare parts and equipment needed for corrective and preventive maintenance. The inventory of spare parts will be kept replenished by the O&M contractor to ensure timely repairs.

Detailed orders of replacement parts will be provided to the IPUC for review and approval prior to the authorization of payment.

### **3.6. IPUC Customer Load Connections**

O&M contactor will assist with the connection of the IPUC customer load to the Substation. Customer connection work will include, at a minimum, substation outage schedules and timeframes, shut-down and start-up procedures, connection assistance and inspections, switchgear testing & configuration, IPUC electrical system testing & commissioning, assistance & information reporting with Southern California Edison, and reporting, documenting & acceptance of the IPUC customer connection.

### **3.7. O&M contract will make available, to the IPUC, all materials and data related to the substation customer load and obtain IPUC approval prior to adding or supply IPUC customers' electric power through the Substation.**

### **3.8. Hazardous Material and Waste**

O&M Contractor will apply best management practices in dealing with hazardous material and waste, including, at a minimum, the preparation and implementation of a Spill Prevention, Control and Countermeasure Plan (SPCC), by qualified personnel or consultant and monthly inspections required to meet the requirements of a SPCC plan.

O&M contractor will plan and direct the release, capture and cleanup of hazardous material and waste generated from the substation's operation and maintenance. The services needed to ensure proper capture and cleanup-of hazardous material and waster will be the responsibility of the O&M Contractor and must meet the local state and federal regulatory requirements for the materials and waste designation.

O&M contractor will report and document spills and release of hazardous material and waste, and the proposed or executed corrective actions taken in cleanup and disposal of material and waste to the IPUC in written form.

### **3.9. SCE Switch Yard Metering**

O&M contractor will assist the IPUC, its representatives, contractors and SCE, in determining if the SCE meters, located in the adjacent SCE switching facility and associated with the Substation are reporting accurate information on the amount of energy feeding and returning from the Substation. Determination on if the SCE meters are reporting and configured correctly must be completed and agreed upon prior to the substation being used for IPUC customer load.

### **3.10. Operation and Maintenance Manual**

O&M consultant will review the current IPUC Substation O&M manual for correctness and completeness. If the O&M operator finds information lacking, incomplete or in error the O&M contractor shall provide and/or create the documents needed to update and correct the substation O&M manual. O&M Contractor will provide the O&M manual correction recommendations to the IPUC prior to inclusion for review and acceptance. Upon IPUC review and acceptance contractor will update the O&M manual and supply a revised and updated copy to the IPUC in digital (PDF) and printed form.

### **3.11. 66kV Substation Start-Up, Shut-Down and Testing Procedures**

O&M contractor will supply the IPUC with written documentation on the requirements, processes and procedures needed with starting, shutting down and/or testing the Substation as well as written operation documentation, detailing switching, tagging and clearance procedures. The documentation will be submitted to the IPUC for review and acceptance. Upon the IPUC acceptance the O&M contractor will supply the IPUC a final version of the required substation procedures in digital (PDF) and printed form.

### **3.12. As-Built Drawings and Configuration Control**

O&M Contractor shall update As-Built Drawings to reflect the changes made to the Substation. These files shall be updated within week of the change with notice and data made available to IPUC representative and contractors.

### **3.13. Reporting**

O&M Contractor shall provide reports and reporting documents to the IPUC in digital format including and a minimum the following:

- Documentation of site visit (needed for payment)
- Troubleshooting, service and/or repair completed during site visit.
- Document observations or findings from routine inspection.
- Document preventive maintenance or testing operation
- Provide the IPUC with brief outline on recommended corrective actions
- Furnish information required to enable the IPUC to respond to CAISO or SCE.
- Provide as built information and updated drawings

## **4. Not included in O&M Work Scope**

The following items shall not include as the O&M Contractors scope of services for the Substation.

### **4.1. Security**

- Security of the Substation will be provided by the City of Industry
- Key Control: Separate keys for entry in to the Project and the Project's facilities will be provided by the City of Industry. The City of Industry will maintain responsibility for Key Control.

### **4.2. Landscaping**

Landscaping services are currently provided by the City of Industry. The O&M Contractor will be expected to communicate, inform and cooperate with the City of Industry's Superintendent and landscaping personnel when landscaping maintenance or repair is required at the Substation.

## **5. Proposal Response**

Where explicitly requested, information must be included with your Proposal. Incomplete or missing information may constitute grounds for rejection of the submission.

Hand delivery, express delivery, faxed and postmarked proposals will not be accepted. All proposals must be submitted through the City's PlanetBids Vendor Portal.

The following items must be provided. Follow the stated order and organization of the response.

### **5.1. Cover Letter**

Provide a brief, dated cover letter identifying the Contractor's business and the primary contact.

Include a statement that the pricing will remain valid for a minimum period of 90 days.

The letter must be signed by an individual authorized to bind the company.

### **5.2. Overview**

Provide an overview of the business and its history. Include the following specifics:

- Date business was established
- Type of business (i.e.-sole proprietorship, partnership, corporation), list all partners and/or officers.
- Locations, specifying which location will be responsible for this work
- Information on business licenses, bonding capacity and company safety record
- Provide documentation on the companies Environmental, Health and Safety (EH&S) Program
- Information relative to similar O&M services provided to other clients
- References for at least five similar clients over the last five years.
- List and introduction of proposed subcontractors

### **5.3. Minimum Requirements**

Provide proof that the following minimum requirements are met:

#### **5.3.1. California Licenses—**

- Contractor and subcontractors employed or otherwise utilized must be licensed under California's Contractors' State License Board Rules and Regulations. Provide relevant qualifications and proof of operation and maintenance performance and services on high voltage substations involving current and/or past projects.
- Contractor and subcontractors performing electrical work are licensed as class C-10 electrical contractors, and designated as qualified electrical worker under California's Contractors' State License Board Rules and Regulations, and all Electricians be NFPA 70E and OSHA certified to perform electrical work under California Labor Code Section 3099 et seq.



- Must have in place an Environmental, Health and Safety (EH&S) Program that helps ensure safe and healthy work performed at the Substation is in compliance with all federal, state and General Contractors environmental and safety regulations.

#### **5.4. Financial and Insurance—**

Provide three (3) credit references and additional information that establishes sound financial condition. For details of the insurance requirements, refer to the attached IPUC Professional Maintenance Agreement.

#### **5.5. Experience Profile**

Provide a minimum of five (5) descriptions (limit of one page each) of substation projects (preferably for public agencies) where the business currently provides O&M services. Each description should include the following:

- Dates of service (start and end)
- Name of client and client reference/contact information
- Name of substation, city location
- Substation Size, kW
- Transformer(s) type and size; module manufacturer
- O&M services provided (monitoring, reporting, corrective maintenance, preventive maintenance) length of time providing O&M services

#### **5.6. Project O&M Support and Personnel**

Please describe how the business is organized to provide O&M to the IPUC's substation. Include the following:

- Contractor designated point of contact
- Resume for Project Manager and designated point of contact
- Technical staff available to support project
- Resumes of key technical staff
- Number of technicians available for call out within three (3) hours of Substation
- List of proposed subcontractors and qualifying experience, licenses and references

#### **5.7. Pricing Data**

The O&M Contractor's Base O&M Price will a fixed annual price for routine services:

- 1) Monitoring and Coordination Services as described in Sections 3.1 and Reporting as described in Section 3.12
- 2) Preventive Maintenance for the tasks specified in Appendix 1.

The Base O&M Price will include troubleshooting, service and repair tasks on a time and material basis, with agreed-upon response times and labor rates for the personnel qualified to perform such

task. The charges for corrective maintenance and other tasks will be priced on time and material basis.

“Other Tasks” refer to O&M tasks that were not included in the scope of services.

Hourly rates for O&M personnel shall be specified for all anticipated tasks including troubleshooting, repair, etc. and technical support. O&M Contractor pricing shall include all subcontractor pricing included in the preventive and routine scope of services.

Provide three (3) matrices with price components, organized as follows:

O&M Tasks	
1) Monitoring, Coordination, and Reporting	Provide total cost per year
2) Preventive Maintenance	Provide total cost per year
3) Troubleshoot, Service and Repair	Provide time and hourly rates per item identified
5) Other Tasks	Provide total cost per year
6) Vehicle and Equipment	Provide rate schedule*

\* Can be provided as a separate attachment

Other Tasks	Fully Burdened Hourly Rate
Other tasks needed for the Substation Operation and Maintenance	Provide total cost per year

Classification (provide for all tasks)	Fully Burdened Hourly Rate
Journeyman Electrician	\$/hour
Electrician	\$/hour
Master Electrician	\$/hour
Service Tech	\$/hour
Other (Identify and List)	\$/hour

### 5.8. Modified O&M Price

The IPUC recognizes that substation O&M contractors have expertise and experience with operating and maintaining substation facilities and may have a standard task list for preventive maintenance. The IPUC is open to input that adopts best management practices and helps optimize the Substation safety and reliability. Respondents should specify a modified scope of services and provide a fixed price for the modified O&M scope of services.

## 6. Evaluation Criteria

The proposal evaluation criteria for selecting the O&M Contractor will include the following criteria and weighting:

<p><b>Base Price Quote</b> O&amp;M Tasks Items #1 Monitoring, Coordination, and Reporting and #2 Preventive Maintenance will be a fixed price (\$ per year) based on the tasks identified in Sections 3.1, and Appendix 1.</p>	50%
<p><b>O&amp;M Qualifications:</b> Company licensing, financial stability and insurance compliance determine minimum eligibility of respondents. O&amp;M Contractor can differentiate by demonstrating superior, relevant O&amp;M experience, technical knowledge of operations.</p>	30%
<p><b>Local Presence:</b> The availability of nearby personnel should enable the O&amp;M Contractor to reduce response time and the cost of response for service and repair operations.</p>	20%

## Appendices

**Appendix 1 - Schedule and Description of Operations and Maintenance Tasks**

PM Activity	Facility Component	Description Of Operation and Maintenance Task	Interval	Provider
<b>General</b>				
Manage	Facility	Document program to Inspect and maintain equipment as specified by manufacturer /supplier.	Per Man Spec/Weekly	O&M Contractor
Manage	Facility	Compile data sheets and maintenance checklists and confirm with manufacturer/supplier.	Per Man Spec/ Weekly	O&M Contractor
Full Inspection	Facility	Ensure that there is appropriate signage and warnings that identifies potential hazards.	Monthly	O&M Contractor
Full Inspection	Facility	Ensure facility components (transformers switches, switchgear, etc.) are not accessible to unqualified personnel, and require tools or have locks to prevent unauthorized access to the equipment.	Weekly	O&M Contractor
Visual Inspection	Facility	Look for any signs of intrusion by pests such as insects and rodents. Remove any nests from electrical boxes (junction boxes, pull boxes, combiner boxes) or arrays. .	Weekly	O&M Contractor
Service	Facility	For any service ensure proper use of lockout/tag out procedures, personal protective equipment (PPE) and appropriate procedures for safely disconnecting live circuits.	Continual	O&M Contractor
Service	Facility	Ensure all substation DC and AC lights are operable and properly lamped.	Weekly	O&M Contractor
<b>Balance of System (BOS)</b>				
Visual Inspection	AC Wiring	Verify condition of wire transition junction boxes for weatherproofing, corrosion and security of internal wiring connections. Seal boxes if required.	Weekly	O&M Contractor
Full Inspection	AC Wiring	Verify physical condition of Conduits and ensure all connections still weather tight.	Weekly	O&M Contractor
Visual Inspection	AC Wiring	Verify condition of AC disconnect(s). Open and look for signs of corrosion or damage. Check to make sure cabinet penetrations are properly sealed and no evidence of water ingress. Check torque marks on connections.	Weekly	O&M Contractor
<b>Main Power Transformer</b>				
Visual Inspection	Transformer	Inspect transformer. Check meter, oil and temperature gauges.	Per Man Spec/ Weekly	O&M Contractor
Service	Transformer	Sample Oil in main tank and tap charger compartments	Monthly	O&M Contractor
Service	Transformer	Perform Dissolved Gas Analysis check for Inhibitor content, ASTM six part test	Annual	O&M Contractor
Service	Transformer	Complete electrical testing including: winding resistance, turns ratio, excitation current, bushing power factor testing and insulation resistance	3 years	O&M Contractor
<b>Battery Charger &amp; Battery System</b>				
Visual Inspection	Batteries	Inspect Batteries, Battery Charger and Battery System.	Per Man Spec/Weeklyly	O&M Contractor
Service	Batteries	Preform load discharge test	Monthly	O&M Contractor
Service	Batteries	De-energize main charger and perform complete cleaning of internal components	3 years	O&M Contractor
<b>Circuit Breakers (switchgear)</b>				

Visual Inspection	Circuit Breakers (switchgear)	Inspect Circuit Breakers (Switchgear).	Per Man Spec/Weekly	O&M Contractor
Service	Circuit Breakers (switchgear)	Perform mechanical inspection on: 1) Rack out of cell and 2) Open/Close breaker mechanically and electrically to ensure proper operation.	Monthly	O&M Contractor
Service	Circuit Breakers (switchgear)	Complete mechanical & electrical inspection including: installation resistance contact resistance, vacuum integrity check, timing test, lubrication and cleaning.	3 years	O&M Contractor
Service	Circuit Breakers (switchgear)	Test all control power and potential transformers including 1) TTR, winding resistance, insulation resistance testing, and 2) clean and vacuum drawers and transformers.	3 years	O&M Contractor
<b>Circuit Breakers (Outdoor SF6)</b>				
Visual Inspection	Circuit Breakers (Outdoor SF6))	Inspect Circuit Breakers (Outdoor SF6).	Per Man Spec/Weekly	O&M Contractor
Service	Circuit Breakers (Outdoor SF6))	Perform mechanical inspection on 1) Open Line/Load Disconnects and 2) open/Close breaker mechanically and electrically to ensure proper operation	Annual	O&M Contractor
Service	Circuit Breakers (Outdoor SF6))	Complete mechanical & electrical inspection including: installation resistance contact resistance, vacuum integrity check, timing test, lubrication and cleaning.	3 years	O&M Contractor
<b>Substation CPT Transfer Scheme</b>				
Service	Substation CPT Transfer Scheme	Test Substation CPT Transfer Scheme including: 1) Initiate manual transfer from Normal to Emergency and 2) initiate Manual transfer from Emergency to Normal	Annual	O&M Contractor
<b>Substation Bus work</b>				
Visual Inspection	Bus work	Inspect substation bus work	Per Man Spec/weekly	O&M Contractor
Service	Bus work	Inspect, test and clean bus work including: 1) perform insulation resistance test on bus work and 2) perform contact resistance test on bus work	3 years	O&M Contractor
<b>Outdoor 66kV Disconnect Switches</b>				
Visual Inspection	Disconnect Switches	Inspect 66kV disconnect switches	Per Man Spec/Weekly	O&M Contractor
Service	Disconnect Switches	Complete mechanical & electrical inspection including: 1) low resistance electrical testing to ensure proper closing resistance and 2) mechanical inspection verifying proper switch alignment and lubrication	3 years	O&M Contractor
<b>Protective Relays</b>				
Visual Inspection	Protective Relays	Inspect substations protective relays	Per Man Spec/Weekly	O&M Contractor
Service	Protective Relays	Perform complete electrical testing to verify characteristics of the device are within acceptable limits	3 years	O&M Contractor
Service	Protective Relays	Perform trip testing of all relay schemes through lockout relays and circuit breaker to ensure trip circuit are intact	3 years	O&M Contractor

## Appendix 2 - Troubleshoot, Service, and Repair

### Troubleshoot, Service, and Repair

- Pertains to the performance of any Service, the replacement of any Part of the Substation that becomes unfit or unavailable for use and/or performing the Repair necessary; that restores full operation of the substation
- Billable per Hourly Rate

### Response time

- Response time of less than two hours upon receiving notification from or 24/7 Dispatcher, including proposal for corrective action within that time;
  - Site attendance within less than four hours upon confirmed corrective action plan;
  - 24/7 availability of service.
- Included in Annual Fee

### Restore system output and documentation

- Restore system output within less than 24 hours;
- Billable per Hourly Rates

Travel to and from site will be included in hourly rates

Billable per Hourly Rates

**Appendix 3 – Maintenance Services Agreement (“MSA”)**



**CITY OF INDUSTRY'S INDUSTRY PUBLIC UTILITIES COMMISSION  
MAINTENANCE SERVICES AGREEMENT**

This MAINTENANCE SERVICES AGREEMENT ("Agreement"), is made and effective as of **INSERT DATE** ("Effective Date"), between the City of Industry's Industry Public Utilities Commission, a municipal corporation ("IPUC") and **INSERT NAME OF CONSULTANT AND TYPE OF LEGAL ENTITY [i.e.-limited liability company, corporation, partnership, etc.]**("Consultant"). The IPUC and Consultant are hereinafter collectively referred to as the "Parties".

**RECITALS**

**WHEREAS**, IPUC desires to engage Consultant to perform the services described herein, and Consultant desires to perform such services in accordance with the terms and conditions set forth herein.

**NOW, THEREFORE**, for and in consideration of the mutual covenants and conditions herein contained, IPUC and Consultant agree as follows:

**1. TERM**

This Agreement shall commence on the Effective Date, and shall remain and continue in effect until tasks described herein are completed, but in no event later than **INSERT DATE**, unless sooner terminated pursuant to the provisions of this Agreement.

**2. SERVICES**

(a) Consultant shall perform the tasks ("Services") described and set forth in Exhibit A, attached hereto and incorporated herein as though set forth in full. ("Scope of Services"). Tasks other than those specifically described in the Scope of Services shall not be performed without prior written approval of the IPUC. The Services shall be performed by Consultant, unless prior written approval is first obtained from the IPUC. In the event of conflict or inconsistency between the terms of this Agreement and Exhibit A, the terms of this Agreement shall prevail.

(b) IPUC shall have the right to request, in writing, changes to the Services. Any such changes mutually agreed upon by the Parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement.

(c) Consultant shall perform all Services in a manner reasonably satisfactory to the IPUC and in a first-class manner in conformance with the standards of quality normally observed by an entity providing **INSERT TYPE OF SERVICES**, serving a municipal agency.

(d) Consultant shall comply with all applicable federal, state, and local laws, regulations and ordinances in the performance of this Agreement, including but not limited to, the conflict of interest provisions of Government Code Section 1090 and the Political Reform Act (Government Code Section 81000 *et seq.*). During the term of this Agreement, Consultant shall not perform any work for another person or entity for whom Consultant was not working on the Effective Date if both (i) such work would require Consultant to abstain from a decision under this Agreement pursuant to a conflict of interest statute or law; and

(ii) IPUC has not consented in writing to Consultant's performance of such work. No officer or employee of IPUC shall have any financial interest in this Agreement that would violate California Government Code Sections 1090 *et seq.* Consultant hereby warrants that it is not now, nor has it been in the previous twelve (12) months, an employee, agent, appointee, or official of the IPUC. If Consultant was an employee, agent, appointee, or official of the IPUC in the previous twelve (12) months, Consultant warrants that it did not participate in any manner in the forming of this Agreement. Consultant understands that, if this Agreement is made in violation of Government Code §1090 *et. seq.*, the entire Agreement is void and Consultant will not be entitled to any compensation for Services performed pursuant to this Agreement, and Consultant will be required to reimburse the IPUC for any sums paid to the Consultant. Consultant understands that, in addition to the foregoing, it may be subject to criminal prosecution for a violation of Government Code § 1090 and, if applicable, will be disqualified from holding public office in the State of California.

(e) Consultant represents that it has, or will secure at its own expense, all licensed personnel required to perform the Services. All Services shall be performed by Consultant or under its supervision, and all personnel engaged in the Services shall be qualified and licensed to perform such services.

### **3. MANAGEMENT**

IPUC's **INSERT STAFF RESPONSIBLE FOR THE PROJECT** shall represent the IPUC in all matters pertaining to the administration of this Agreement, review and approval of all products submitted by Consultant, but shall have no authority to modify the Services or the compensation due to Consultant.

### **4. PAYMENT**

(a) The IPUC agrees to pay Consultant monthly, in accordance with the payment rates and terms and the schedule of payment as set forth in Exhibit B ("Rate Schedule"), attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the above tasks. This amount shall not exceed **INSERT WRITTEN DOLLAR AMOUNT** dollars (\$) for the total Term of the Agreement unless additional payment is approved as provided in this Agreement.

(b) Consultant shall not be compensated for any services rendered in connection with its performance of this Agreement which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the IPUC. Consultant shall be compensated for any additional services in the amounts and in the manner as agreed to by IPUC and Consultant at the time IPUC's written authorization is given to Consultant for the performance of said services.

(c) Consultant shall submit invoices monthly for actual services performed. Invoices shall be submitted on or about the first business day of each month, or as soon thereafter as practical, for services provided in the previous month. Payment shall be made within thirty (30) days of receipt of each invoice as to all non-disputed fees. If the IPUC disputes any of Consultant's fees it shall give written notice to Consultant within thirty (30) days of receipt of an invoice of any disputed fees set forth on the invoice. Any final payment under this Agreement shall be made within 45 days of receipt of an invoice therefore.

### **5. LABOR CODE AND PREVAILING WAGES**

(a) Consultant represents and warrants that it is aware of the requirements of California Labor Code Section 1720, *et seq.*, and 1770, *et seq.*, as well as California Code of Regulations, Title 8, Section 16000, *et seq.*, (“Prevailing Wage Laws”), which require the payment of prevailing wage rates and the performance of other requirements on “Public Works” and “Maintenance” projects. If the Services are being performed as part of an applicable “Public Works” or “Maintenance” project, as defined by the Prevailing Wage Laws, and if the total compensation is \$15,000.00 or more, Consultant agrees to fully comply with such Prevailing Wage Laws. IPUC shall provide Consultant with a copy of the prevailing rates of per diem wages in effect at the commencement of this Agreement. Consultant shall make copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed to execute the Services available to interested parties upon request, and shall post copies at the Consultant’s principal place of business and any location where the Services are performed. Consultant shall indemnify, defend and hold harmless, the IPUC, its elected officials, officers, employees and agents, from and against any liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including legal counsel fees and costs, court costs, interest, defense costs, and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, Consultant’s or by any individual or agency for which Consultant is legally liable, including but not limited to officers, agents, employees or subcontractors of Consultant, failure or alleged failure to comply with Prevailing Wage Laws.

(b) In accordance with the requirements of Labor Code Section 1776, Consultant shall keep accurate payroll records which are either on forms provided by the Division of Labor Standards Enforcement or which contain the same information required by such forms. Consultant shall make all such records available for inspection at all reasonable hours.

(c) To the extent applicable, Consultant shall comply with the provisions of Section 1777.5 of the Labor Code with respect to the employment of properly registered apprentices upon public works.

(d) Consultant shall comply with the legal days work and overtime requirements of Sections 1813 and 1815 of the Labor Code.

(e) If the Services are being performed as part of an applicable Public works or Maintenance project, then pursuant to Labor Code Sections 1725.5 and 1771.1, the Consultant and all subconsultants performing such Services must be registered with the Department of Industrial Relations. Consultant shall maintain registration for the duration of the Agreement and require the same of any subconsultants, as applicable. This Services set forth in this Agreement may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Consultant's sole responsibility to comply with all applicable registration and labor compliance requirements.

## **6. SUSPENSION OR TERMINATION OF AGREEMENT**

(a) The IPUC may at any time, for any reason, with or without cause, suspend or terminate this Agreement, or any portion hereof, by serving upon the Consultant at least ten (10) days prior written notice. Upon receipt of said notice, the Consultant shall immediately cease all work under this Agreement, unless the notice provides otherwise. If the IPUC suspends or terminates a portion of this Agreement such suspension or termination shall not make void or invalidate the remainder of this Agreement.

(b) In the event this Agreement is terminated pursuant to this Section, the IPUC shall pay to Consultant the actual value of the work performed up to the time of termination, provided that the work performed is of value to the IPUC. Upon termination of the Agreement pursuant to this Section, the Consultant shall submit an invoice to the IPUC pursuant to Section 5 of this Agreement.

## **7. OWNERSHIP OF DOCUMENTS**

(a) Consultant shall maintain complete and accurate records with respect to sales, costs, expenses, receipts, and other such information required by IPUC that relate to the performance of services under this Agreement. Consultant shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Consultant shall provide free access to the representatives of IPUC or its designees at reasonable times to review such books and records; shall give IPUC the right to examine and audit said books and records; shall permit IPUC to make transcripts or copies therefrom as necessary; and shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three (3) years after receipt of final payment.

(b) Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared in the course of providing the services to be performed pursuant to this Agreement shall become the sole property of the IPUC and may be used, reused, or otherwise disposed of by the IPUC without the permission of the Consultant. With respect to computer files, Consultant shall make available to the IPUC, at the Consultant's office, and upon reasonable written request by the IPUC, the necessary computer software and hardware for purposes of accessing, compiling, transferring, copying and/or printing computer files. Consultant hereby grants to IPUC all right, title, and interest, including any copyright, in and to the documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared by Consultant in the course of providing the services under this Agreement. All reports, documents, or other written material developed by Consultant in the performance of the Services pursuant to this Agreement, shall be and remain the property of the IPUC.

## **8. INDEMNIFICATION**

### **(a) Indemnity for professional liability**

When the law establishes a professional standard of care for Consultant's Services, to the fullest extent permitted by law, Consultant shall indemnify, protect, defend and hold harmless the IPUC and any and all of its officials, employees and agents ("Indemnified

Parties”) from and against any and all losses, liabilities, damages, costs and expenses, including legal counsel’s fees and costs caused in whole or in part by any negligent or wrongful act, error or omission of Consultant, its officers, agents, employees or Subconsultants (or any agency or individual that Consultant shall bear the legal liability thereof) in the performance of professional services under this Agreement.

(b) Indemnity for other than professional liability

Other than in the performance of professional services and to the full extent permitted by law, Consultant shall indemnify, defend and hold harmless IPUC, and any and all of its employees, officials and agents from and against any liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including legal counsel fees and costs, court costs, interest, defense costs, and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by Consultant or by any individual or agency for which Consultant is legally liable, including but not limited to officers, agents, employees or subcontractors of Consultant.

(c) DUTY TO DEFEND. In the event the IPUC, its officers, employees, agents and/or volunteers are made a party to any action, claim, lawsuit, or other adversarial proceeding arising from the performance of the services encompassed by this Agreement, and upon demand by IPUC, Consultant shall have an immediate duty to defend the IPUC at Consultant’s cost or at IPUC’s option, to reimburse the IPUC for its costs of defense, including reasonable attorney’s fees and costs incurred in the defense of such matters.

Payment by IPUC is not a condition precedent to enforcement of this indemnity. In the event of any dispute between Consultant and IPUC, as to whether liability arises from the sole negligence of the IPUC or its officers, employees, or agents, Consultant will be obligated to pay for IPUC’s defense until such time as a final judgment has been entered adjudicating the IPUC as solely negligent. Consultant will not be entitled in the absence of such a determination to any reimbursement of defense costs including but not limited to attorney’s fees, expert fees and costs of litigation.

## **9. INSURANCE**

Consultant shall maintain prior to the beginning of and for the duration of this Agreement insurance coverage as specified in Exhibit C attached hereto and incorporated herein by reference.

## **10. INDEPENDENT CONSULTANT**

(a) Consultant is and shall at all times remain as to the IPUC a wholly independent consultant and/or independent contractor. The personnel performing the services under this Agreement on behalf of Consultant shall at all times be under Consultants exclusive direction and control. Neither IPUC nor any of its officers, employees, or agents shall have control over the conduct of Consultant or any of Consultant’s officers, employees, or agents, except as set forth in this Agreement. Consultant shall not at any time or in any manner represent that it or any of its officers, employees, or agents are in any manner officers, employees, or agents of the IPUC. Consultant shall not incur or have the power to incur any debt, obligation, or liability whatever against the IPUC, or bind the IPUC in any manner.

(b) No employee benefits shall be available to Consultant in connection with the performance of this Agreement. Except for the fees paid to Consultant as provided in the Agreement, IPUC shall not pay salaries, wages, or other compensation to Consultant for performing services hereunder for IPUC. IPUC shall not be liable for compensation or indemnification to Consultant for injury or sickness arising out of performing services hereunder.

**11. LEGAL RESPONSIBILITIES**

The Consultant shall keep itself informed of State and Federal laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this Agreement. The Consultant shall at all times observe and comply with all such laws and regulations. The IPUC, and its officers and employees, shall not be liable at law or in equity occasioned by failure of the Consultant to comply with this Section.

**12. UNDUE INFLUENCE**

Consultant declares and warrants that no undue influence or pressure was used against or in concert with any officer or employee of the IPUC in connection with the award, terms or implementation of this Agreement, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of the IPUC has or will receive compensation, directly or indirectly, from Consultant, or from any officer, employee or agent of Consultant, in connection with the award of this Agreement or any work to be conducted as a result of this Agreement. Violation of this Section shall be a material breach of this Agreement entitling the IPUC to any and all remedies at law or in equity.

**13. NO BENEFIT TO ARISE TO LOCAL OFFICERS AND EMPLOYEES**

No member, officer, or employee of IPUC, or their designees or agents, and no public official who exercises authority over or responsibilities with respect to the Project during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any agreement or sub-agreement, or the proceeds thereof, for work to be performed in connection with the Project performed under this Agreement.

**14. RELEASE OF INFORMATION/CONFLICTS OF INTEREST**

(a) All information gained by Consultant in performance of this Agreement shall be considered confidential and shall not be released by Consultant without IPUC's prior written authorization. Consultant, its officers, employees, agents, or subconsultants, shall not without written authorization from the IPUC, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories, or other information concerning the work performed under this Agreement or relating to any project or property located within the IPUC, unless otherwise required by law or court order. (b) Consultant shall promptly notify IPUC should Consultant, its officers, employees, agents, or subconsultants be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request ("Discovery"), court order, or subpoena from any person or party regarding this Agreement and the work performed there under or with respect to any project or property located within the City, unless Consultant is prohibited by law from informing the IPUC of such Discovery, court order or subpoena. IPUC retains the right, but has no obligation, to represent Consultant and/or be present at any deposition, hearing, or similar proceeding as allowed



Consultant shall indemnify, defend and hold harmless the Indemnified Parties for any claims arising from, or related to, the services performed by a subconsultant under this Agreement.

**17. GOVERNING LAW/ATTORNEYS' FEES**

The IPUC and Consultant understand and agree that the laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the municipal, superior, or federal district court in Los Angeles County, California. If any action at law or suit in equity is brought to enforce or interpret the provisions of this Agreement, or arising out of or relating to the Services provided by Consultant under this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees and all related costs, including costs of expert witnesses and consultants, as well as costs on appeal, in addition to any other relief to which it may be entitled.

**18. ENTIRE AGREEMENT**

This Agreement contains the entire understanding between the Parties relating to the obligations of the Parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations, and statements, oral or written and pertaining to the subject of this Agreement or with respect to the terms and conditions of this Agreement, are merged into this Agreement and shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

**19. SEVERABILITY**

If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to, the extent necessary to cure such invalidity or unenforceability, and in its amended form shall be enforceable. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

**20. COUNTERPARTS**

This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument.

**21. CAPTIONS**

The captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and shall have no significance in the interpretation of this Agreement.

**22. WAIVER**



The waiver by IPUC or Consultant of any breach of any term, covenant or condition herein contained shall not be deemed to be a waiver of such term, covenant or condition or of any subsequent breach of the same or any other term, covenant or condition herein contained. No term, covenant or condition of this Agreement shall be deemed to have been waived by IPUC or Consultant unless in writing.

**23. REMEDIES**

Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance of the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any of all of such other rights, powers or remedies.

**24. AUTHORITY TO EXECUTE THIS AGREEMENT**

The person or persons executing this Agreement on behalf of Consultant represents and warrants that he/she has the authority to execute this Agreement on behalf of the Consultant and has the authority to bind Consultant to the performance of its obligations hereunder.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed as of the Effective Date.

**“IPUC”**  
**Industry Public Utilities Commission**

**“CONSULTANT”**  
**INSERT NAME OF COMPANY**

By: \_\_\_\_\_  
Paul J. Philips, Public Utilities Director

By \_\_\_\_\_  
**Name, Title**

**Attest:**

By: \_\_\_\_\_  
Diane M. Schlichting Chief Deputy City Clerk

**Approved as to form:**

By: \_\_\_\_\_  
James M. Casso, City Attorney

Attachments:	Exhibit A	Scope of Services
	Exhibit B	Rate Schedule
	Exhibit C	Insurance Requirements

## EXHIBIT A

### SCOPE OF SERVICES

\*\*Services may be modified based on response to the RFP\*\*

1. Consultant shall perform full operations and maintenance (“O&M”) responsibilities for the City’s 66kV Substation (“Substation”), located at 208 Waddingham Way in the City of Industry, with the exception of the Substation security and landscaping. The O&M consultant will perform at a minimum, emergency response & on-call services, routine, corrective & preventive maintenance, warranty compliance and technical support to ensure that the Substation is safe, reliable, and operating at its optimum efficiency. In addition, the O&M Contractor will assist with the connection of IPUC customer load including, at a minimum, start-up & shut down procedures, connection requirements & inspection, meter testing inspection & reporting, Southern California Edison (“SCE”) meter configuration assistance; review & correct the City’s operation and maintenance manual; provide, to the IPUC, a written operation documentation, detailing switching, tagging and clearance procedures; maintain as-built drawings, as well as, configuration & maintenance records of the Substation.

#### **1.1. Monitoring, and Coordination**

- O&M consultant will coordinate with the City’s call center and shall be able to provide onsite emergency response within two hours of notification.
- Determine if Substation performance is operating within range of acceptable parameters.
- Determine required actions to restore power and optimal operations including, at a minimum, identifying contractor personnel necessary to troubleshoot, repair and restore the IPUC service to its customers.
- Communicate with SCE and the California Independent System Operator, as necessary, to maintain reliable service, coordinate power connections and sound communication links

#### **2. Dispatching of Subcontractors and Own Employees**

O&M consultant shall dispatch and inform the City when approved vendors have been dispatched to perform required and emergency services needed to maintain, repair or test the Substation.

#### **3. Troubleshooting and Service Response**

If the Substation’s performance falls below or is outside of acceptable parameters, or an emergency situation indicates the need for onsite work, the O&M consultant shall visit the site within two hours to troubleshoot the Substation and determine the service and/or repair needed to restore the substation’s performance and/or power to the IPUC system.

The O&M consultant will be required to contact and dispatch the appropriate employee or subcontractor within four hours of the Substation operational performance check and/or emergency service request. The appropriate employee and/or subcontractor must be on site within 24 hours of

the service request to complete the required service operation or repair and restore the Substation performance and/or IPUC power.

“Service Operations” refer to operations that restore equipment performance without repair such as the resetting of switches and circuit breakers.

The O&M consultant will be responsible and make available to the City a log of troubleshooting, service and repairs performed at the Substation.

#### **4. Corrective Maintenance**

O&M Contractor will be responsible for the corrective and/or unscheduled maintenance, including at a minimum, performing services and/or replacing any part of the 66kV Substation that becomes unfit or unavailable for use, and performing the repair necessary to restore the Substation’s full operation and optimal performance.

The O&M consultant shall be responsible for maintaining and make available, to the City, an ongoing corrective maintenance report.

#### **5. Routine Inspections and Preventive Maintenance**

The O&M consultant shall establish a weekly routine inspection schedule for the Substation and perform preventive maintenance per the manufacturer’s specifications as required and needed to ensure the substation’s optimal performance. The O&M Contractor’s preventive maintenance shall include proactive maintenance intended to keep the Substation and equipment in good repair, good operating condition, appearance and working order; and to keep the substation’s equipment in compliance with the manufacturer’s warranties and standard practices.

The O&M Contractor’s weekly routine inspection and preventive maintenance shall include, at a minimum, the following tasks:

- General visual inspection and documentation of the Substation components, and grounds
- Visual inspection of the Substation’s main power transformer, batteries & charging system, and circuit breakers
- Inspection and verification of wire connections
- Calibration of facility equipment per manufacturer’s specification
- Inspection and testing of fuses and breakers
- Wear and tear Repairs

As part of the preventative maintenance of the Substation, the O&M consultant will provide a recommended list of spare parts based on the O&M Manual and anticipated scope of services. The O&M consultant shall be responsible for keeping an inventory of spare parts and equipment needed for corrective and preventive maintenance. The inventory of spare parts will be kept replenished by the O&M consultant to ensure timely repairs.

Detailed orders of replacement parts will be provided to the City for review and approval prior to the authorization of payment.

#### **6. IPUC Customer Load Connections**

O&M contactor will assist with the connection of the IPUC customer load to the Substation. Customer connection work will include, at a minimum, Substation outage schedules and timeframes, shut-down and start-up procedures, connection assistance and inspections, switchgear testing & configuration, IPUC electrical system testing & commissioning, assistance & information reporting with Southern California Edison, and reporting, documenting & acceptance of the IPUC customer connection.

O&M contract will make available, to the IPUC, all materials and data related to the substation customer load and obtain IPUC approval prior to adding or supply IPUC customers' electric power through the Substation.

#### **7. SCE Switch Yard Metering**

O&M consultant will assist the IPUC, its representatives, contractors and SCE, in determining if the SCE meters, located in the adjacent SCE switching facility and associated with the Substation are reporting accurate information on the amount of energy feeding and returning from the Substation. Determination of whether SCE meters are reporting and configured correctly must be completed and agreed upon prior to the Substation being used for IPUC customer load.

#### **8. Operation and Maintenance Manual**

O&M consultant will review the current IPUC Substation O&M manual for correctness and completeness. If the O&M operator finds information lacking, incomplete or in error the O&M consultant shall provide and/or create the documents needed to update and correct the Substation O&M manual. O&M consultant will provide the O&M manual correction recommendations to the IPUC prior to inclusion for review and acceptance. Upon IPUC review and acceptance, Consultant will update the O&M manual and supply a revised and updated copy to the IPUC in digital (PDF) and printed form.

#### **9. Substation Start-Up, Shut-Down and Testing Procedures**

O&M consultant will supply the IPUC with written documentation on the requirements, processes and procedures needed with starting, shutting down and/or testing the Substation as well as written operation documentation, detailing switching, tagging and clearance procedures. The documentation will be submitted to the IPUC for review and acceptance. Upon the IPUC acceptance the O&M consultant will supply the IPUC a final version of the required substation procedures in digital (PDF) and printed form.

#### **10. As-Built Drawings and Configuration Control**

O&M consultant shall update As-Built Drawings to reflect the changes made to the Substation. These files shall be updated within week of the change with notice and data made available to City's representative and contractors.

## 11. Reporting

O&M consultant shall provide reports and reporting documents to the City in digital format including and a minimum the following:

- Documentation of site visit (needed for payment)
- Troubleshooting, service and/or repair completed during site visit.
- Document observations or findings from routine inspection.
- Document preventive maintenance or testing operation
- Provide the City with brief outline on recommended corrective actions
- Furnish information required to enable the City to respond to CAISO or SCE.
- Provide as built information and updated drawings



EXHIBIT B

RATE SCHEDULE

## EXHIBIT C

### INSURANCE REQUIREMENTS

Without limiting Consultant's indemnification of IPUC, and prior to commencement of the Services, Consultant shall obtain, provide and maintain at its own expense during the term of this Agreement, policies of insurance of the type and amounts described below and in a form satisfactory to Agency.

**General liability insurance.** Consultant shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than \$1,000,000.00 per occurrence, \$2,000,000.00 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted.

**Automobile liability insurance.** Consultant shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with Work to be performed under this Agreement, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than \$1,000,000.00 combined single limit for each accident.

**Professional liability (errors & omissions) insurance.** Consultant shall maintain professional liability insurance that covers the Services to be performed in connection with this Agreement, in the minimum amount of \$1,000,000 per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this agreement and Consultant agrees to maintain continuous coverage through a period no less than three years after completion of the services required by this agreement.

**Workers' compensation insurance.** Consultant shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance (with limits of at least \$1,000,000.00).

Consultant shall submit to IPUC, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of Agency, its officers, agents, employees and volunteers.

**Proof of insurance.** Consultant shall provide certificates of insurance to IPUC as evidence of the insurance coverage required herein, along with a waiver of subrogation endorsement for workers' compensation. Insurance certificates and endorsement must be approved by IPUC's Risk Manager prior to commencement of performance. Current certification of insurance shall be kept on file with IPUC at all times during the term of this contract. IPUC reserves the right to require complete, certified copies of all required insurance policies, at any time.

**Duration of coverage.** Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the Services hereunder by Consultant, his agents, representatives, employees or subconsultants.

**Primary/noncontributing.** Coverage provided by Consultant shall be primary and any insurance or self-insurance procured or maintained by IPUC shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination



of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of IPUC before the IPUC's own insurance or self-insurance shall be called upon to protect it as a named insured.

**City's rights of enforcement.** In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, IPUC has the right but not the duty to obtain the insurance it deems necessary and any premium paid by IPUC will be promptly reimbursed by Consultant, or IPUC will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, IPUC may cancel this Agreement.

**Acceptable insurers.** All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VI (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the IPUC's Risk Manager.

**Waiver of subrogation.** All insurance coverage maintained or procured pursuant to this agreement shall be endorsed to waive subrogation against IPUC, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against IPUC, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

**Enforcement of contract provisions (non estoppel).** Consultant acknowledges and agrees that any actual or alleged failure on the part of the IPUC to inform Consultant of non-compliance with any requirement imposes no additional obligations on the Agency nor does it waive any rights hereunder.

**Requirements not limiting.** Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the Consultant maintains higher limits than the minimums shown above, the IPUC requires and shall be entitled to coverage for the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the IPUC.

Notice of cancellation. Consultant agrees to oblige its insurance agent or broker and insurers to provide to IPUC with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage.

**Additional insured status.** General liability policies shall provide or be endorsed to provide that IPUC and its officers, officials, employees, and agents, and volunteers shall be additional insureds under such policies. This provision shall also apply to any excess liability policies.

**Prohibition of undisclosed coverage limitations.** None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to IPUC and approved of in writing.

**Separation of Insureds.** A severability of interests provision must apply for all additional insureds ensuring that Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the insurer's limits of liability. The policy(ies) shall not contain any cross-liability exclusions.

**Pass Through Clause.** Consultant agrees to ensure that its subconsultants, subcontractors, and any other party involved with the project who is brought onto or involved in the project by Consultant, provide the same minimum insurance coverage and endorsements required of Consultant. Consultant agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. Consultant agrees that upon request, all agreements with consultants, subcontractors, and others engaged in the project will be submitted to IPUC for review.

**City's right to revise specifications.** The IPUC reserves the right at any time during the term of the contract to change the amounts and types of insurance required by giving the Consultant ninety (90) days advance written notice of such change. If such change results in substantial additional cost to the Consultant, the IPUC and Consultant may renegotiate Consultant's compensation.

**Self-insured retentions.** Any self-insured retentions must be declared to and approved by the IPUC. The IPUC reserves the right to require that self-insured retentions be eliminated, lowered, or replaced by a deductible. Self-insurance will not be considered to comply with these specifications unless approved by the IPUC.

**Timely notice of claims.** Consultant shall give the IPUC prompt and timely notice of claims made or suits instituted that arise out of or result from Consultant's performance under this Agreement, and that involve or may involve coverage under any of the required liability policies.

**Additional insurance.** Consultant shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the work.

## Appendix 5 - Online 66kV Substation O&M Manual

1. COI 66kV O and M Manuals: Gas Circuit Breakers:DTB72-40 Manual: 1- Introduction
2. COI 66kV O and M Manuals: Gas Circuit Breakers:DTB72-40 Manual: 2- Circuit breaker assembly
3. COI 66kV O and M Manuals: Gas Circuit Breakers:DTB72-40 Manual: 3- Handling and installation
4. COI 66kV O and M Manuals: Gas Circuit Breakers:DTB72-40 Manual:4- Commissioning and Maintenance
5. COI 66kV O and M Manuals: Gas Circuit Breakers:DTB72-40 Manual: 5- Interrupter\_final\_rev1
6. COI 66kV O and M Manuals: Gas Circuit Breakers:DTB72-40 Manual: 6- Operating mechanism
7. COI 66kV O and M Manuals: Gas Circuit Breakers:DTB72-40 Manual: 7- Control system
8. COI 66kV O and M Manuals: Gas Circuit Breakers:DTB72-40 Manual: 8- Current transformer
9. COI 66kV O and M Manuals: Gas Circuit Breakers:DTB72-40 Manual: 9- Porcelain Bushing
10. COI 66kV O and M Manuals: Gas Circuit Breakers:DTB72-40 Manual: Table of Contents
11. COI 66kV O and M Manuals: Gas Circuit Breakers:DTB72-40 Manual: 10. SF6 gas handling: 10 – SF6 gas handling
12. COI 66kV O and M Manuals: Gas Circuit Breakers:DTB72-40 Manual: 10. SF6 gas handling: 4010700\_general\_arrangement\_10\_03
13. COI 66kV O and M Manuals: Gas Circuit Breakers:DTB72-40 Manual: 10. SF6 gas handling: 4010925
14. COI 66kV O and M Manuals: Gas Circuit Breakers:DTB72-40 Manual: 10. SF6 gas handling: 4010926
15. COI 66kV O and M Manuals: Gas Circuit Breakers:DTB72-40 Manual: 10. SF6 gas handling: 4010927
16. COI 66kV O and M Manuals: Gas Circuit Breakers:DTB72-40 Manual: 10. GCB As-builts received 12\_11\_2014: 4806739\_D\_1
17. COI 66kV O and M Manuals: Power Distribution Centers: 1. ISS Panel O&M v2 651250
18. COI 66kV O and M Manuals: Power Distribution Centers: 2. O&M Manual vol 1 v2 (MV 'SWGR-A-B') 651250
19. COI 66kV O and M Manuals: Power Distribution Centers: 3. O&M Manual vol 2 v0 (MV 'SWGR-A-B') 651250
20. COI 66kV O and M Manuals: Power Distribution Centers: 4. PDC O&M v1 651250
21. COI 66kV O and M Manuals: Power Transformer O&Ms: 6. Power Transformer O&M
22. COI 66kV O and M Manuals: Power Transformer O&Ms: Beckwith Manuals: 1. -docs-books-M-0115A-1B
23. COI 66kV O and M Manuals: Power Transformer O&Ms: Beckwith Manuals: 2. -docs-books-M-0127A-M-0170A-1B
24. COI 66kV O and M Manuals: Power Transformer O&Ms: Beckwith Manuals: 3. -docs-books-M-0329B-1B
25. COI 66kV O and M Manuals: Power Transformer O&Ms: Beckwith Manuals: 4. -docs-books-M-2001D-1B
26. COI 66kV O and M Manuals: Power Transformer O&Ms: Beckwith Manuals: 5. -M-0121-M-0169A-SP
27. COI 66kV O and M Manuals: CT\_PT O&M
28. COI 66kV O and M Manuals: PASCOR OM Manual