



**COUNTY OF HENRICO  
DEPARTMENT OF FINANCE  
PURCHASING DIVISION  
CONTRACT EXTRACT  
NOTICE OF AWARD/RENEWAL**

DATE:	September 15, 2025
CONTRACT COMMODITY/SERVICE: <i>(include contracting entity if cooperative)</i>	Electrical Maintenance, Installation, and Repair Services
CONTRACT NUMBER:	2510A
COMMODITY CODE:	910.82
CONTRACT PERIOD:	October 1, 2025 through September 30, 2026
RENEWAL OPTIONS:	2 Additional 1 Year Period through 2028
USER DEPARTMENT:	County/School
Contact Name:	See Below
Phone Number:	See Below
Email Address:	See Below
HENRICO COOPERATIVE TERMS INCLUDED:	YES
SUPPLIER: Name:	U.S. Electric Co., Inc.
Address:	6914 Staples Mill Road
City, State:	Richmond, VA 23228
Contact Name:	Mark Madren
Phone Number:	804-353-4928
Email address:	markm@us-electric.com
ORACLE SUPPLIER NUMBER:	10675
BUSINESS CATEGORY:	Small Business
PAYMENT TERMS:	Net 30
DELIVERY:	As needed and requested
FOB:	County of Henrico
BUYER: Name:	Leisel O. Collins, CPPB,VCO, VCA
Title:	Purchasing Manager
Phone:	804-501-5687
Email:	COL119@henrico.gov

**This contract is the result of a competitive solicitation issued by the Department of Finance, Purchasing Division. A requisition must be generated for all purchases made against this contract and the requisition must reference the contract number.**

## USER DEPARTMENT CONTACT LIST

- General Government, Buildings and Grounds:** Doug Gavin, 804-501-4230, [gav@henrico.gov](mailto:gav@henrico.gov);  
 Doug Brooks, 804-501-5152, [Bro19@henrico.gov](mailto:Bro19@henrico.gov);  
 Derek Gresko, 804-501-4237, [gre126@henrico.gov](mailto:gre126@henrico.gov)  
 CC: Jamie Massey, 804-501-5271,  
[mas08@henrico.gov](mailto:mas08@henrico.gov)
- General Government, Recreation and Parks:** Brian Friedel, 804-229-7910, [fri059@henrico.gov](mailto:fri059@henrico.gov);  
 CC: John Zannino, 804-501-5119 (Office),  
[zan01@henrico.gov](mailto:zan01@henrico.gov)
- Henrico County Public Schools (HCPS):** Charlie Newman, 804-652-3561 (Office),  
 804-349-2471 (Cell),  
[crnewman@henrico.k12.va.us](mailto:crnewman@henrico.k12.va.us);  
 CC: Susan Moore, 804-652-3899 (Office),  
[smoore@henrico.k12.va.us](mailto:smoore@henrico.k12.va.us)

## PRICE SCHEDULE – CONTRACT NO. 2510

### Labor Rates

Item No.	Classification	Rate Per Man Hour
1	<b>Licensed Electrician</b> – Regular Hourly Rate	\$ 55.00
2	<b>Electrician Helper/Apprentice</b> – Regular Hourly Rate	\$ 20.00
3	<b>Licensed Electrician</b> – Overtime Hourly Rate	\$ 38.00
4	<b>Electrician Helper/Apprentice</b> – Overtime Hourly Rate	\$ 12.00
5	<b>Licensed Electrician</b> – Emergency and Holiday Hourly Rate	\$ 38.00
6	<b>Electrician Helper/Apprentice</b> – Emergency and Holiday Hourly Rate	\$ 12.00
7	<b>Bucket Trucks (rate shall include operator)</b>	\$ 100.00

### Truck Stock Items

Item No.	Item Description	Unit of Measurement (UOM)	Price Per UOM
1	12/2 MC	Foot	\$ 1.50
2	12/3 MC	Foot	\$ 2.00
3	MC anti short bushings	Each	\$ 0.00
4	Single barrel MC connectors	Each	\$ 1.50
5	Double barrel MC connectors	Each	\$ 1.95
6	1/2" Liquid tight	Foot	\$ 1.25

7	1/2" Liquid tight straight connectors	Each	\$	3.20
8	1/2" Liquid tight 90 connectors	Each	\$	4.80
9	1/2" Liquid tight 45 connectors	Each	\$	4.80
10	3/4" Liquid tight	Foot	\$	4.50
11	3/4" Liquid tight straight connectors	Each	\$	4.80
12	3/4" Liquid tight 90 connectors	Each	\$	6.40
13	3/4" Liquid tight 45 connectors	Each	\$	6.40
14	3/4" EMT Conduit	per 10 Feet	\$	20.00
15	3/4" EMT Set Screw connectors	Each	\$	1.25
16	3/4" EMT Set Screw couplings	Each	\$	1.25
17	3/4 stand off straps	Each	\$	1.00
18	3/4 one hole straps	Each	\$	0.35
19	Red/Yellow wire nuts (medium)	Each	\$	0.35
20	Orange/Blue wire nuts (small)	Each	\$	0.25
21	Blue wire nuts (big)	Each	\$	1.00
22	4 inch sq outlet box	Each	\$	1.60
23	4 inch sq blank cover	Each	\$	1.00
24	Ground pig tails	Each	\$	1.15
25	#12 THHN wire black, white, green	Foot	\$	0.40
26	1/4-20 bolts	Each	\$	0.25
27	1/4-20 nuts	Each	\$	0.35
28	1/4 fender washers	Each	\$	0.35
29	1-5/8 Unistrut	Each	\$	4.50
30	Toggle bolts	Each	\$	1.20
31	Blues and screws	Each	\$	0.50
32	Plastic EZ anchors	Each	\$	0.50
33	20-amp square d CIO breaker	Each	\$	15.00
34	20-amp BAB breaker	Each	\$	15.00
35	20-amp BR breaker	Each	\$	15.00
36	3/4 green field	Foot	\$	1.95
37	3/4 green field straight connectors	Each	\$	1.60
38	3/4 green field 90 connectors	Each	\$	4.00
39	3/4 green field 45 connectors	Each	\$	4.00
40	20-amp single pole switch	Each	\$	4.00
41	20-amp duplex outlet	Each	\$	3.20
42	Stainless duplex outlet cover	Each	\$	3.20
43	Stainless single gang wall switch cover	Each	\$	3.20

44	Fire caulk	Each	\$	20.60
45	Ty-rap	Each	\$	0.20
46	3/8 Mc straps	Each	\$	0.20
47	MC ceiling hangers (batwings)	Each	\$	1.00
48	Single gang bell box	Each	\$	9.60
49	120 - 277 tombstone photocells	Each	\$	40.00
50	120-277 button eye photocell	Each	\$	40.00
51	Plastic switch plate single gang	Each	\$	1.00
52	Plastic switch plate double gang	Each	\$	2.00
53	Plastic duplex outlet cover	Each	\$	1.00
54	Self- tapping screws	Each	\$	0.20
55	Old work plastic cut in box	Each	\$	5.00
56	Old work metal cut in box	Each	\$	5.00
57	Black electrical tape	Each	\$	3.30
58	20-amp GFCI	Each	\$	26.00
59	Decora single gang wall plate	Each	\$	1.00

**Non-Truck Stock Items: At Cost**

The County will reimburse the Contractor for non-truck stock parts, materials, and components at cost. The Contractor must include a copy of its paid invoice/receipt for the cost of non-truck stock parts, materials, and components used in electrical maintenance, installation, and repair services. The paid invoice/receipt must contain the distributor's name, address, and the line-item amount paid by the Contractor for the parts, materials, and components. Failure to provide the required information will cause the Contractor's invoices to be returned and payment delayed or corrected by the County. The Contractor shall not invoice the County for rental, or any equipment the Contractor could use on non-County work.

## SCOPE OF WORK/SERVICES

### A. Cooperative Procurement.

This procurement is being conducted by the County of Henrico, Virginia on behalf of all other public bodies of the Commonwealth of Virginia in accordance with the provisions of 2.2-4304 of the Code of Virginia, as amended. If agreed to by the Successful Bidder, other public bodies of the Commonwealth of Virginia may make purchases under the resulting contract at the prices set forth herein and in accordance with its terms, conditions and specifications, subject to any modifications necessary to comply with local policy or practice to which the Successful Bidder agrees. The Successful Bidder shall deal directly with any public body it authorizes to use the resulting contract. The County, its officials and its staff are not responsible for placement of orders, invoicing, payments, contractual disputes, or any other transactions between the Successful Bidder and any other public bodies, and in no event shall the County, its officials or staff be responsible for any costs, damages or injury resulting to any party from use of a County contract. The County assumes no responsibility for any notification of the availability of the resulting contract for use by other public bodies, but the Successful Bidder may conduct such notification.

### B. Specifications.

1. The Successful Bidders shall provide electrical maintenance, installation, and repair services to include but not limited to replacement and repair of existing electrical circuits, switches, breakers, and conduit; exterior and interior building lighting; installation of new circuits, switches, panels, breakers and conduit; and any other electrical services per the National Electric Code (NEC) as needed and requested. NOTE: Electrical repairs and lamp replacement on athletic field lighting poles is not included in the resulting contracts.
2. It is imperative the Successful Bidders work with the County's authorized or designated representatives to coordinate electrical services to County facilities as needed and requested.
3. The County's authorized or designated representatives will contact the Successful Bidders to request electrical services on a time and material basis as follows:
  - a) Non-Emergency services shall be provided within 24 hours after receiving the request for service. Successful Bidders licensed electrician shall respond to the job site and be ready to initiate required services and repairs. Response shall be interpreted as reporting to the jobsite with all tools, equipment, and expertise necessary to perform the services and repairs. The Successful Bidders licensed electrician shall provide the County's authorized or designated representatives with a detail of the work to perform and estimate of cost for approval. Upon completion of work, the license electrician shall provide service tickets/reports to the County's authorized or designated representatives. Work on non-critical equipment may be completed as time permits as mutually agree by the County's authorized or designated representatives and the Successful Bidders.
  - b) Emergency services shall be provided 24 hours per day, seven days per week, including holidays. Successful Bidders licensed electrician shall respond at the job site within two (2) hours after receiving the emergency call. Work on critical equipment must be completed as soon as possible. All emergency repairs must be approved by the County's authorized or designated representatives.
  - c) Non-capital and capital projects will require the Successful Bidders to provide a non-binding estimate/proposal/quote for the work, based on the contracted rates, requested by the County's authorized or designated representatives responsible for the specified project.
4. The Successful Bidders shall adhere to the following procedure upon receipt of electrical service requests:
  - a) Service electrician must report to job site and meet with the County's authorized or designated representatives prior to performing services and prior to leaving job site.
  - b) No more than one (1) licensed electrician shall respond to calls for electrical services. The County's authorized or designated representative may grant authorization for additional electricians or helpers,

if requested, to complete services in a timely manner. The Successful Bidders must present sufficient justification to request additional electricians or helpers. No additional compensation will be allowed for additional electricians or helpers without prior approval.

- c) At the completion of service work, the service electrician shall submit a detailed electronic or paper service report/ticket of work performed and any recommendation for additional work other than minor repairs to the County's authorized representatives. If additional repairs are required, the Successful Bidders shall submit a estimate/proposal/quote with details of the recommendation for additional work and estimated cost . The service tickets/reports shall include but not limited to the following:
  - i. Date electrical services was performed;
  - ii. Start and stop time of electrical services performed;
  - iii. Building name, location, and address where services were performed;
  - iv. Number of licensed electrician(s), helper(s), and the workhours of each;
  - v. Details of work performed, to include material, parts or components replaced;
  - vi. Test result and applicable voltage readings (*if applicable*);
  - vii. Recommendation for additional work and corrective action to be taken;
  - viii. Licensed electrician name and signature; and
  - ix. County's authorized representatives name and signature
5. Upon request for electrical services requiring estimates/proposals/quotes, the Successful Bidders shall prepare and submit a detail written non-binding estimate/proposal/quote to the County's authorized or designated representatives with the estimated cost. NOTE: The County will make payment to the Successful Bidder for actual hours and materials used in the completion of the project. The County may obtain estimates/proposals/quotes from multiple sources and reserves the right to award the work to either other source or the Successful Bidder, whichever is in the best interest of the County. The estimates/proposals/quotes shall include the following:
  - a) A number traceable to an invoice number and the contract number
  - b) Name and address of job sites
  - c) Description of electrical services to be performed
  - d) Number of personnel for each labor category (electrical technician and helper), man hours for each, and labor rate(s) for each as provided on the Bid Form;
  - e) List of material, parts, and components with cost which will be required
  - f) Start and completion dates (time involved for each job shall be jointly estimated by the County and the Successful Bidders)
6. The Successful Bidders shall not charge the County for their time to inspect the worksite and to develop the written non-binding estimate. If the County decides not to proceed with the work, the Successful Bidders time expended for the site inspection and development of a non-binding estimate/proposal/quote shall not be billable.
7. Upon acceptance and approval of the proposal, the County will issue a Purchase Order which shall include the Successful Bidder's proposal with a "not to exceed" cost and the agreed upon starting and completion dates. The Successful Bidders shall not begin the work until a written Purchase Order has been received. All work shall be completed within the time set forth in the Purchase Order. Failure to meet the time requirements established on the Purchase Order, without prior approval from the Contract Administrator or County's authorized or designated representatives, may result in the Successful Bidders being considered in default of the Terms and Conditions of this Contract.
8. The Successful Bidders shall not perform work which would result in exceeding the dollar limit of the Purchase Order without first having obtained approval from the Contract Administrator or County's authorized or designated representatives, and a Change Order from the Purchasing Department. The County shall not be obligated to pay for unauthorized work.

9. The County reserves the right to witness and inspect all work performed, review data, request other additional information, and repeat service as necessary to ensure that the services provided conform to the requirements specified herein.
10. The County's normal business hours are as follows:
  - a) General Government normal business hours are Monday through Friday from 8:00 a.m. to 4:30 p.m.
    - i. Jail East, Jail West and Juvenile Detention normal business hours are Monday through Friday between 7:00 a.m. and 7:00 p.m. The Successful Bidder's personnel will be required to undergo a Sheriff's Office security clearance prior to working within the Jail facilities. A Sheriff's Office Contractor's badge will be issued upon completion of the security clearance and must be worn at all times while working in the Jail facilities. Access to Jail East and Jail West will be coordinated with designated Sheriff's Office personnel assigned to those facilities.
    - ii. Recreation and Parks normal business hours are Monday through Friday between 7:00 a.m. and 7:00 p.m.
  - b) Henrico County Public Schools and School Administration Buildings normal school hours, with the exception of serving times for breakfast and lunch, are Monday through Friday from 7:00 a.m. to 4:30 p.m. and summer hours shall be Monday through Thursday from 7:00 a.m. to 5:30 p.m. A list of schools and serving times will be provided to the Successful Bidders after contract is awarded. **Work must not interfere with school activities or when conducting testing (SOLs).**
  - c) If earlier hours are needed for Successful Bidders to perform services, the County will work with Successful Bidders to accommodate.
  - d) County buildings/facilities are closed Saturday, Sunday, and holidays. No work is permitted on these days without the prior approval and consent by the County's authorized representatives. The holidays are as follows:
    - i. General Government observed holidays are: New Year's Day, Martin Luther King, Jr. Day, Presidents Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving Day and Day after Thanksgiving, Christmas Eve, Christmas Day, and any other days General Government buildings/facilities are closed.
    - ii. HCPS observed holidays are: Winter Break, Martin Luther King, Jr. Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Holiday, and any other days HCPS buildings/facilities are closed.
    - iii. County's authorized representatives will notify the Successful Bidders of changes to these holidays.
  - e) The Successful Bidders must generally schedule work Mondays through Fridays year-round.
11. The Successful Bidders shall invoice the County for services based on the hourly rates provided on the Bid Form. Hourly rates per man hour for electrical services shall include all overhead, profit, insurance, union pension fund or contributions, workmen's compensation, unemployment insurance, social security, supervision and truck usage, etc. The Successful Bidder must pay its employees or contract workers, at a minimum, the wage levels required by federal and state law. Time spent for transportation of workers, material acquisition, handling and delivery, or for movement of Successful Bidder's owned or rental equipment is not chargeable directly but is overhead and the cost shall be included.
12. The Successful Bidders shall be paid an hourly rate per man hour for electrical services as follows:
  - a) Regular Hourly Rate shall be paid for productive time on the job site during normal business and school hours as specified.
  - b) Overtime Hourly Rate shall be paid for repair services performed outside of normal business and school hours as specified and must be approved by the County's authorized representatives prior to work commencing. If work must be carried over and the Successful Bidders wishes to continue to

work beyond the County's normal business and school hours, authorization for overtime work must be obtained from the County's authorized representatives prior to proceeding.

- c) Emergency and Holiday Hourly Rate shall be paid for electrical services to ensure systems and facilities are working properly and safely. Prior to the commence of work, the County's authorized representatives must approve all work to be perform on an emergency basis or on the General Government and HCPS observed holidays. If it is determined that the cause of the failure or malfunction was due to the Successful Bidder's failure to properly perform electrical services, such repairs shall be completed at no cost to the County.

13. Material, Parts, and Components.

- a) The Successful Bidders shall maintain a sufficient quantity of repair parts on hand or have ready access to these parts in order to prevent unnecessary downtime of equipment. The parts stock for all equipment covered in this solicitation shall be based on equipment manufacturer's recommendations for routine expendable parts, normal annual replacement parts and multi-year replacement parts.
  - b) All materials, parts, and equipment used by the Successful Bidders in the performance of this Contract shall be new, free from defect, asbestos free, and must comply with the Original Equipment Manufacturer (OEM) parts, unless an acceptable/comparable and approved alternative is approved in writing by the County prior to work being performed. ***The use of used, shopworn, demonstrator, prototype, reconditioned or discontinued models' parts and components are strictly prohibited.***
  - c) Substitutions of parts and materials other than OEM, will be considered and approved on a case-by-case basis when the original equipment has been discontinued and is no longer available for purchase. Any substituted parts and materials must be compatible with the original/existing equipment and must be approved by the County's authorized or designated representatives in advance.
  - d) Material, parts, and components shall be delivered to various County locations.
  - e) Warranty period for parts, components and installation workmanship provided by the Successful Bidders shall be for a period of one (1) year after acceptance of the installation or within the manufacturer's warranty, whichever is the later period. The warranty period shall commence upon date of acceptance by the County. The Successful Bidders shall provide all manufacturers' warranty documents to the County's authorized representatives upon completion of installation.
  - f) The Successful Bidder must include a copy of their paid invoice/receipt for the cost of non-truck stock parts, materials, and components used in electrical maintenance, installation, and repair services. The paid invoice/receipt must contain the distributor's name, address, and the line-item amount paid by the Successful Bidders for the parts, materials, and components. The County will reimburse Successful Bidder for non-truck stock parts, materials, and components at cost. The Successful Bidders shall not invoice the County for rental, or any equipment Successful Bidders could use on non-County work. Failure to provide this information will cause the Successful Bidder's invoices to be returned and payment delayed or corrected by the County. Bidders shall provide their policy on return of material, parts, and components with their bid submission.
  - g) Bidders shall provide their price for the truck stock items listed on the Bid Form Pricing Schedule. The Successful Bidder shall provide updated truck stock items list during the contract renewal period.
  - h) The County reserves the right to furnish materials and parts to the Successful Bidders. The Successful Bidders shall keep an accounting of all items provided by the County and shall account for the use of those items on related service tickets. Unused items shall be returned to the County upon request by the County.
14. The Successful Bidders shall maintain accurate records of electrical services performed on County property. Records shall include service request dates, locations of services, replacement parts or components, and all equipment modifications. The Successful Bidders shall make these records available during normal business hours for inspections by the County personnel and shall become the property of the County upon expiration or termination of the Contract.

C. Manufacturer's Warranty.

The County will use a manufacturer's approved service company for equipment currently under warranty. Payment for warranty repair services will be paid by the manufacturer of the equipment. If Successful Bidders is an authorized service company for warranty repair, they may complete the service to manufacturer's specifications. The Successful Bidders shall not submit an invoice to the County for payment; however, a service report/ticket shall be generated to document the warranty repair. The Successful Bidders must produce supporting documentation to indicate they are an approved service company for warranty repair.

D. Asbestos.

Whenever and wherever during the course of performing any work under this Contract, the Successful Bidders discovers the presence of asbestos or suspects that asbestos is present, he/she shall stop the work immediately, secure the area, notify the County's authorized or designated representatives and await positive identification of the suspect material. During the downtime in such a case, the Successful Bidders shall not disturb any surrounding surfaces, but shall protect the area with suitable dust covers. In the event the Successful Bidders is delayed due to the discovery of asbestos or suspected asbestos, then a mutually agreed extension of time to perform the work shall be allowed the Successful Bidders but without additional compensation due to the time extension.

E. Safety.

1. The Successful Bidders shall keep work areas in a safe condition and clean up daily after all work activities. The Successful Bidders shall also provide for any hazardous material storage facilities and disposal that may be required.
2. The Successful Bidders shall comply with and ensure that all its personnel comply with all current applicable local, state and federal policies, regulations and standards relating to safety and health. This will include by way of illustration and not limitation, the standards of the Virginia Occupational Safety and Health Administration for the General Industry and for the Construction Industry. The Successful Bidders shall provide or cause to be provided all technical expertise, qualified personnel, equipment, tools and material to safely accomplish the work specified to be performed by the Successful Bidders.
3. Any operations of the Successful Bidders determined to be hazardous by the County, shall be immediately discontinued by the Successful Bidders upon receipt of either written or oral notice by the County to discontinue such practice.
4. The Successful Bidder's personnel working on County's property, must report to the respective building representatives or school security office and sign the visitor's log sheet before providing services. The same personnel must sign out with the building representatives or school security office before leaving the County's premises. It is critical that the County's staff be aware of the location of all visitors at all times.
5. The Successful Bidders personnel and vehicles shall be easily identifiable. The Successful Bidders shall provide identification badges with the company name and logo to their personnel and shall be visibly worn at all times while on County property.
6. The Successful Bidders vehicles parked on County property must display company name/identification. The Successful Bidders shall comply with all traffic and parking regulations.
7. The Successful Bidders shall be responsible at all times for the actions and work of its personnel who shall observe and comply with all regulations while on County property; failure to observe such regulations will be grounds for removal from County property.
8. During the execution of the work, the County reserves the right to suspend the work or reject the Successful Bidder's electricians and/or helpers who in the County's judgement are not adequately qualified to perform the work.

F. Equipment, Beyond Economic Repair.

The Successful Bidders shall provide written notice to the County's authorized representatives of equipment considered Beyond Economic Repair, (BER), as determined by the Successful Bidders. The County's authorized or designated representatives will on a case-by-case basis, have the option to consult a third party knowledgeable in the trade for an additional opinion to verify the claim of BER. In the event the equipment is considered repairable by the outside third party, the County's authorized or designated representatives will have the flexibility to grant authorization of third-party to provide equipment repairs.

G. Damages.

The Successful Bidders shall be held responsible for any damage to the County's property and equipment caused during electrical services which is determined to be the result of the Successful Bidder's failure to properly perform electrical services work. The Successful Bidders shall correct damages incurred at no cost to the County.

H. General Requirements.

1. The Successful Bidders, by submitting a bid for this Contract, certifies that he/she have a fully staffed operational service office, currently engaged in providing electrical services, provide 24-hour emergency services as needed and requested, located within 35 miles (as defined by <https://www.google.com/maps>) of the County of Henrico Purchasing office located at 8600 Staples Mill Road, Henrico, Virginia 23228, have under their employment a minimum of four (4) licensed electricians dedicated to this contract with the ability to response to two or more service requests, and equipment to meet the requirements as outlined in the Scope of Work/Services.
2. The Successful Bidders shall have a minimum of five (5) years' experience in providing electrical maintenance, installation and repair services and shall possess and maintain a Classification A or better Electrical (ELE) Contractor's License through the Department of Professional and Occupational Regulations (DPOR). Bidders shall provide proof of experience and a copy of license with their bid submission.
3. The Successful Bidders electricians performing services under this Contract are required to be licensed through DPOR. The Successful Bidders shall be responsible for providing the appropriate types and skill levels of personnel required to accomplish the necessary work. Bidders shall include in their bid response, a list of licensed electricians capable of performing the requirements of this Contract along with copies of their license. The Successful Bidders shall be responsible for providing updated list of licensed electricians to the County's Purchasing Division as changes are made.
4. The Successful Bidder's helpers or apprentices shall not perform services under this Contract without a license electrician employed by the Successful Bidders.
5. The Successful Bidders shall properly dispose of all materials in accordance with the existing federal, state, and local laws, codes, ordinances and regulations.
6. The Successful Bidders shall ensure all personnel and equipment comply with the Occupational Safety and Health Standards (OSHA), Virginia Occupational Safety and Health (VOSH) compliance program, current National Electrical Code (NEC), National Electrical Manufacturer's Association (NEMA), Underwriters Laboratories, Inc. (UL), the Virginia Uniform Statewide Building Codes, International Building Code, the Virginia Department of Environmental Quality (DEQ), Department of Motor Vehicles (DMV), and all other federal, state, local laws, and industry regulations, standards, ordinances, and procedures.
7. The Successful Bidders shall be responsible for obtaining all permits for the completion of the required work. The Successful Bidders may be reimbursed the fees of the necessary permits by including the itemized fees on a separate line of an invoice for the required work.
8. The Successful Bidders shall not subcontract any work without prior written approval from the County's authorized or designated representatives. All work shall be performed by the Successful Bidders and their

direct payroll personnel if prior approval has not been authorized for subcontract work.

**9. Bids received with a minimum charge stipulation will be considered non-responsive.**

10. After execution of a contract, the Successful Bidders shall provide a cell phone number, or phone number that may be used for emergency repair services. It shall be the responsibility of the Successful Bidders to update the County Purchasing Division of changes to the number provided.

**I. Delivery Requirements.**

1. The Successful Bidders shall work with the County's authorized or designated representatives to coordinate and scheduled electrical services at a mutually agreed upon day and time for each building/facility and inform the County's authorized or designated representatives of any discrepancies discovered.

2. The County's authorized or designated representatives will ensure a staff member of their team is available to escort the Successful Bidder's electrician throughout the interior of the buildings. It is critical that County staff are aware of all visitors. Each individual reporting to work in any County building/facility will be required to follow the reporting requirements of the County's and requested departments policies in the performance of services.

**J. Invoicing Requirements.**

1. The Successful Bidders shall submit itemized invoices for each completion of work provided under the Contract. A complete invoice shall include but not be limited to: contract number, purchase order number as supplied by the County, date of service, building/facility name, location, and model number of each system serviced, details of services performed, itemized quantity and description of material, parts or component used on the job (with copies invoices for non-truck stock items), electricians and helpers with the number of hours worked at the contracted hourly rates, copies of service tickets/reports signed by the County's representative, and any other pertinent information necessary to verify the invoice total.

2. The County will verify all charges on the Successful Bidder's invoices and reserves the right to request additional documentation, return invoice to Successful Bidders for correction, or adjust the invoice for the corrected amount if any discrepancy is discovered.

3. Invoices shall be mailed to the address listed at the bottom of the Purchase Order Form. The County shall not be deemed in receipt of an invoice that is not properly addressed.

4. The Successful Bidders may not use the County's good faith dispute of an invoice to ignore other request for service or to refuse to perform other work for the County.