

DETAILED SPECIFICATIONS

- B. Vendor agrees to quote charges for services at the actual hourly rates shown on BID PRICING Sheet, pg. 24-25 of this solicitation and must not be governed by any predetermined rates that may be customarily or otherwise used in calculating charges for work performed.
- C. Work must be performed on a time and materials basis, at prices indicated on BID PRICING Sheet, pg. 24-25 of this solicitation. In no instance will any repairs costing above the original estimate be performed without first notifying the Public Utilities designated representative(s) and providing a supplemental, written estimate indicating additional parts and labor. The Public Utilities designated representative(s) must approve any additional repairs and costs. Any unauthorized work performed will be at the vendor's risk and expense.
- D. The parts and materials pricing must be based on Vendor's actual cost plus a percentage mark-up. The City may require proof of Vendor's cost on any parts or materials.
- E. Original estimates must be provided prior to performing work and shall include, but not be limited to:
 - i. City contract (provided upon award)
 - ii. Work Order/ Quotation number
 - iii. Itemization of products and/ or services with complete description
 - iv. Price per item and summary of total cost
 - v. Date of request, requestor's name, email, and phone number
 - vi. Ship to location and contact person
 - vii. Approval signature by Public Utilities designated representative(s)

10. INVOICING.

- A. The Vendor must furnish the Public Utilities designated representative(s) with complete itemized invoices for work performed. All invoices must include, but not limited to the following information:
 - i. Purchase Order Number
 - ii. Labor time and charges
 - iii. Location of work performed and technician
 - iv. Itemized parts and materials at vendor's cost
 - v. Markup of parts and materials
 - vi. Description of work performed

The City requires a receipt/ ticket be submitted with the invoice for all work performed. The receipt must be legibly signed by an authorized Public Utilities designated representative(s) who verified the work was performed correctly and without errors. Invoices that do not include this information will not be paid until all charges are verified and approved.

11. MINIMUM QUALIFICATIONS.

- A. Vendor must have a minimum of five (5) years' experience providing VFD maintenance, installation, and repair services. Proof may be required.
- B. Vendor must perform all work in accordance with all federal, state, and local codes.
- C. If a VFD manufacturer requires manufacturer authorization of technicians to maintain warranties of VFDs, the vendor must have technicians who are authorized by those manufacturers and must be able to provide proof upon City request, preferably with bid submittal.
- D. Vendor must have prior experience working with the Yaskawa brand name in a similar setting.

12. REFERENCES. Vendor must provide a minimum of three (3) customer references, preferably to municipal utility departments, within the past three (3) years, supplying, installing, and maintaining Yaskawa VFDs with their bid submittal.

13. DELIVERY.

- A. Vendor must provide a bill of lading and the operations and maintenance (O&M) manual as deemed necessary by the City.
- B. Upon receipt of order, Vendor will work with the Public Utilities designated representative(s) to discuss delivery timeframe and an agreed upon installation and/or repair date.
- C. The locations of the City groups to be served by this contract are presented in the table below. The City reserves the right to add, delete or change locations at any time during the term of this contract.