



DATE: October 20, 2020
TO: Contractor
FROM: Housing Rehabilitation Department, SEDA-Council of Governments
RE: Electrical Inspection Service RFQ

Please quote on performing an electrical inspection for the following community utilizing the enclosed inspection criteria, and quote form.

Quotes for electrical inspection service will be due to SEDA-Council of Governments (SEDA-COG), 201 Furnace Road, Lewisburg, PA 17837 by **2:00 P.M. on Tuesday, November 17, 2020**. This is a public bid opening; therefore, all bids received will be opened at 2:00 P.M. on Tuesday, November 17, 2020.

All quotes shall be sealed and clearly marked on the outside, **“Sullivan County Electrical Quote”** and must be received no later than 2:00 P.M., prevailing time Tuesday, November 17, 2020. Quotes that are faxed or e-mailed cannot be accepted.

Locations:

Sullivan County - County-wide

General Terms and Conditions:

1. All dwellings to be inspected will be single-family homes.
2. We will attempt to order two initial inspections at a time. The general contractor will call to order the final inspection.
3. As part of the initial inspection service, the electrical inspector shall provide SEDA-COG with a list of deficiencies and required repairs. This list of deficiencies and required repairs shall be emailed to Joel Ruch, Housing Rehabilitation Specialist, at SEDA-COG (jruch@seda-cog.org), **within ten (10) working days from the date of the request** for inspection and shall be in writing.

4. The final inspection will be ordered by the contractor upon completion of all the electrical work. All final inspections shall be conducted **within five (5) working days from the time the contractor calls for the inspection**. The inspection results shall be emailed to Joel Ruch at SEDA-COG (jruch@seda-cog.org).

Prices shall be good for two (2) years from the date of the Agreement should your firm be the successful proposer. Addendums for cost increases can be submitted during the contract period for consideration.

We welcome any suggestions or recommendations you may have to improve our program.

Please feel free to call me should you have any questions or require any additional information concerning this Request for Quotes. I can be reached at 800-326-9310, ext. 7253, Monday through Friday, from 8:30 a.m. until 4:30 p.m.



Electrical Inspection Criteria

The following items are to be inspected in conjunction with the housing rehabilitation program. To the extent possible and practical we will be inspecting to the 2015 National Electric Code (NEC).

GENERAL

1. Incoming service
 - a. Ensure incoming cable is of proper size and secured in an acceptable manner. Incoming cable shall be in serviceable condition.
 2. Main panel
 - a. Minimum acceptable 100-amp, three-wire service and to be in conformance with the applicable National Electric Code and inspected by a third-party agency. If replaced, change to a 200-amp panel with 40-circuit availability. All replaced or upgraded panel boxes shall be circuit breaker-type only.
 3. Receptacles
 - a. Each habitable space shall contain a minimum of one (1) duplex receptacle per wall. All receptacles installed on new circuits shall be grounded and be tamper resistant and Arc Fault protected if not Ground Fault Circuit Interrupter (GFCI) protected.
 4. Light Fixtures
 - a. Every interior stairway, hallway, water closet, bathroom, kitchen, and furnace room shall contain at least one (1) permanently-installed switched ceiling- or wall-mounted lighting fixture.
 5. Ground Fault Circuit Interrupter
 - a. All bathroom receptacles shall be of an approved ground fault circuit interrupter (GFCI) type on its own circuit. All kitchen receptacles serving countertop areas shall be GFCI-type receptacles. At least one GFCI is required in the basement.
 6. Check for overloaded circuits.
 - a. All new circuits shall be arc fault protected.
 - b. All receptacles serving countertops, in basements, or in wet/damp locations shall be ground fault protected.
 7. Check receptacles/circuits for:
 - a. Shorts
 - b. Grounds
 - c. Opens
 - d. Reverse polarity
- NOTE: All visible receptacles shall be checked.
8. Smoke Detectors - One (1) shall be located on every occupied floor level, including basement, and one (1) in each sleeping room. The detectors are to be hard-wired or wireless, with battery back-up, interconnected and wired per the local inspection jurisdiction's requirements. The smoke detectors shall be wired to an active circuit, lighting or power.
 9. Ensure that, at a minimum, the following appliances are on a separate circuit:

a. Refrigerator	20 amp circuit	e. Dryer (electric)	30 amp/240 volt circuit
b. Dishwasher	20 amp circuit	f. Freezer	20 amp circuit
c. Clothes washer	20 amp circuit	g. Sump pump	20 amp circuit
d. Range (electric)	40 amp/240 volt circuit	h. Microwave	15 or 20 amp circuit

Electrical Inspection Criteria

GENERAL (cont'd)

10. All installed G.F.C.I. receptacles are to be installed on three-wire grounded circuit.
11. All two-prong receptacles are to be replaced three-prong receptacles and new wiring run to work properly.
12. No new additional wiring is to be installed on any existing circuitry of kitchen, bath, or living rooms.
13. Remove all floor receptacles and place in wall near the same area, cover holes. Do not drill through floor joists unless permission is granted. All notching and drilling must comply with latest adopted National Electric Code (NEC), and Uniform Construction Code, and/or applicable local code. Running boards shall be installed to protect wiring as needed.
14. All specified switches are to be wall toggle-type unless otherwise specified.
15. Inspect grounding of panels, and all branch circuits (old and new) from panels are to be marked.
16. Remove all exposed knob-and-tube wiring and replace with approved grounded-type wire of the appropriate size. No tie-ins to existing knob-and-tube wiring shall be permitted.

INTERIOR

HABITABLE ROOMS

1. Check to ensure that the following rooms have at a minimum:
 - a. Living room - At least one (1) duplex receptacle per wall and one switched overhead light or receptacle. Additional switching, 3- or 4-way may be required as recommended by the inspector or rehabilitation specialist.
 - b. Dining room - One switched overhead light and a minimum of one (1) duplex receptacle per wall. Additional switching, 3- or 4-way may be required as recommended by the inspector or rehabilitation specialist.
 - c. Sleeping rooms - One switched overhead light or a switch-operated receptacle and an adequate number of receptacles to preclude the use of extension cords (minimum of at least one (1) duplex receptacle per wall). All circuits are to be arc fault protected unless a local adopted code modifies this ruling.
 - d. Bathrooms - Shall have a switched overhead light and a switched light over the mirror or a switched medicine cabinet. Each bathroom shall have at least one duplex receptacle located near the sink area. All receptacles in the bathroom shall be G.F.C.I. protected. Switches and other electric fixtures located within arms reach (30") of tub or shower are to be GFCI protected. All specified bath fans can be fan/light combination unless otherwise specified.

Electrical Inspection Criteria

INTERIOR

HABITABLE ROOMS

- e. Kitchens - Minimum lighting requirement in the kitchen is at least one switched overhead light, and switching located at the entrances to rooms (depending on the number of entrances, may require to have 3- or 4-way switches). A possibility exists that a switch and light may be required over sink and stove areas. The kitchen shall have the required number of two (2) small appliance circuits and all receptacles serving the countertop area must be G.F.C.I. protected. Check to ensure the range area has adequate ventilation in the form of an exhaust fan or a range hood fan/light combination.
- f. Light fixtures - Every interior stairway, hallway, water closet, bathroom, kitchen, and furnace room shall contain at least one permanently installed switched ceiling or wall-mounted lighting fixture.
- g. Dens/TV Rooms - Subject to the same requirements as living rooms.

NON-HABITABLE ROOMS AND AREAS

- 1. All stairways to sleeping areas shall have adequate lighting with three-way switching installed at the top and bottom of such stairways. All stairs leading to unfinished areas or attics may have switching located at the bottom of stairs only. All stairs leading to basement locations are required to have switching located at the top of the stairs; however, if sleeping areas are in the basement, three-way switching may be required. All fixtures installed in stairways are to be glass-enclosed type.
- 2. Hallways shall have adequate lighting for safe passage, switching to be conveniently located. Long hallways are to have three-way switching at opposite main entrances to the hall.
- 4. Attics - Unfinished attic areas for storage shall have adequate lighting for both stairs and storage, such lighting shall be switch controlled. Attics that are separated or partitioned shall have separately controlled lighting. Additionally, if existing knob-and-tube wiring is found, then it shall be removed and replaced. Duplex receptacles may be required in some cases.
- 5. Basement - Unfinished basement areas are to be adequately lighted with at least one switch located at the entrance to the basement. All central basement lighting is to be controlled by said switch; however, pull-chain-type fixtures may be utilized as downstream lighting from the switch. Stairways and stairwells shall have adequate switched lighting. Separate storage areas shall have a switch and an adequate amount of lighting fixtures for the size of the area. Additionally, if existing knob-and-tube wiring is found, then it shall be removed and replaced. Duplex receptacles may, in some cases, be required.
- 6. Furnace - Furnaces shall be wired in accordance with the adopted NEC and any city or local fire codes. If no code has been adopted, the current NEC shall be used. Oil- and gas-fired units shall be equipped with an emergency shut-off switch located in accordance with local code regulations.

Electrical Inspection Criteria

INTERIOR

7. Water Heaters - Electric water heaters shall be wired in accordance with the adopted National Electric Code. All other gas or oil units shall be wired in accordance with any adopted applicable code and with any existing fire department regulations.
8. Sump pumps - All cord- and plug-type units shall be provided with a proper amperage receptacle, and are required to be on a separate circuit. All other "hard-wired" type units shall be wired in accordance with the adopted National Electric Code.
9. Storage Rooms - minimum requirements are switch and light. Larger rooms may require additional lighting or receptacles.
10. Clothes Closets - All lighting must be installed in accordance with the adopted National Electric Code. Specifically, it shall have the following:
 - A Fixture Types Permitted. Listed fixtures of the following types shall be permitted to be installed in a closet:
 - 1 A surface-mounted or recessed incandescent fixture with a completely enclosed lamp.
 - 2 A surface-mounted or recessed fluorescent fixture.
 - B Fixture Types Not Permitted. Incandescent fixtures with open or partially enclosed lamps and pendant fixtures or lamp holders shall not be permitted.
 - C Location. Fixtures in clothes closets shall be permitted to be installed as follows:
 - 1 Surface-mounted incandescent fixtures installed on the wall above the door or on the ceiling, provided there is a minimum clearance of twelve (12) inches (305mm) between the fixture and the nearest point of a storage area.
 - 2 Surface-mounted fluorescent fixtures installed on the wall above the door or on the ceiling, providing there is a minimum clearance of six (6) inches (152mm) between the fixture and the nearest point of storage area.
NOTE: The clearance measurement is to the fixture, not to the lamp itself.
 - 3 Recessed incandescent fixtures with a completely enclosed lamp installed in the wall or the ceiling, provided there is a minimum clearance of six (6) inches (152mm) between the fixture and the nearest point of a storage area.
 - 4 Recessed fluorescent fixtures installed in the wall or on the ceiling, providing there is a minimum clearance of six (6) inches (152mm) between the fixture and the nearest point of a storage area.

Any existing lighting found not in compliance with said code is to be removed and replaced.

Electrical Inspection Criteria

EXTERIOR

1. Exterior receptacles - minimum one at front and rear of property. All existing and installed outside receptacles are to be G.F.C.I. and installed with proper weatherproof covers.
2. Front and/or rear porches - minimum requirements are switch and light. GFCI receptacle may be required.
3. Enclosed porches - minimum requirements are switch and light and one receptacle.
4. Egress entrances - all egress entrances to the home shall be equipped with a switch and light.
5. Attached garage or storage structure - all attached structures containing hazardous wiring must be addressed in the proper manner.
6. Any remote building being fed by the house panel shall be brought up to the NEC standards or shall be disconnected. Any work involved to bring the building up to NEC standards shall be identified as a separate line item.

Rev: 10/05/20

QUOTE SUBMISSION AND EVALUATION

Three (3) copies of the quote must be submitted to:

Joel Ruch, 201 Furnace Road, Lewisburg, PA 17837

All quotes shall be sealed and clearly marked on the outside, "Sullivan County Electrical Quote" and must be received no later than 2:00 P.M., prevailing time **Tuesday, November 17, 2020**. **Quotes that are faxed or e-mailed cannot be accepted.**

Quotes will be reviewed and evaluated by the County and SEDA-COG. The evaluation will include the following areas in order of relative importance:

- Adequacy of Quotes in the terms of addressing the needs that are set forth in the Request for Quotes.
- Relevant experience and past performance.
- Quality of previous work.
- Adequacy of resources/record of completing projects on time.
- Cost.
- Proposer's commitment to the obligations of County's Minority Owned Business Enterprises and Women Owned Business Enterprises Action Plan.
- Proposer's commitment to the obligations of County's Section 3 Business Action Plan.

REQUIRED INFORMATION

Please include the following information in your response to this Request for Quotes:

- All information herein requested. No quote will be considered unless the attached Standard Estimate form is completed in its entirety.
- A minimum of two references where similar services have been performed during the past three years. These projects should be similar in design and scope.
- If the Contractor is an MBE/WBE or Section 3 business concern, a certification form shall be submitted with the quote attesting to the firm's status as such.
- Liability Insurance is required for this project. Please indicate the level of coverage provided.
- If any part of the project is subcontracted, requires the purchase or procurement of services, or requires hiring additional employees, documentary evidence must be submitted of MBE/WBE and Section 3 business concerns who have been contacted and/or to whom commitments have been made. If no solicitation was made to MBE/WBEs or Section 3 business concerns or residents please indicate the reason(s). If there is no need for additional employees or trainees, or no need to contract for work, then the Section 3 and MBE/WBE requirements are not triggered.

Firms may be requested to site for interviews and/or negotiation of contract terms and fees prior to contract award.

Sullivan County reserves the right to accept or reject any and all quotes or to waive any irregularities.

STANDARD ESTIMATE FORM

FIRM NAME: _____

ADDRESS: _____

TELEPHONE: _____

REPRESENTATIVE: _____

I. Initial Inspection \$ _____

II. Final Inspection \$ _____

III. TOTAL LUMP SUM: \$ _____

To be considered, this quote must be received by SEDA-Council of Governments, Attention Joel Ruch, 201 Furnace Road, Lewisburg, PA 17837 by 2:00 p.m. on Tuesday, November 17, 2020. Quotes that are faxed or e-mailed cannot be accepted.

Submitted by: _____
Print Name and Title

Signature _____ Date _____

**MBE/WBE CONTRACT SOLICITATION AND COMMITMENT STATEMENT
TO BE SUBMITTED WITH THE QUOTE**

Goals of **5%** for minority business enterprise and **3%** for women business enterprise participation have been established.

Name of Bidder:	Project Name: Sullivan County Electrical
Address:	Quote Opening Date: November 17, 2020
Email Address:	
Telephone Number:	Contact Person: Joel Ruch, 201 Furnace Road, Lewisburg, PA 17837 (jruch@seda-cog.org)

Company Name & Telephone Number	MBE* (enter code from below)	WBE (X)	Type of Construction, Equipment, Services, and/or Supplies to be provided to the Project	Total Dollar Amount of Quote Received (Please mark NR If no response was received)	Total Dollar Amount Awarded (If not awarded indicate reason)
Prepared By:	Title:				

List those minority/women owned businesses from which you solicited quotes and/or received quotes in regard to this invitation for bid.

*Ethnic Code: A- Asian-Pacific Americans; B-African Americans; H-Hispanic Americans; N- Native Americans

MINORITY AND WOMEN BUSINESS ENTERPRISE BIDDER CERTIFICATION

The submittals of each bidder are subject to review to determine whether the bidder has discriminated in the selection of manufacturers, subcontractors and suppliers. If a bidder has met the goals for MBE/WBE participation, the bidder will be presumed not to have discriminated in their selections.

Where the goals are not met, the below statements, if accurate, shall be certified by the bidder:

1. The limited number or no commitment to MBEs/WBEs was not motivated by consideration of race or gender.
2. MBEs/WBEs were not treated less favorably than other businesses in the contract solicitation and commitment process.
3. Solicitation and commitment decisions were not based upon policies which disparately affect MBEs/WBEs.

By signing below, I certify that the above statements are **true** and accurate.

Company Name

Signature

Date

**SECTION 3 CONTRACT SOLICITATION AND COMMITMENT STATEMENT
TO BE SUBMITTED WITH THE QUOTE**

Minimum Participation Levels (MPL): Section 3 - 10% construction & 3% non-construction
Section 3 - 30% aggregate new hires

Name of Bidder:	Project Name: Sullivan County Electrical
Address:	Quote Opening Date: November 17, 2020
Email Address:	
Telephone Number:	Contact Person: Joel Ruch, 201 Furnace Road, Lewisburg, PA 17837 (jruch@seda-cog.org)

List those Section 3 business concerns from which you solicited quotes or which contacted you and gave you quotes in regard to this invitation for bid.

Company Name & Telephone Number	Type of Construction, Equipment, Services, and/or Supplies to be provided to the Project	Total Dollar Amount of Quote Received <small>(Please mark NR if no response was received)</small>	Total Dollar Amount Awarded <small>(If not awarded indicate the reason)</small>	IF NO COMMITMENT WAS MADE TO A SECTION 3 BUSINESS- EXPLAIN
Preparers Signature:			Title	

- (1) Indicate whether Section 3 Business Concerns were solicited for each type of work the bidder expects to subcontract for and for all materials which the bidder expects to procure and, if not, the reason(s) why no such solicitation was made;
- (2) Indicate the reason why a Section 3 Business Concern has not been committed to for a type of subcontract work or materials in any area where a quote was received from a Section 3 Business Concern, and;
- (3) In any case where no quotations are received or commitments made to a Section 3 Business Concern, indicate that no quotes were received, and if there is another reason for no commitments being made, the reason for the lack of commitments.

SECTION 3 BUSINESS CERTIFICATION

As principal owner of _____, I certify that this
(Section 3 Business Concern Name)

firm is a bona fide Section 3 owned business.

I further certify that this firm was subcontracted by _____
for work on the _____ Project in the amount of \$_____.

Date

Signature/Title