HIGH VOLTAGE EQUIPMENT MAINTENANCE, TESTING AND REPAIRS

1. INTRODUCTION/SERVICES

The Contractor shall furnish all labor, materials, services, insurance, equipment and transportation necessary to perform maintenance, testing and repairs on the high voltage equipment for the California Department of Corrections and Rehabilitation (CDCR) at:

California Institution for Men (CIM)
14901 South Central Avenue
Chino, CA 91710

The State will not pay the contractor for staff per diem, staff mileage, staff lodging, vehicle mileage/license/maintenance/repairs or fuel surcharges as a result of completing a work assignment at CIM. All company operating and maintenance costs as a result of fulfilling contractual obligations are the sole responsibility of the Contractor.

2. SCOPE OF WORK

Contractor shall perform maintenance, testing and repair services to maintain the optimum level of efficiency for each piece of high voltage electrical equipment specified herein. All services shall be performed during normal business hours of 7:30 a.m. to 3:30 p.m., Monday through Friday, State holidays and weekends excluded, except as mutually agreed upon between the Contractor and the Institution Contract Liaison, designee or CIM Representative.

The work provided by the Contractor under this contract shall be completed as indicated and will adhere to all applicable codes governing this type of work; California State Title 8 (Safety) National Electrical Code, the National Electrical Safety Code (NEC), Uniform Building Code (UBC), California Code of Regulation's (CCRS) and Government Order 95 (GO-95).

Contractor shall guarantee both labor and materials on all services/work provided as specified in the Guarantee section herein.

Contractor’s place of business must be located within a seventy-five (75) mile radius of the CIM with a maximum response time of two (2) hours after first notification as specified in the Emergency Repair Service section herein.
Contractor must have experience and immediate access to all equipment, tools, and materials that will be necessary to repair and replace all pole mount transformers, overhead cables, fittings and components of low, medium, and high voltage shielded and non-shielded systems, their underground and overhead conductors and poles, and their related system appurtenances. Contractor shall be fully knowledgeable of and capable of completing work on medium and high voltage distribution switchgear systems, subsystems, including analog and electronic, and digital relays, control wiring and transformers and the repair of such. For the purpose of this contract, low voltage will be considered to be 100 volts to 600 or 1000 volts. Medium voltage will be 600 or 1000 to anywhere between 10,000. High Voltage will be 10,000 to 69,000 volts.

Contractor will be fully knowledgeable of and responsible for adherence to and compliance with all safety rules, regulations, and work practices covering operations associated with energized and de-energized medium and high voltage cable, switches, fuses and insulators. When observing and complying with High Voltage safety standards, CAL-OSHA Title 8 will take precedence.

Contractor shall provide service to the following equipment:

A. Main Switchgear 5KV Vacuum Metal-Clad Switchgears - Quantity (3)

B. High Voltage Equipment – Quantity (113) broken down as follows:

1) [Qty 3] KVAR Capacitor Bank (1500 KVAR 5-Step)
2) [Qty 1] Transformer T-B (12.47 KV/2400 V) Pad Mounted; Oil Type
3) Transformers, Dry Type – Quantity (13) broken down as follows:
   a. [Qty 1] 500KVA 3-Phase Transformer (T-79) located in Facility C – Alpine/Butte Culinary
   b. [Qty 1] 500KVA 3-Phase Transformer (T-80) located in Facility C – Gym
   c. [Qty 1] 500KVA 3-Phase Transformer (T-80) located in Facility C – Colusa/Del Norte Culinary
   d. [Qty 1] 3-Phase Transformer (T-82) located in Facility C – Administration Building
   e. [Qty 1] 150 KVA 3-Phase located in Facility C – Board of Prison Trailer
   f. [Qty 1] 500KVA 3-Phase (T-58) located in Facility B – Main Vault
   g. [Qty 1] 75KVA 3-Phase (T-74) located in Facility B – Birch Hall
   h. [Qty 1] 300KVA 3-Phase (T-56) located in Facility A – Administration Building
   i. [Qty 1] 225KVA 3-Phase (T-55) located in Facility A - Boiler Building
   j. [Qty 3] 250KVA Transformers located in Facility A
   k. [Qty 1] 300KVA Transformer located in Facility A
4) [Qty 3] Transformers, Oil Type  
5) [Qty 3] Reservoir: 75KVA Transformers (T-19)  
6) [Qty 2] Reservoir: 300KVA 3-Phase Transformers  
7) [Qty 77] 50/51 Relays  
8) [Qty 15] Vacuum Circuit Breakers  
9) [Qty 6] Instrument Transformers (PTS’S, CT’S)

The State reserves the right to add or decrease scheduled maintenance, testing and repair services at the Contractor's bid rate, should new equipment be added or old equipment become obsolete and taken out of service, or if deemed necessary and is in the best interest of the State.

The Institution Contract Liaison or designee will notify the Contractor in writing when equipment is being added or deleted.

3. **ANNUAL PREVENTIVE MAINTENANCE AND TESTING**

Contractor shall perform annual preventive maintenance and testing services as specified herein to maintain the optimum level of efficiency for each piece of equipment as specified. Services shall include, as applicable, but not limited to operational testing and inspection of all electrical/mechanical equipment and parts, including furnishing all necessary lubricants, cleaning supplies and testing equipment and providing any necessary repairs and parts replacement. Parts requiring replacement will be replaced in accordance with the Parts Replacement section.

All maintenance and testing services that require a planned electrical power shut-down will be scheduled a minimum of ten (10) working days in advance with the Institution Contract Liaison or designee. Planned electrical power shut-downs will NOT be allowed without prior written authorization from the Institution Contract Liaison or designee before beginning scheduled maintenance and testing. No scheduled power shut-down will be in excess of ten (10) hours and all power must be restored by 4:00 p.m. on the scheduled work date.

Contractor shall provide generators or equipment, as needed, for areas that will be without power during the scheduled power shut-down at no extra cost to the State.

In addition, Contractor shall supply, as needed, a boom truck with bucket or crane/testing vehicle.

All services and equipment use shall be paid by the State at the rates as specified in Exhibit B-2 Rate Sheet.
Preventive maintenance and testing shall be performed on the following high voltage switchgear and related equipment as specified:

<table>
<thead>
<tr>
<th>EQUIPMENT DESCRIPTION</th>
<th>TYPE OF SERVICE</th>
<th>TASKS TO BE PERFORMED</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1 HIGH VOLTAGE</td>
<td>Visual And Mechanical Inspection</td>
<td>Inspect physical, electrical, and mechanical condition including evidence of moisture or corrosion.</td>
</tr>
<tr>
<td>SWITCHGEAR</td>
<td></td>
<td>Verify appropriate anchorage, required area clearances, check for physical damage, and correct alignment.</td>
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<tr>
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<td></td>
<td>Thoroughly clean unit prior to testing unless as-found and as-left tests are required.</td>
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<tr>
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<td></td>
<td>Inspect insulators for evidence of physical damage or contaminated surfaces.</td>
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<td></td>
<td>Verify correct barrier installation and operation.</td>
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<td></td>
<td>Exercise all active components.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Inspect all mechanical indicating devices for correct operations</td>
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<tr>
<td></td>
<td></td>
<td>Inspect control power transformers.</td>
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<tr>
<td></td>
<td></td>
<td>Perform ground-resistance electrical tests.</td>
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<td></td>
<td>Where necessary, clean and treat all aluminum conductors with Nu-Lox or equivalent type anti-corrosion compound.</td>
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<tr>
<td></td>
<td></td>
<td>Perform insulation-resistance tests on each bus section, phase-to-phase and phase-to-ground for one minute.</td>
</tr>
<tr>
<td>3.2 CAPACITORS (1500</td>
<td>Visual And Mechanical Inspection</td>
<td>Perform physical and mechanical inspection on the GE relay cutouts to make sure they open and close properly. Replace if necessary.</td>
</tr>
<tr>
<td>KVAR)</td>
<td></td>
<td>Inspect capacitors for correct mounting and required clearances.</td>
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<td></td>
<td></td>
<td>Verify that capacitors are electrically connected in their specified configuration.</td>
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<td></td>
<td>Inspect all bolted electrical connections.</td>
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<tr>
<td></td>
<td></td>
<td>Perform insulation-resistance tests from terminal to case for one minute on capacitors with more than one bushing.</td>
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<tr>
<td>3.3</td>
<td><strong>50 / 51 RELAYS</strong></td>
<td><strong>Visual And Mechanical Inspection</strong></td>
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<tr>
<td>3.4</td>
<td><strong>INSTRUMENT TRANSFORMERS (PT'S, CT's)</strong></td>
<td><strong>Visual And Mechanical Inspection</strong></td>
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<tr>
<td>3.5</td>
<td><strong>VACUUM CIRCUIT BREAKERS</strong></td>
<td><strong>Visual And Mechanical Inspection</strong></td>
</tr>
</tbody>
</table>
### 3.5 VACUUM CIRCUIT BREAKERS (Continued from Page 5)

<table>
<thead>
<tr>
<th>Visual And Mechanical Inspection</th>
<th>Thoroughly clean unit prior to testing unless as-found and as-left tests are required.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Perform a contact-resistance test.</td>
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<tr>
<td></td>
<td>Perform insulation-resistance tests pole-to-pole, pole-to-ground, and across open poles at 2500 volts minimum.</td>
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<tr>
<td></td>
<td>Where necessary, clean and treat all aluminum conductors with Nu-Lox or equivalent type anti-corrosion compound.</td>
</tr>
</tbody>
</table>

### 3.6 TRANSFORMERS

<table>
<thead>
<tr>
<th>Visual And Mechanical Inspection</th>
<th>Verify physical and mechanical condition.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Ensure that cooling fans operate correctly (T-B only).</td>
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<tr>
<td></td>
<td>Inspect all bolted electrical connections for high resistance.</td>
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<tr>
<td></td>
<td>Fill liquids in all tanks and bushings to proper level.</td>
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<td></td>
<td>Verify that positive pressure is maintained on nitrogen-blanketed transformers.</td>
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<tr>
<td></td>
<td>Certify correct equipment grounding and tighten as needed.</td>
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<tr>
<td></td>
<td>Test load tap-changer.</td>
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<tr>
<td></td>
<td>Perform insulation-resistance tests, winding-to-winding and each winding-to-ground.</td>
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<tr>
<td></td>
<td>Perform turns-ratio tests at the designated tap position.</td>
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<tr>
<td></td>
<td>Retract oil sample and test for water, gases and dielectric.</td>
</tr>
<tr>
<td></td>
<td>Where necessary, clean and treat all aluminum conductors with Nu-Lox or equivalent type anti-corrosion compound.</td>
</tr>
</tbody>
</table>

### 3.7 CABLE MEDIUM-VOLTAGE (600V-69kV)

<table>
<thead>
<tr>
<th>Visual and Mechanical Inspection</th>
<th>Inspect exposed sections of cables for physical damage and evidence of overheating and/or corona.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Inspect terminations and splices for evidence of overheating and corona.</td>
</tr>
</tbody>
</table>

Inspect all bolted electrical connections for high resistance using one of the following methods: Use of low-resistance ohm meter in accordance with Industry Standards. Verify tightness of accessible bolted electrical connections by calibrated torque wrench method in accordance with manufacturer's published data or Industry Standards. Inspect compression-applied connectors for correct cable match and indentation. Inspect for shield grounding, cable support, and termination.
Verify that visible cable bends meet and do not exceed the Insulated Cable Engineers Association (ICEA) and/or manufacturer's minimum allowable bending radius. Inspect fireproofing in common cable areas, if specified. If cables are terminated through window-type current transformers, complete an inspection to verify that neutral and ground conductors are correctly placed and that shields are correctly terminated for operation of protective devices.

Inspect and record exterior conditions which includes: paint, welding "spots" and rust conditions of all pad mounted transformers and high voltage pad switchgear. Inspect internal conditions which would include high voltage terminations and cables for signs of deterioration (i.e., corrosion, movement of termination's, leaking bushings, swelling of elbows, cracking of elbow material). Check for internal degradation which would be identified by rust, oil leaks and stress cracks.

Inspect pad mounted transformers low voltage side for deterioration which would include deterioration of insulation, loose or hot terminal connections, and arcing. Check all pad mounted equipment for correct grounding conditions which would include properly tightening connections and identification of any arcing.

The interior of high voltage vaults will be inspected for deterioration which includes: high voltage termination and cables for signs of deterioration (i.e., corrosion, movement of termination, swelling of elbows, cracking of elbow material). Check all grounding connections for being tight and presence of arcing. Inspect exterior lid conditions. Inspect all transformers for general operating conditions and take oil samples to measure moisture content.

Contractor shall ensure all terminations and connections are to manufacturer's specifications.

4. PREVENTIVE MAINTENANCE AND TESTING SCHEDULE

Contractor shall provide annual preventive maintenance and testing services for the equipment specified herein. Dates of services will be as scheduled by the Institution Contract Liaison and performed during normal business hours as specified herein. Contractor agrees to provide the requested maintenance and testing services on the scheduled date(s) specified by the State or within ten (10) working days thereof.
5. **EQUIPMENT CALIBRATION**

All equipment requiring calibration shall be identified by placing inspection stickers on the equipment. The sticker shall show the date of calibration and/or date of service, and signature of service technician servicing the equipment. All instruments used to calibrate the equipment shall be certified and traceable to the National Institute of Standards Technology (NIST). Conductivity tests will be performed in accordance with applicable rules and regulations. Contractor shall maintain an instrument log book and provide a calibration certificate signifying that a continuing quality control program is in existence.

6. **TEST RECORDS AND REPORTS**

The Contractor will keep a copy of all test records to establish a baseline to aid in troubleshooting and will present one test report to the Institution Contract Liaison or designee upon completion of service. The report will indicate future work necessary beyond the inspection and maintenance evaluation.

The Contractor shall provide a completed maintenance and testing report on all electrical switchgear, transformers, cables, and associated apparatus of which they perform preventive maintenance and repairs. Written test reports shall be provided upon completion of scheduled maintenance, testing repair work and are required in the performance of such maintenance and testing. Payments for scheduled maintenance, testing and repair work will be approved only after all associated written test results are provided to the Institution Contract Liaison or designee.

The test report shall include the following:

A. Summary of project  
B. Description of equipment tested  
C. Description of test  
D. Test results  
E. Analysis and recommendations  
F. Relay Test Report  
G. Transformer 6:1 Test Report

*Contractor will not receive any payment for any preventive maintenance and testing work until test reports are completed and delivered to the CIM Correctional Plant Manager, Institution Contract Liaison or designee.*
7. **NON-EMERGENCY REPAIR SERVICE**

Contractor shall provide unlimited visits for non-emergency repair services necessary to keep the equipment fully operational upon request of Institution Contract Liaison or designee. Repair services that are not provided during regularly scheduled maintenance visits, or not covered by the Guarantee section herein, shall be paid by the State at the Contractor’s Non-Emergency Call Repair Hourly Rate as specified in Exhibit B-2 Rate Sheet. Contractor shall respond to requests for non-emergency repair services **within twenty-four (24) hours of first notification** by the Institution Contract Liaison or designee.

Every effort shall be made by the Contractor to perform non-emergency repair services during normal business hours as specified herein. The State may, at its discretion, allow access to the equipment during non-business hours. Non-emergency repair services performed outside of normal business hours must be approved in advance in writing by the Institution Contract Liaison or designee. Any parts requiring replacement will be replaced in accordance with the Parts Replacement section specified herein.

8. **EMERGENCY REPAIR SERVICE**

Contractor shall provide emergency repair service as requested by the Institution Contract Liaison or designee due to power outages and/or equipment failure. A fully qualified Contractor and/or Contractor’s representative shall report at the scene of the emergency **within two (2) hours of first notification** by the Institution Contract Liaison, their designee or authorized CIM representative. The Contractor shall provide a qualified troubleshooter who shall be on site within two (2) hours of emergency notification by the Institution Contract Liaison, their designee or an authorized CIM representative. The qualified troubleshooter will adhere to standards of Cal/OSHA Group 1, Low-Voltage Electrical Safety Orders and Group 2, High-Voltage Electrical Safety Orders as a Qualified Electrical Worker, working within the guidelines and definitions as noted and defined in Subchapter 5, Electrical Safety Orders, Article 1, Definition, and Subchapter 5, Electrical Safety Orders, Group 2, High Voltage Safety Orders, Article 1, Definitions, CAL-OSHA Subpart S 29 CFR 1910.303 to .308, 29 CFR 1910.399, and NFPA 70E, Standard for Electrical Safety in the Workplace.

The Contractor’s crew with repair parts and equipment shall be on site within four (4) hours and available three hundred sixty five (365) days per year. Emergency repairs shall be paid at the Contractor's Emergency Call Repair Hourly Rate which begin upon arrival at the scene as specified in Exhibit B-2 Rate Sheet. The Contractor shall immediately assess the emergency situation and provide the Institution Contract Liaison, their designee, or an authorized CIM representative an assessment of the problem and an estimation of emergency repair time and costs. During any power outages or equipment failure, whether caused by natural elements...
or man-made circumstances, the Contractor, upon request of the CIM, will provide loaner generators with a minimum capacity 480 Volt, 3-Phase, 500 Kilowatts in accordance with Section 9 Loaner Equipment. Each loaner generator will be supplied with one set of four wire, 3-Phase power cables. Each set of cables to be one hundred (100’) feet in length and rated for the maximum design output of each generator unit. Any parts requiring replacement will be replaced in accordance with the Parts Replacement section.

If the Contractor fails to respond to an emergency as specified herein within the timeframes specified, the State will exercise its option(s) as specified in Exhibit D, Temporary Nonperformance to get service restored to the institution.

9. DOCUMENTATION REQUIREMENTS

After completion of services, the Contractor shall submit a complete service report as specified in Exhibit A-1 Sample Service Report to the Institution Contract Liaison or designee of the service provided, including any necessary repairs. Report shall include:

A. Date(s) of service,
B. Description of service provided, including replacement of any worn parts,
C. Printed name and signature of service technician(s) involved in the repair of equipment,
D. Where equipment is located on institution grounds and the make, model and serial number of the piece of equipment being worked on,
E. Description of any noted deficiencies and suggested corrective action,
F. Total labor hours expended working on the equipment,
G. Signature of Institution Contract Liaison or designee certifying indicated services were performed by Contractor.

10. EQUIPMENT REMOVAL

Contractor shall endeavor to perform all services required under this contract on State premises. In the event that equipment must be removed from State premises for repair, prior approval from the Institution Contract Liaison must be obtained. The Contractor shall provide equivalent loaner equipment upon request of the Institution Contract Liaison or designee. The Contractor shall be responsible for pickup and delivery from State premises. Upon completion of repair, the Contractor will notify the State to schedule a return delivery date and time. Under no circumstances shall equipment removed from State premises be kept by the Contractor longer than ten (10) working days, unless prior written permission has been obtained from the Institution Contract Liaison.
Before equipment may be removed from State premises, the Institution Contract Liaison or designee shall record the serial number(s) of the equipment being removed and inspect the equipment. Upon return of the equipment by the Contractor, the Institution Contract Liaison or designee shall check the serial number(s) against those previously recorded and inspect the equipment for acceptability.

11. **LOANER EQUIPMENT**

The State reserves the right to require the Contractor to provide loaner equipment as specified herein at the rates specified in Exhibit B-2 Rate Sheet. If loaner equipment is requested, Contractor shall provide the loaner equipment to the State immediately upon first request. Requests by the State for loaner equipment shall only be made for those pieces of equipment considered by the State to be vital to daily operations. Any loaner equipment provided by the Contractor under this provision shall remain in the possession of the State until equipment repairs has been completed. The Institution Contract Liaison is solely responsible for determining the length of time loaner equipment is to be provided to the State.

The State shall be relieved of all risks of loss or damage during the entire time the loaner equipment is in the possession of the State, except when loss or damage is due to fault or negligence of the State. All loaner equipment will be returned to the Contractor in good condition subject to reasonable wear and tear, except for any loss or damage arising from circumstances beyond the control of the State.

12. **PARTS REPLACEMENT**

This contract will include replacement of any materials, part(s) including cables and appurtenances that become worn or inoperable, or that otherwise affects the equipment's operability in any way. A published manufacturer's price list for equipment parts shall be submitted with the Contractor's invoice to the State. The Contractor will replace, without charge, parts with a dollar value of one hundred dollars ($100) or less which are broken or worn through normal use and are necessary to keep the equipment fully operational. Parts with a dollar value above one hundred dollars ($100) may be replaced only with prior written approval from the institutions Correctional Business Manager or Procurement Officer. All replacement parts will be invoiced at the published rates, which shall include a 10% discount, plus sales tax, and paid in arrears. The State shall retain the right to purchase parts and materials independently. All parts replaced by the Contractor shall be new, factory manufactured, or of equivalent manufacturer quality. Contractor agrees to maintain an adequate supply and/or be able to obtain within a reasonable amount of time any necessary replacement parts in order to perform services in a timely manner. Consumables and other supply items are hereby excluded. Parts that have been replaced become the property of the State.
The State assumes no responsibility and will not reimburse the Contractor for parts that were ordered or installed prior to authorization by the Institution Contract Liaison or designee. The part(s) must also be included on the Service Report (see Exhibit A-1 SAMPLE Service Report). Invoices will only be paid if accompanied by Service Report approved by either the Institution Contract Liaison or designee. **Parts for Preventive Maintenance** – The cost for any preventive maintenance (PM) kits or parts recommended by manufacturer for preventive maintenance for each piece of equipment must be included in the Annual Maintenance and Testing service cost per piece of equipment as specified in Exhibit B-2 Rate Sheet.

13. **JOB MATERIAL INVENTORY**

Materials, articles, and equipment furnished by the Contractor for incorporation into the work shall be new. When the contract requires that materials, articles, or equipment is furnished but the quality of kind thereof is not specified the Contractor shall furnish materials, articles, or equipment at least equal to the kind of quality, or both, of similar materials, articles, or equipment, which are specified. Should any portion of the work done or any materials, articles, or equipment delivered fail to comply with the requirements of the contract, such work material, articles, or equipment shall be rejected in writing and shall immediately be made satisfactory to the State by the Contractor at no additional expense to the State. Any material, articles, or equipment, which is rejected, shall immediately be removed from the premises at the expense of the Contractor.

14. **GUARANTEE**

The Contractor shall guarantee all services performed by Contractor, subcontractor and/or service technician(s) for a period of one (1) year after service is complete. If determined that a failure has occurred due to workmanship, the Contractor shall correct the failure at no additional cost to the State.

15. **PAYMENT**

Upon satisfactorily completion of services, the State agrees to pay the Contractor in arrears as specified in Exhibit B-2 Rate Sheet. There will be no additional compensation for the time involved with getting into and out of the institution, travel, meals or lodging. Contractor’s emergency and non-emergency hourly rates as specified in Exhibit B-2 Rate Sheet begin at the jobsite when work starts.
16. **LICENSES/CERTIFICATIONS**

Contractor must possess a valid “C-10” California Contractors State License Board specialty license or a “B” license with a subcontractor who possesses the required specialty license. The license shall remain valid during the duration of this contract term. Contractor and/or contractor’s service technicians shall possess and maintain throughout the term of this contract any current licenses, permits, and/or certifications required. Contractor shall provide the State with a copy of any valid licenses, permits, and/or certifications, if applicable, for each service technician providing services under this contract.

If you are a Contractor located within the State of California, a business license from the city/county in which you are headquartered is necessary. However, if you are a corporation, a copy of your incorporation documents/letter from the Secretary of State’s Office can be submitted. If you are a Contractor outside the State of California, you will need to include a copy of your business license or incorporation papers from your respective state showing that your company is in good standing in that state.

17. **CONTRACTOR QUALIFICATIONS**

Qualifications and licensing requirements are specified below:

A. Contractor shall have in the last five (5) years installed at least five hundred thousand dollars ($500,000) in contracts for underground high voltage electrical systems in excess of sixty-nine thousand (69,000) volts and have at least five (5) years experience joining XLP shielded copper conductors and lead shielded copper conductor system.

B. Contractor’s electrician(s) performing the actual installation and splicing (joining) of the new load break junction block shielded conductors must have in the last five (5) years accumulated at least two (2) years of on the job experience working with shielded and non-shielded conductors in low, medium, and high voltage systems up to sixty-nine thousand (69,000) volts.

18. **CONTRACTOR PERSONNEL/NOTIFICATION**

Contractor shall submit qualifications for all contractor assigned personnel for Institution approval, in advance, of all services. If any employee of the Contractor is unable to perform services due to illness, resignation, or factors beyond the Contractors control, the Contractor shall immediately submit qualifications of proposed substitute personnel to the Institution for approval. Failure to do so may be cause for termination of this contract as specified in Exhibit D Personnel.
Contractor shall provide CIM's Correctional Plant Manager with individual names and telephone numbers of the Contractor's service employees who can be reached during other than normal work hour for emergencies.

19. **CONTRACTOR’S SOLE RESPONSIBILITY**

During the performance of this contract, the Contractor shall have the charge, care, and sole responsibility of the work and shall bear the risk of injury or damage to any part thereof by the action of the elements or any other cause whether arising from execution or non-execution of the work. The Contractor shall bear all expenses to restore damages occasioned by any of the above actions resulting from the injuries or damages sustained or arising in the performance of this work or the consequences thereof. The State may retain as much of the money due to the Contractor as shall be considered necessary until final disposition has been made of such suits or claims for damages.

20. **EXCLUSIONS**

Services provided under this agreement do not include maintenance of accessories, attachments, machines or other devices not specified herein. Also excluded are painting or refinishing of equipment, and the furnishing of supplies, accessories, or devices of any nature, except such items or equipment as may be necessary for the maintenance and repair of the equipment.

21. **CDCR RESPONSIBILITIES**

The Institution Contract Liaison is the State representative responsible for the management of this contract for the State. All services performed by the Contractor are to be inspected by the Institution Contract Liaison or designee upon completion. The Institution Contract Liaison or designee shall determine acceptability of services provided by the Contractor after services are completed and approve all work prior to authorizing and approving payment of invoices. The Institution Contract Liaison or designee shall approve the completed Service Reports for services satisfactorily performed by the Contractor.

When it is determined that equipment must be removed from State premises for repair(s), the Institution Contract Liaison or designee shall record the brand, model number, and serial number(s), inspect and note the condition of the equipment, and coordinate the equipment removal and return with the Contractor. Upon equipment return by Contractor, the Institution Contract Liaison or designee shall check the equipment identification and condition with recorded data and inspect the equipment for acceptability.
22. **CDCR CONTRACT LIAISON**

The State's Institution Contract Liaison at CIM for this contract is Robert Nobles, Plant Operations who can be reached at (909) 606-7032.

23. **CDCR CONTACT INFORMATION**

Should questions or problems arise during the term of this agreement, the contractor should contact the following offices:

- **Scope of Service/Performance Issues:**
  Robert Nobles, CIM Plant Operations
  Phone Number: (909) 606-7032
  FAX Number: (909) 606-7013

- **Billing/Payment Issues:**
  Sacramento Regional Accounting Office
  Phone Number: (916) 255-5489

- **General Contract Issues:**
  Office of Business Services
  Phone Number: (916) 255-5624
  FAX Number: (916) 255-6187