



Morgan County Schools – Energy Upgrades
March 6th, 2017

CMTA Contact:	Casey Borst
Email:	cborst@cmtaegrs.com
Phone:	502-326-3085
Cell Phone:	502-377-7470

Please fill out and return the attached bid form to Casey Borst by March 13, 2017 by 4:30 p.m.

General:

Contractor will include the following:

1. Provide all labor and supervision required to install all materials supplied by Owner/CMTA.
2. Take possession of materials from suppliers/distributors and assume all responsibility for the handling and care of all items.
3. Reject delivery of damaged materials.
4. Disperse materials as needed for project and return unused materials to CMTA.
5. Complete all installation work in the Summer during normal hours and Fall/Winter/Spring after normal building operating hours.
6. Provide all ladders, lifts and scaffolds required to access work areas.
7. Provide all rigging and hoisting.
8. Maintain safe work habits and utilize all necessary safety equipment.
9. Clean up all work areas after installation work is complete.
10. Provide on-site dumpster as necessary.
11. Prepare all removed lamps and ballasts for recycling.
12. Supply one year of warranty labor coverage to replace components that fail prematurely.

Facilities Included in Scope:

- Berkeley Springs High School – 149 Concord Avenue, Berkeley Springs, WV 25411
- Morgan County Board of Education – 247 Harrison Avenue, Berkeley Springs, WV 25411
- Morgan County Bus Garage – 10 Myers Road, Berkeley Springs, WV 25411
- Great Cacapon School – 300 Spring Street, Great Cacapon, WV 25422
- Paw Paw Elementary & High School – 60 Pirate Circle, Paw Paw, WV 25434
- Pleasant View Elementary School – 10500 Martinsburg Road, Hedgesville, WV 25427
- Warm Springs Intermediate School – 575 Warm Springs Way, Berkeley Springs, WV 25411
- Warm Springs Middle School – 271 Warm Springs Way, Berkeley Springs, WV 25411
- Widmyer Elementary School – 10 Myers Road, Berkeley Springs, WV 25411

Project Material:

CMTA will provide all occupancy sensors, dimmers, lamps, fixtures and retrofit kits selected for the project. CMTA will distribute all OEM supplied material handling and installation information. Installation details will be field verified to exact site conditions by the installation Contractor prior to project commencement. Contractor is responsible for any other miscellaneous installation materials required to perform a complete installation.

A site visit is optional prior to pricing and can be coordinated. Contractors will make all installation and sequence recommendations as needed to improve the project and that will allow the project to be completed faster. Unless Contractor suggestions and changes have been approved, the installation instructions provided will be followed to the extent possible. The installation sequence will be established by the CMTA Construction Manager to prevent job delays at the site caused by uncoordinated trade work.

Project Schedule & Sequence:

A project schedule will be developed by CMTA after coordinating the installation times for each trade. The final project schedule will be issued by the CMTA Construction Manager as an addendum to the subcontractor agreement prior to the first day on the job.

Job Site Rules:

1. Owner's site use rules to be followed at all times including instructions for the following:
2. CMTA site use rules:
 - a. No alcohol or drugs will be used on the job site.
 - b. No furniture, electronic equipment, or personal property will be touched, moved, or disturbed.
 - c. All installation personnel will wear and employ personal protective gear as appropriate and per OSHA minimums.
 - d. All installation personnel will wear T-shirts or uniforms that identify the contractor.
 - e. Contractors will treat any job site condition that materially affects job outcomes and schedules as emergencies and will contact the CMTA Construction Manager immediately.
 - f. All literature supplied with materials and equipment will be properly stored by the Contractor and delivered in like-new condition to CMTA.
 - g. Contractor will take responsibility for handling and storing all new and removed materials.

General Scope of Work:

The attached electrical drawing package contains lighting layouts and site drawings for all applicable facilities in the scope of work. This package includes a lighting legend and a fixture schedule that apply to the lighting layouts and site drawings. Each drawing contains fixture tags that correspond to descriptions of the existing lighting as well as the retrofit conditions as explained in the fixture schedule. Any lighting control to be installed is as noted on the lighting layouts. The Contractor is to provide a separate price for each facility within the scope of work as outlined below.

Contractor will use experience and judgment to recommend changes to the scope of work to match the needs of the projects, site conditions, and industry best practices.

Berkeley Springs High School

Building A - Total Lighting Scope Price \$ _____

Building B - Total Lighting Scope Price \$ _____

Site Lighting - Total Lighting Scope Price \$ _____

Morgan County Board of Education Complex

Total Lighting Scope Price \$ _____

Morgan County Bus Garage

Total Lighting Scope Price \$ _____

Great Cacapon School

Total Lighting Scope Price \$ _____

Paw Paw Elementary & High School

Total Lighting Scope Price \$ _____

Pleasant View Elementary School

Total Lighting Scope Price \$ _____

Warm Springs Intermediate School

Total Lighting Scope Price \$ _____

Warm Springs Middle School

Total Lighting Scope Price \$ _____



Widmyer Elementary School

Total Lighting Scope Price \$ _____

Total Alternate Lighting Scope Price \$ _____

Retrofit Notes:

1. All retrofit materials will be installed and wired per OEM specifications.
2. Fixture lenses and diffusers will be wiped to remove dust and fingerprints.
3. All lamps and ballasts removed will be placed into contractor-supplied containers for safe handling and recycling.
4. Work areas will be cleaned to remove all debris created by the retrofit tasks.
5. Contractor will provide all tools necessary to complete installations.

Prevailing Wage:

This project is NOT prevailing wage.

Project Safety:

Project safety is of utmost importance and any workplace safety violations will not be tolerated. Please fill out the attached Project Safety Qualification Checklist.

Project Bonding:

Performance and Payment bonds:

100% Performance and Payment bonds are required for this project.

Performance and Payment Bonding Rate

In the event that CMTA requires Performance and Payment Bonding, indicate bonding rate:

\$ _____

Company _____

Authorized Representative _____ Title _____

Please fill out and return the attached bid form to Casey Borst by Monday, March 13, 2017 by 4:30 p.m. cborst@cmtaegrs.com.



CMTA Energy Solutions Pre-Qualification Checklist

(If this section has not been filled out and submitted to CMTA in the last 6-months or if any of the information has changed; complete and return)

1. CONTRACTOR INFORMATION

Name of Contractor: _____ Date: _____

Business Address: _____ Telephone No.:(____) _____

_____ Fax No.:(____) _____

Contact Person: _____

Years in Business: _____ Date Received by CMTA: _____

Emergency Contact Name: _____

Emergency Contact Telephone Number: (____) _____

2. INJURY/ILLNESS HISTORY

Provide your company's injury/illness experience for the past 3 years as reported on the OSHA 300 log. (You may also submit copies of your 300 logs for the past three years).
Criteria - all injury/illness history will be evaluated based on the criteria of like industry.

	2014	2015	2016
Number of OSHA Recordable Cases	_____	_____	_____
Number of Lost/Restricted Workdays	_____	_____	_____
Number of Fatalities	_____	_____	_____
Number of Man-Hours Worked	_____	_____	_____

3. WORKERS' COMPENSATION

A. What was your experience modification rate (EMR) for the past 3 years?

_____	_____	_____
2014	2015	2016

B. Name of your current Workers' Compensation Insurance Company:

C. Name and address of your Workers' Compensation Insurance Agent:

4. CITATIONS

Has your company been cited by OSHA/EPA in the past 3 years? YES _____ NO _____

If yes, list the violations:

5. SAFETY PROGRAM EVALUATION (Only check those relevant to the project)

	Yes	No	N/A	Copy Provided (Optional)
1. Do you have a written Safety Policy?	_____	_____	_____	_____
2. Do you have a written Safety Program?	_____	_____	_____	_____
3. Do you have a written Accident Investigation Plan?	_____	_____	_____	_____
4. Do you have a written Substance Abuse Policy?	_____	_____	_____	_____
5. Do you have a written Safety Rules?	_____	_____	_____	_____
6. Do you have a written Discipline Policy?	_____	_____	_____	_____
7. Do you have a written Safety Award Program?	_____	_____	_____	_____
8. Do you have a written HazCom Program?	_____	_____	_____	_____
9. Do you have a written Lock Out/Tag Out Procedures?	_____	_____	_____	_____
10. Do you have a written Fall Protection Program?	_____	_____	_____	_____
11. Do you have a written Confined Space Program?	_____	_____	_____	_____
12. Do you have a written Forklift Program?	_____	_____	_____	_____
13. Do you have a written PPE Program?	_____	_____	_____	_____
14. Do you have a written Safety Shoe Policy?	_____	_____	_____	_____

15. Do you have a written Respirator Program? _____

16. Are new employee safety orientations held? _____

	Yes	No	How Often
17. Are employee safety meetings held?	_____	_____	_____

18. Are 'toolbox' safety meetings held?	_____	_____	_____
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19. Are field safety audits conducted?	_____	_____	_____
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	Yes	No	N/A
20. Who conducts the field safety audits?	_____	_____	_____

21. Do you have Trenching 'competent' persons?	_____	_____	_____
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22. Do you have Scaffolding 'competent' persons?	_____	_____	_____
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23. Are Crane and Boom truck operators qualified?	_____	_____	_____
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24. Does your company use crane lift permits?	_____	_____	_____
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25. Are your cranes inspected monthly?	_____	_____	_____
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26. Do you check your drivers' records?	_____	_____	_____
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27. Do your Electrical Workers wear FR clothing?	_____	_____	_____
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28. Do you 'Safety Qualify' your sub-contractors?	_____	_____	_____
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6. EMPLOYEE TRAINING

ARE APPROPRIATE EMPLOYEES FORMALLY TRAINED WITH DOCUMENTATION IN THE FOLLOWING SUBJECTS?

	Yes	No	N/A		Yes	No	N/A
Personal Protective Equip	_____	_____	_____	Lock Out/Tag Out	_____	_____	_____
Respiratory Protection	_____	_____	_____	Emergency Response	_____	_____	_____
First Aid	_____	_____	_____	CPR	_____	_____	_____



Welding	_____	_____	_____	Rigging	_____	_____	_____
Fall Protection	_____	_____	_____	Hearing Conservation	_____	_____	_____
Hazard Communication	_____	_____	_____	Trenching Safety	_____	_____	_____
Confined Space Entry	_____	_____	_____	Electrical Safety	_____	_____	_____
Scaffolding	_____	_____	_____	Forklifts	_____	_____	_____

7. PERSONNEL

1. Who will be responsible for safety on the job site?

Name	Title

2. Who has the authority on the job site to correct or have corrected safety violations?

Name	Title

The undersigned warrants and represents the data provided in this document is accurate and correct in all respects. All documents include herein are subject to review upon the awarding of this contract.

Signature _____

Print Name/Title _____

Date Signed _____

Return the signed original Pre-Qualification checklist to:

CMTA Consulting Engineers
ATTN: Casey Borst
10411 Meeting Street
Louisville, KY 40059

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T 502-326-3085 | www.cmtaegrs.com
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