



ITB-27-001: Switchgear Inspection, Testing and Repair Services

Mandatory Pre-bid Meeting and Site Tour

August 25, 2026

Guiding Principles

Today's meeting is **mandatory**. Make sure that you have signed in or your bid will not be considered eligible.

ITB will remain the governing document

Only an official addendum will modify the ITB

Any questions received at today's meeting may be answered verbally. However, oral statements may not be relied upon and will not be binding or legally effective.

Presentation outline

- AlexRenew Background
- ITB for Switchgear Inspection, Testing and Repair Services
- Procurement Process

Today's Speakers



Dennis
Morris

Maintenance
Manager



Lachelle
Elliott

Procurement
Specialist

AlexRenew OVERVIEW

Purifies 13 billion gallons of wastewater each year

Serves a population of about 320,000 people in Alexandria and portions of Fairfax County

Established in 1952 as an independent authority

Governed by a 5-member citizen Board



ITB 27-001: Switchgear Inspection, Testing and Repair Services

Scope of Work Overview

1. Provide labor equipment parts, consumables and all things necessary to perform preventive and corrective maintenance
2. Primary injection testing services
3. Preventive maintenance of switchgear and breakers (annually)
4. Preventive maintenance of transformer (annually)
5. Preventive maintenance of bus ducts (annually)
6. Emergency and on-call repair services
7. Condition Assessment and Asset Health Report

Permitted Hours of Performance

Mondays through Fridays between 6:00 a.m. and 2:00 p.m.

At the end of each work day, all equipment must be available for service

Must give minimum 72 hr. advance notice for work outside of working hours

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Requirements

1

At least 5 years of experience

2

List of field personnel

3

Copy of Contractor's license and key personnel trade license and certifications

4

3 client references

5

Safety policies

6

Quality Control/Quality Assurance procedures

7

Sample PM/CM report

ITB-27-001: Bid Form

Inspection, Testing and Repair Services for Campus and EC Switchgear
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INVITATION TO BID 27-001

Inspection, Testing and Repair Services for Campus and EC Switchgears

BID FORM

THE FULL LEGAL NAME OF THE FIRM OR ENTITY SUBMITTING THIS BID MUST BE WRITTEN IN THE SPACE PROVIDED BELOW. THIS BID FORM, AND ALL OTHER DOCUMENT(S) REQUIRED BY THE SOLICITATION TO BE SUBMITTED WITH THIS BID FORM, INCLUDING ALL ISSUED ADDENDA, MUST BE FULLY AND ACCURATELY COMPLETED AND SIGNED BY A PERSON AUTHORIZED TO LEGALLY AND CONTRACTUALLY BIND THE BIDDER, OR THE BID MAY BE REJECTED. ENTER N/A FOR AREAS THAT DO NOT PERTAIN TO YOUR COMPANY.

SUBMITTED BY:
FORMER NAMES:
AGE OF THE ENTITY:
PRINCIPAL PLACE OF BUSINESS:
LOCAL ADDRESS:
MAIN TELEPHONE NO.
FORM OF ORGANIZATION: ☐ CORPORATION; ☐ GENERAL PARTNERSHIP; ☐ UNINCORPORATED ASSOCIATION; ☐ LIMITED LIABILITY COMPANY; ☐ LIMITED PARTNERSHIP; ☐ SOLE PROPRIETORSHIP WHERE THE ENTITY WAS FORMED: (INSERT NAME OF STATE) Click or tap here to enter state.
IDENTIFICATION NO. ISSUED TO THE FIRM BY SCC: If Bidder is exempt from the SCC authorization requirement, then it shall include a statement on the entity's letterhead with its application certifying their exemption from this requirement.
RESPONSIBILITY QUESTIONNAIRE <i>If the answers to any questions below are yes, use additional pages to provide an explanation.</i>
DEBARMENT, DISQUALIFICATION AND OR SUSPENSION: Is the entity or any of its principals are currently debarred, suspended or disqualified from submitting responses to AlexRenew, or any other state, local or federal entities? ☐ YES ☐ NO
CLAIMS/FINAL RESOLUTION/JUDGMENTS Have any of the following actions occurred on, or in conjunction with, any project(s) performed by the Bidder, any affiliate, or their officers, partners or directors in the last five (5) years? "Legal Actions" shall include civil or criminal litigation, administrative; Proceedings, indictments, arbitrations or the like. ☐ YES ☐ NO
TERMINATION/FAILURE TO COMPLETE Has the Bidder ever been terminated for work awarded to it? This includes termination for default (or cause) or for the convenience of the Owner? Has Bidder for any other reason failed to complete a project? ☐ YES ☐ NO

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Bidder Company Name: _____
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BREACH, DEFAULT, DEBARRED: Within the last five (5) years, has Bidder been disqualified, removed, or otherwise declared in material breach or default of any contract by a public agency, or debarred from participating in the ITB process for any contract? If yes, please explain the circumstances: ☐ YES ☐ NO		
RELEASE FROM CONTRACT APPLICATION, BIDS OR AWARD: Has the Bidder filed a request to be released from an Application, bids, selection or award of any contract within the last five (5) years? If yes, please explain the circumstances. ☐ YES ☐ NO		
FAILURE TO EXECUTE A CONTRACT: Has the Bidder ever been selected for award or awarded a contract in which the entity failed to execute the contract? This would include: the entity not signing the contract Document(s); an inability of the company to obtain insurance requirements; or failure of the company to submit required forms and attestations. If yes, please explain the circumstances: ☐ YES ☐ NO		
BANKRUPTCY: Has the Bidder filed for bankruptcy in the last seven years or is your firm currently the debtor in a bankruptcy case? If yes, please explain the circumstances ☐ YES ☐ NO		
CONTACT PERSON FOR DELIVERY OF CONTRACTUAL NOTICES: Name: Address: Phone number E-mail:		
Yes	No	
		Does your firm have at least five (5) years of experience performing installation and pm and remedial maintenance experience for switchgears and transformers?
		Is your firm able to respond onsite within seven (7) days of notification for regular work?
		Is your firm able to respond onsite within two (2) hours of notification for emergency work?
		Does your firm have NETA or NICET certification or accreditation? Please attach evidence of such certification or accreditation with your bid.
		Does your firm have at least five (5) years of experience performing industrial-grade preventive maintenance, corrective maintenance and repairs, installation and integration of switchgears, transformers and ductbanks?
		Does your firm have knowledge and experience in Federal, State and local codes and standards?
		Does your firm have knowledge and experience in writing reports and documenting procedures?
		Does your firm possess a valid contractor's license from the Commonwealth of Virginia?
		Have all proposed master electricians, licensed electricians, journeymen, electrician helpers and foremen demonstrated experience with high voltage (at least 4000 volts, 4160 AC)?

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In a separate sheet provide a list of employees to be assigned to work under this contract, including their name, title, professional experience and certifications, and areas of expertise as related to the services that will be provided		
Attach a copy of your firm's safety policies that includes procedures for confined space entry		
Attach a copy of your firm's quality control/quality assurance procedures		
Attach sample pm/cm report your firm produces following performance of such service		
Attach the completed reference form enclosed below with three (3) separate organizations where similar services to the scope of this contract have been provided.		

TRADE SECRETS OR PROPRIETARY INFORMATION:
Trade secrets or proprietary information submitted by a bidder in connection with a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act. However, the Bidder must identify the data and materials need such protection prior to submission of such data and material, and state the reasons why protection is necessary. Please mark one:
☐ YES, the Application I have submitted does contain trade secrets and/or proprietary information. ☐ NO, the Application I have submitted does not contain any trade secrets and/or proprietary information.

If Yes, you must clearly identify below the exact data or other materials to be protected and list all applicable page numbers of the Application containing such data or materials:

STATE THE SPECIFIC REASON(S) WHY PROTECTION IS NECESSARY:

NOTE: If you fail to identify the data or other materials to be protected and state the reasons why such protection is necessary in the space provided above, you have not invoked the protection, accordingly, effectively the Application will be open for public inspection consistent with applicable law.

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CERTIFICATION OF NON-COLLUSION:
The undersigned certifies that this Application is not the result of, or affected by, any act of collusion with another person(as defined in Code of Virginia Section 59.1-68.6 et seq.), engaged in the same line of business or commerce; or any act of fraud punishable under the Virginia Governmental Frauds Act (Code of Virginia §18.2-498.1 et seq.).

CONFLICT OF INTEREST:
The undersigned certifies and warrants that to the best of its knowledge and belief and except as otherwise disclosed, it does not have any organizational conflict of interest, which is defined as a situation in which the nature or work under the contract and the bidder's organizational, financial, contractual or other interest are such that award of the contract may result in the bidder receiving an unfair competitive advantage, or the bidder's objectivity in performing the contract work may be impaired. The bidder agrees that if after being awarded it discovers an organizational conflict of interest with respect to the being awarded, it shall make an immediate and full disclosure in writing to AlexRenew which shall include a description of the action which the bidder has taken or intends to take to eliminate or neutralize the conflict.

INDICATE THE NAME AND CONTACT INFORMATION OF THE PERSON WHO CAN RESPOND AUTHORITATIVELY TO ANY QUESTIONS REGARDING THIS BIDS (I.E. PROJECT MANAGER):

NAME (PRINTED): _____ TITLE: _____

E-MAIL ADDRESS: _____ TEL. NO.: _____

The undersigned swears or affirms under the penalty of perjury and upon personal knowledge that the contents of the Application for Prequalification are true and correct.

The undersigned swears or affirms under the penalty of perjury that the Bidder, its agents, servants and/or employees, to the best of his/her knowledge and belief, have not in any way colluded with anyone for and on behalf of the Bidder an unfair advantage over others, nor have they colluded with anyone for and on behalf of the Bidder, or themselves, to gain any favoritism in the award of any contract resulting from this bids.

NAME OF AND TITLE BIDDER'S REPRESENTATIVE

SIGNATURE OF BIDDER'S REPRESENTATIVE _____ DATE _____

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Bid Pricing Sheet



All Labor rates shall be inclusive of all charges, including permits (if applicable). All rates shall be for actual time spent working on the equipment, portal to portal charges and or travel time shall not be billed to AlexRenew.



All annual PM cost shall include both primary testing (total of two (2) during the Contract Period) and secondary testing (total of five (5) during the Contract Period).

Sample Bid Pricing Sheet

#	ITEM SPECIFICATION	ITEM DESCRIPTION	ANNUAL PM COSTS
176	Building F Main Breaker A	Manufacturer: Square D; Serial #: 17-3H753; Type/Class: VR (Vacuum Breaker); Catalog #: N/A; Voltage Rating: 4,760 kV; Close volta: 104-127 VAC Trip Volta: 70-140 VDC; Ampere: 1200; Interrupt Rating: 80 kA; Motor volta: 120 VAC; Ambient: 8k *F; Humidity: 30 %	\$
177	Building F Main Breaker B	Manufacturer: Square D; Serial #: 17-3H883; Type/Class: VR (Vacuum Breaker); Catalog #: N/A; Voltage Rating: 4,760 kV; Close volta: 104-127 VAC Trip Volta: 70-140 VDC; Ampere: 1200; Interrupt Rating: 80 kA; Motor volta: 120 VAC; Ambient: 8k *F; Humidity: 30 %	\$
178	Building F Tie Breaker	Manufacturer: Square D; Serial #: 17-3H83K; Type/Class: VR (Vacuum Breaker); Catalog #: N/A; Voltage Rating: 4,760 kV; Close volta: 104-127 VAC Trip Volta: 70-140 VDC; Ampere: 1200; Interrupt Rating: 80 kA; Motor volta: 120 VAC; Ambient: 8k *F; Humidity: 30 %	\$
Subtotal A1: BID AMOUNT FOR ANNUAL PM SERVICES			\$

CORRECTIVE REPAIR AND MAINTENANCE		
Fully burden Hourly Rate for Corrective Maintenance, Repairs, Installations, and integration (Reference Scope of Work Paragraph #)		
Labor Category	Regular Hourly Rate	Emergency Hourly Rate
Foreman	\$	\$
MASTER ELECTRICIAN	\$	\$
Licensed Electrician	\$	\$
Journeyman	\$	\$
Electrician Helper	\$	\$
Subtotal B1. CORRECTIVE WORK - REGULAR HOURS		
Subtotal B2. CORRECTIVE WORK - EMERGENCY HOURS		

To calculate Grand total Bid price, use the following formula: 1 x (A1) + 50 x(B1) + 5x(B2)	
GRAND TOTAL BID PRICE:	

Provide a Fixed Percentage Discount Rate off of manufacturer's list price for Parts and Components				%
Delivery Time for stocked Items (Calendar Days)				After receipt of order
Delivery Time for Non-stocked Items (Calendar days)				After receipt of order
IMPORTANT NOTE: Any minor CM work requirements noticed during performance of PM services shall be performed, unless the value of those CM work exceeds \$5,000. For any CM work, whose total value is estimated to exceed \$5,000 a written estimate must be submitted to the Contract Manager. Refer to Part 3 for detailed requirements.				
Contact Person for Scheduling of Work:	Name	Telephone	Email Address	
Emergency Contact: (the phone must be answered by a live person 24 hours/7 Days a week)	Name	Telephone		

Grand Total = 1 X (Subtotal A1) + 50 X (Subtotal B1) + 5 X (Subtotal B2)

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Submission

Submit bids through eVA.virginia.gov/ supplier portal

Award

Lowest responsive and responsible bidder(s). Lowest bidder determined by the Grand Total Bid Price as calculated in Attachment A

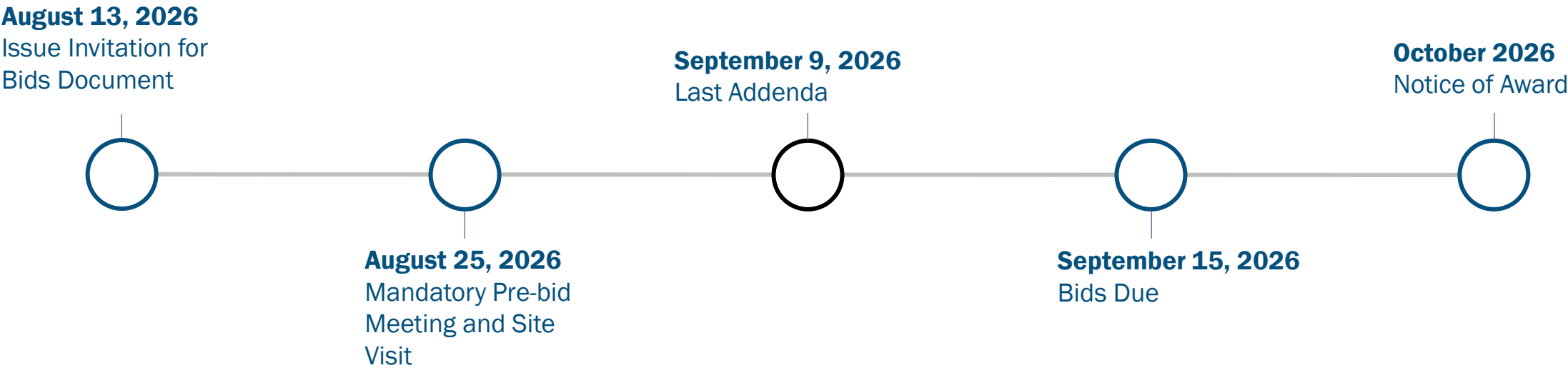
Contract Term

1 year, with 4 optional 1 year terms

Questions

Submit questions to LaChelle Elliott at purchasing@alexrenew.com

ITB-27-001 Procurement Timeline



Procurement Next Steps

September 3, 2026.	Last day to submit questions
September 9, 2026.	Last day for addenda
September 15, 2026.	Bids due electronically by 2:00PM

