CITY OF PALO ALTO

PUBLIC WORKS DEPARTMENT

PROJECT TITLE: ON-CALL INDUSTRIAL ELECTRICIANS FOR REGIONAL WATER QUALITY CONTROL PLANT

INVITATION FOR BIDS (IFB) NUMBER: IFB199384

IFB DUE DATE: November 19, 2026, BEFORE 3:00 pm

IFB AVAILABLE AT: https://procurement.opengov.com/portal/palo-alto-ca

FOR CONTRACT DOCUMENTS AND INFORMATION CONTACT:
PURCHASING AND CONTRACT ADMINISTRATION AT (650) 329-2271

TABLE OF CONTENTS

Part 1 Introduction

Part 2 Invitation For Bid

Part 3 Description of Work

Part 4 General Conditions

Part 5 Bid Form

Part 6 Bidder Questionnaire

Attachments:

A - Task Order Construction Contract Template

B - Special Provisions

C - Payment Bond

D - Performance Bond

E - Insurance Requirements

1. INTRODUCTION

1.1. Summary

The purpose is to provide on-call industrial electrical services for preventative maintenance, urgent repairs, and emergency response at the City of Palo Alto's Regional Water Quality Control Plant (RWQCP). The awarded contractor will provide qualified one or two person crews, tools, equipment, and materials to maintain and repair existing electrical systems as needed. Crews will include qualified specialists for authorized medium-voltage, generator electrical, and control-system work. Services will supplement City staff during electrician vacancies and with emergency assistance available after staffing is restored. All work must be authorized and coordinated with plant personnel to protect safety and maintain continuous wastewater treatment.

1.2. Background

The RWQCP is an industrial facility that treats wastewater to discharge to the South San Francisco Bay. Industrial electricians are needed to maintain the equipment that runs, monitors, and supports the treatment process.

1.3. Contact Information

Steven Dimter
Contracts Administrator
Email: steven.dimter@paloalto.gov
Phone: (650) 838-2716

Department:
Public Works

1.4. Timeline

Bid Post Date	October 29, 2026
Question and Clarifications Due Date and Time	November 10, 2026, 1:00pm
City's Responses to Questions	November 16, 2026
Bid Due Date and Time	November 19, 2026, 3:00pm

2. INVITATION FOR BID

Thursday, October 29, 2026

The City of Palo Alto, Purchasing and Contract Administration, requests a Bid on behalf of the Public Works Department, Environmental Services Division for On-Call Industrial Electricians for Regional Water Quality Control Plant.

This Invitation for Bids Summary is not intended to be exclusive and the entire Invitation for Bids (IFB) Package must be reviewed prior to submitting a Bid.

2.1. Bid Submittal Information

Bids shall be submitted electronically through the City's electronic procurement system at: https://procurement.opengov.com/portal/palo-alto-ca

Bids must be received by no later than 3:00 pm on Thursday, November 19, 2026. All bids received after that time will be returned to the Bidder, as they will be deemed disqualified.

The City hereby provides notice of California Labor Code section 1771.1(a), which reads:

"*A contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in this chapter, unless currently registered and qualified to perform public work pursuant to Section 1725.5. It is not a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded*."

Please note:
If the City is unable to confirm that the bidder/contractor's DIR registration is current, the City may disqualify the bidder in accordance with applicable law including but not limited to Labor Code section 1725.5.

2.2. Verification of Contractor's License

The City will verify the status of the contractor's license by checking the Contractor' State License Board (www.cslb.ca.gov). The contractor's license and business must match. This verification includes information on any outstanding Board disciplinary action pending against the contractor.

2.3. Contract Documents

Contract Documents are available through the City of Palo Alto's Purchasing and Contract Administration bid portal at: https://procurement.opengov.com/portal/palo-alto-ca

2.4. ADA Information

Persons with Disabilities who require auxiliary aids or other services in using City facilities, services or programs; or who require this document be provided in other accessible formats; or who would like information on City's compliance with Americans with Disabilities Act (ADA) of 1990 should contact: ADA Coordinator, City of Palo Alto, 650-329-2550 (Voice) or by email at ada@Cityofpaloalto.org

2.5. Project Schedule

It is anticipated that Work on the Project will be required to commence on or about February 1, 2027.

The anticipated time of completion is no later than January 30, 2032.

Nothing in this provision is intended to bind the City to require commencement of the Work by the preceding time.

2.6. Contractor's License Type

The prime contractor for this work shall possess a valid State of California Contractor's License in the following category or categories:

- C 10 Electrical Contractor

3. DESCRIPTION OF WORK

3.1. On-Call Regional Water Quality Control Plant Electricians (Industrial Electricians)

Scope of Work

A. Purpose and service requirements

The City of Palo Alto is seeking a qualified industrial electrical contractor to provide personnel, supervision, tools, testing equipment, materials, and technical support for scheduled and emergency electrical work at the Regional Water Quality Control Plant (RWQCP). The purpose is to maintain reliable treatment, protect personnel and equipment, and restore failed systems promptly while the plant remains in operation. The Contractor shall provide journey level electricians with demonstrated experience maintaining and troubleshooting electrical equipment in operating industrial facilities. Specifically, experience with up to 12kV systems. Personnel must understand process dependencies, equipment redundancy, automatic starting, and the consequences of interrupting wastewater treatment. Residential or commercial building experience alone does not satisfy the industrial experience requirements.

B. Location and contract arrangement

Services will primarily occur at the RWQCP, 2501 Embarcadero Way, Palo Alto, California. Related facilities operated by the RWQCP may be included when their location, access requirements, and equipment are identified in an authorized task order. The City will identify applicable offsite facilities before solicitation or by a properly authorized contract modification.

The agreement will operate on an as needed, nonexclusive basis. The City does not guarantee a minimum number of hours, assignments, or expenditures. Individual assignments may involve a single visit, multiple days, scheduled recurring maintenance, or temporary increased coverage during staff absences or workload peaks.

The Contractor shall retain responsibility for its employees, supervision, qualifications, work methods, payroll, and safety obligations. The City will identify priorities, authorize work, control treatment operations, coordinate plant access and outages, and accept completed services.

C. General services

Scheduled work: Perform inspections, preventive maintenance, troubleshooting, repairs, replacements, approved minor modifications, installation support, testing, and commissioning.

Emergency work: Maintain 24 hour availability every day, including weekends and holidays, to assess failures, identify a safe recovery approach, perform authorized repairs, and support restoration of critical equipment.

Plant support: Assist with planned shutdowns, equipment startup, maintenance backlogs, condition assessments, spare parts recommendations, and practical instruction for City operations and maintenance staff.

Only work within the awarded scope and an authorized task order is included. Major capital construction, engineered redesign, and other work requiring a separate procurement may not be added solely by issuing a task order.

D. Electrical systems and technical tasks

The following systems are included where installed at the plant or an authorized related facility. Each assignment must identify the actual equipment, voltage, manufacturer, process impacts, and required personnel qualifications.

A. *Power distribution and motors*

Inspect, troubleshoot, maintain, repair, and replace switchboards, panelboards, disconnects, breakers, fuses, transformers, grounding and bonding components, conductors, raceways, cable, and industrial enclosures.

Service motor control centers (MCCs), starters, overload protection, contactors, relays, variable frequency drives (VFDs), soft starters, motors, and electrically operated valves or gates.

Diagnose electrical faults affecting pumps, blowers, and other process equipment.

Work on control circuits and plant power systems, including typical 120, 208, 240, and 480 volt systems. Work above 600 volts, protective relay testing, or specialized switchgear/substation work requires a specifically authorized task and personnel qualified for that equipment and voltage.

Troubleshoot existing standby generator electrical systems, automatic transfer switches, battery chargers, uninterruptible power supplies, and related controls. Coordinate testing to preserve treatment capacity and avoid unintended transfer or backfeed.

B. *Instrumentation and process controls*

Troubleshoot control panels, programmable logic controllers (PLCs), remote terminal units (RTUs), input/output modules, interlocks, permissives, alarms, loop controllers, and supervisory control and data acquisition (SCADA) interfaces.

Install, test, troubleshoot, and calibrate authorized field instruments and associated wiring for flow, level, pressure, temperature, chemical feed, monitoring, and other process measurements. Record as found and as left readings and calibration equipment used.

Provide qualified controls specialists for authorized PLC, human machine interface (HMI), SCADA, VFD, and smart instrument configuration or programming. Confirm compatibility, create recoverable backups, and follow Section 7 before making changes.

Diagnose and repair industrial communication connections, including fiber optic, Ethernet/UTP, coaxial, and other installed control network cabling. Coordinate network equipment or configuration changes with the City designated controls and information technology staff.

C. *Testing and associated systems*

Perform condition checks and authorized electrical measurements, including voltage, current, phase rotation, continuity, grounding, motor insulation, and power quality. Protect sensitive electronics during insulation testing and follow manufacturer test limits.

Perform thermographic surveys and other predictive maintenance when authorized and safe.

Document deficiencies, test conditions, urgency, and recommended corrective work. Cleaning, torque checks, and intrusive maintenance require appropriate isolation.

Maintain plant lighting, receptacles, emergency lighting, and electrical components serving chemical systems, filtration, disinfection, solids handling, and other treatment processes. Fire alarm, security, and surveillance work requires task specific authorization and appropriate qualifications.

Provide labeled wiring, updated panel schedules, field redlines, test records, equipment data, and recommendations for critical spares. Use equipment rated for the actual wet, corrosive, outdoor, or classified location.

E. Contractor and personnel qualifications

A. *Company qualifications*

The Contractor shall maintain an active California C 10 Electrical Contractor license in good standing and all other licenses or registrations required for its work. Public works contractor registration and labor compliance requirements apply as specified in the solicitation and applicable law. Subcontractors must also hold the qualifications required for their assigned work.

The firm shall demonstrate at least five years of industrial electrical maintenance and repair experience and provide three relevant references for work performed within the last five years. At least one reference shall involve an operating wastewater treatment facility, water treatment facility, pumping facility, or comparable continuous process industrial facility. References must substantiate troubleshooting and maintenance experience, not only new construction.

The Contractor shall maintain a staffed emergency dispatch system, a designated service manager, named primary and backup electricians, and sufficient qualified relief personnel to meet Exhibit B. An answering service may receive calls only if it promptly connects the City with a qualified responder.

B. *Assigned electricians*

Each independently assigned electrician shall have completed a recognized electrical apprenticeship or equivalent documented journey level training and experience, plus at least three years of industrial electrical maintenance and troubleshooting experience at the journey level.

Each assigned lead electrician shall have at least five years of journey level industrial electrical experience, including at least two years supporting operating treatment, pumping, or comparable continuous process facilities. The lead may also perform field work.

Personnel performing general electrician work shall hold current California General Electrician certification where required by law. Any claimed statutory exemption must be documented. An electronics degree, company license, or manufacturer course alone does not replace an individual certification required by law.

Assigned electricians shall be able to read one line diagrams, control schematics, wiring diagrams, and manuals; troubleshoot three phase power and motor controls; trace PLC input/output and field wiring; and use suitable meters and electrical test instruments safely. Personnel must communicate clearly with plant staff, document work accurately, recognize when additional expertise is needed, and perform their assigned duties safely in a wastewater environment. Personnel driving for the work must hold a valid license for the vehicle operated.

C. *Specialists and staffing continuity*

Controls programming, advanced instrumentation, fiber testing, high voltage work, and other specialty tasks shall be performed by personnel with documented experience on the assigned systems. Identify available specialists, their supported platforms, and mobilization times.

Approved subcontractors may supply specialty services; the prime Contractor remains responsible for performance and coordination.
Apprentices and trainees may assist only within applicable supervision and apprenticeship rules. They may not serve as the sole responder or replace required journey level or specialist personnel. Apprenticeship obligations applicable to public works remain in effect.
Provide personnel qualifications before assignment and use a consistent team whenever practicable. The City may require removal from its site for unsafe conduct, inadequate qualifications, or documented performance problems. Replacements must meet the same requirements and preserve required coverage. Staffing changes do not authorize additional orientation charges without City approval.

F. Performance Schedule

The following service levels apply throughout the contract term. Response time begins when the City places a service request through the designated dispatch channel. The Contractor shall provide a method that records requests and escalates unanswered calls. Business days mean City administrative business days; emergency and urgent response periods run continuously.

Priority	Callback	Required response
Emergency	Within 15 minutes	Qualified journey level electrician onsite within 2 hours. Applies to failures threatening safety, treatment continuity, environmental compliance, or critical equipment.
Urgent	Within 30 minutes	Qualified journey level electrician onsite within 4 hours. Applies to degraded capacity, lost redundancy, or other conditions the City determines require prompt attention.
Routine	Within 1 business day	Provide an estimate and proposed schedule within 3 business days. Be available to start within 5 business days, or on another date authorized by the City.
Planned outage or project support	Confirm within 1 business day	Provide the agreed crew and resources at the scheduled time. Submit the work and shutdown plan at least 10 business days before the outage unless another lead time is approved.

G. Frequency expectations and duration

The Contractor is expected to provide two qualified personnel, meeting the requirements described above, onsite at the RWQCP for one full working day per week during most weeks. Each working day shall consist of eight (8) to ten (10) hours and shall be scheduled Monday through Friday between 6:00 a.m. and 6:00 p.m. Any work outside these days or hours, or any increase or decrease in service frequency, shall be coordinated in advance with the Program Manager.

H. Annual Expenditure Flexibility and Total Contract Limit

The anticipated annual expenditure for routine services is $400,000. To accommodate increased operational needs, the City may authorize expenditures of up to two hundred percent (200%) of that amount, equivalent to $800,000, in any calendar year from the start of the Agreement.
Total compensation under this Agreement shall not exceed $2,000,000 over its full authorized term (5 years). Annual expenditures may vary according to operational needs, provided both the annual

maximum and total contract maximum are observed. These amounts establish spending ceilings and do not guarantee a minimum expenditure or quantity of work.
All services shall be subject to available appropriations and authorization. Labor, overtime, materials, equipment, subcontractor charges, and other authorized fees shall count toward the applicable annual and total contract limits. Increased expenditures in one year shall reduce the remaining total contract balance. This provision does not increase the total contract maximum or authorize the use of funds that have not been appropriated. Any increase to the annual or total contract maximum requires the appropriate City approval(s) before the additional expenditure is incurred.

I. Dispatch and restoration expectations

Acknowledgment must include direct contact with the Contractor's responder, an initial assessment, and an arrival estimate. An automated message alone is insufficient. Onsite response means arrival at the designated facility with qualifications and tools appropriate for the initial assessment; remote advice does not satisfy the arrival requirement unless the City expressly authorizes that alternative.
The initial responder shall begin assessment within the authorized scope and safety controls. Mobilize additional workers or specialists when required for safe performance. Specialty mobilization commitments shall be identified in the bid and confirmed in the task order; they do not reduce the core electrician response requirements.
Provide status updates at least hourly during an active emergency until the City approves another interval. Advise immediately of any delay, parts limitation, staffing shortage, or change in restoration outlook. Continue authorized recovery work with appropriate relief staffing until the City releases the crew or approves a pause. Arrival requirements do not guarantee repair completion within a fixed time.

J. Mobilization and recurring deliverables

Before the first assignment: Submit the service manager and dispatch contacts, primary and backup personnel, credentials, specialist roster, safety program information, and required contract compliance documents.
Before independent field work: Complete City orientation and demonstrate site energy isolation coordination. Review the equipment and procedures relevant to assigned duties.

After each assignment: Provide the next business day service report and final technical records within five business days.
Monthly: Submit invoices and a concise summary of work completed, response times, repeat failures, outstanding items, and recommended follow up work.
If a response commitment cannot be met, immediately notify the City and provide the backup plan. The City may obtain other assistance. Repeated missed commitments, unsafe work, or inadequate personnel may constitute nonperformance under the agreement.

4. GENERAL CONDITIONS

Please see uploaded General Conditions pertaining to City of Palo Alto IFB#IFB199384 for On-Call Industrial Electricians for Regional Water Quality Control Plant.

5. BID FORM

Note: All of the approximate quantities provided by City on this Bid Form are estimated amounts for bidding purposes only. Actual quantities may be greater or less than the estimated amount depending on circumstances encountered. The resulting Contract Sum will be subject to adjustment for actual quantities pursuant to Section 7.2.9 of the General Conditions.

YEAR 1

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	Journeyman Industrial Electrician	1,100	Hours		
2	Master Industrial Electrician	100	Hours		
TOTAL					

YEAR 2

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
3	Journeyman Industrial Electrician	1,100	Hours		
4	Master Industrial Electrician	100	Hours		
TOTAL					

YEAR 3

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
5	Journeyman Industrial Electrician	1,100	Hours		
6	Master Industrial Electrician	100	Hours		
TOTAL					

YEAR 4

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
7	Journeyman Industrial Electrician	1,100	Hours		

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
8	Master Industrial Electrician	100	Hours		
TOTAL					

YEAR 5

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
9	Journeyman Industrial Electrician	1,100	Hours		
10	Master Industrial Electrician	100	Hours		
TOTAL					

6. BIDDER QUESTIONNAIRE

6.1. Company Type*

Please indicate that which most closely reflects the type for your company.

☐ Limited Liability Company (Provide list of names of general partners; state which partner or partners are managing partners in Additional Information Portion of Bidder's Questionnaire)
☐ Sole Proprietorship
☐ Partnership
☐ Corporation
☐ Other (Provide Explanation in Additional Information Portion of Bidder's Questionnaire)
*Response required

6.2. Years as Current Business Name*

How many years have you (or your company) done business under the name listed in your Bid submittal?

*Response required

6.3. Head Office Location*

Please specify where your head office is located.

*Response required

6.4. California Offices

Please specify, if there are any, where your California offices are located.

6.5. Years of Experience*

How many years of experience do you (or your company) have doing work similar to work or services covered in this IFB?

*Response required

6.6. Previous Work for the City?*

Have you (or your company) previously worked for the City of Palo Alto?

NOTE:
*If the answer is "YES" then please provide information in the "**Additional Information**" section of this Bidder Questionnaire.*

☐ Yes
☐ No

*Response required

6.7. California Contractor's License*

Please enter the California Contractor's License Number for your company.

*Response required

6.8. DIR Registration*

Enter your California Department of Industrial Relations (DIR) Contractor Registration Number.

Please Note:*If the City is unable to confirm that the bidder/contractor's DIR registration is current, the City must disqualify the bidder, as required by Labor Code section 1725.5."*

*Response required

6.9. Subcontractor Listing*

Please download the Subcontractor Listing Form, Complete it, and Upload it here as part of your Bid. If you are not using subcontractors then please indicate such in the section of the form provided and upload as part of your Bid.

- Subcontractor_Listing_Form.pdf

*Response required

6.10. References, Resources, and Key Personnel*

Please download the attached form, complete it, and upload it as part of your Bid. If you need to add additional pages, please continue using the same format as provided.

- References_and_Resources_Fo...

*Response required

6.11. Non-Collusion Declaration*

(Title 23 United States Code Section 112 and California Public Contract Code section 7106)

The Bidder declares:

I am an authorized representative with binding authority for my company, the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on the date of submittal of this bid/proposal.

☐ Please confirm

*Response required

6.12. Additional Information

If any of your previous answers required additional information to be submitted or provided, please upload all such information here.

6.13. Bidder Representation and Confirmation*

In response to this Invitation For Bids (IFB), the party submitting, as Bidder, declares that the only persons or parties interested in this Bid as principals are those named herein; that this Bid is made without collusion with any other person, firm or corporation; that the Bidder has carefully examined the location of the proposed work and the plans and specifications herein referred to; and that the Bidder proposes and agrees, if this Bid is accepted, to contract with the City of Palo Alto (City), to provide all necessary materials, equipment, tools, apparatus, and other means of transport services, and to do all the Work and comply with all the specified requirements in this IFB, in the manner herein prescribed and for the prices stated in the accompanying Bid.

The Bidder represents that it has not retained a person to solicit or secure a City contract (upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee) except for retention of bona fide employee or bona fide established commercial selling agencies for the purpose of securing business.

Bidder's Representations and Warranties. The Bidder represents and warrants:

1. That any information submitted by the Bidder prior to the award of Contract, or thereafter, upon request, whether or not submitted under a continuing obligation by the terms of the Contract to do so, is true and correct at the time such information is submitted or made available to the City;
2. That the Bidder has not colluded, conspired, or agreed, directly or indirectly, with any person in regard to the terms and conditions of the Bidder's Bid, except as may be permitted by this Invitation for Bids;
3. That the Bidder has the power and authority to enter into this Contract with the City, that the individual(s) executing this Contract are duly authorized to do so by appropriate resolution (if applicable), and that this Contract shall be executed, delivered and performed pursuant to the power and authority conferred upon the person or persons authorized to bind the Bidder;
4. That the Bidder has not attempted to exert undue influence with the Purchasing Manager, Contract Administrator, Project Manager or any other person who has directly participated in the decision to award the Contract to the Bidder;
5. That the Bidder has furnished and will furnish true and accurate statements, records, reports, resolutions, certifications, and other written information as may be requested of the Bidder by the City during the term of this Contract;
6. That the Bidder and all its subcontractors performing work on this Project are duly licensed as a contractor with the State of California as required by California Business & Professions Code Section 7028, as amended;
7. That the Bidder has fully examined and inspected the Project site and has full knowledge of the physical conditions of the Project site; and,
8. That there are no claims or disputes between the Bidder and the City which would materially affect the Bidder's ability to perform under the Contract.

****By submitting a Bid, the Bidder acknowledges that it has received the Instructions to Bidders and agrees to its terms and to the terms of all other Contract Documents.**

Confirmation by the Bidder represents and warrants that he or she has the legal capacity and authority to bind the Company stated on the Bid.**

☐ Please confirm

*Response required

6.14. Acknowledgement of Attachment A*

Bidder acknowledges the incorporated attachment A-Construction contract, General Conditions, and Change Orders in part of this agreement.

☐ Please confirm

*Response required