



2022 ANNUAL CONTRACT

TENDER DOCUMENT

FOR

STREETLIGHT MAINTENANCE 2022-2024

Prepared by:
Belize Electricity Limited
Distribution Operations Department
2½ Miles Philip Goldson, Highway
Belize City, Belize
December 2021

Bidders are asked to submit a fixed price quotation, via bid schedule linked [here](#), to perform the services and provide all equipment and materials. Submit proposal via email to bidsubmittal@bel.com.bz no later than **3:00 p.m. on Wednesday, January 12, 2022** and labeled:

BID #2021-314 – Streetlight Maintenance 2022-2024

IMPORTANT DATES:

- Expression of Interest (EOI) in attending virtual meeting – submit email via bidboxrequest@bel.com.bz no later than 9:00 a.m. local time on Monday, January 3, 2022
- Pre-bid Virtual Meeting – Thursday, January 6, 2022
- Bid Due Date – 3:00 p.m. on Wednesday, January 12, 2022

TERMS OF BIDDING AND EVALUATION CRITERIA

GENERAL

1 Scope of Bid

1.0 This Streetlight Maintenance tender document will have contractors (bidders) specify a firm and fixed unit price for the completion of Repair, Replacement or installation of light fixtures, this includes HPS (High Pressure Sodium), MV (Mercury Vapor) and LED (Light Emitting Diode) streetlight fixtures. The expected list of duties to be perform is in the “Standard Contractor - Schedule of Price” below. The **Streetlight Maintenance** contract aims to accommodate customer driven request or Belize Electricity Limited (BEL) internal request received throughout the years **Two Thousand Twenty-Two to Two Thousand Twenty-Four (2021–2024)**. The Contract will be established with consideration of the bid winner’s unit prices provided for each item and budget that BEL has allocated per Service Area. The works described by the “Standard Contractor - Schedule of Price” is not exclusive to the bid winner for the Service Area. BEL can utilize any contractor to complete the same nature of works within the Service Area by means of other company policies and procedures. All bidders **MUST** provide a unit price (without GST) for each item identified under the “Standard Contractor - Schedule of Price”. Each bidder **MUST** indicate whether they pay GST and indicate whether they can complete each task on the price list. The selected bidder must successfully complete two mandatory training offered by BEL: 1. the safety practices to install and repair streetlights, and 2. the review of BEL’s Distribution Streetlight Standards. The Bid winner must, at all times, ensure that works being done are performed by personnel with climbing experience. A contractor is allowed to bid for multiple load centers if he/she so choose, you must submit one (1) form with the associated prices per Service Area. Each bidder should consider the servicing of the entire geographic layout of the distribution network for each Service Area when structuring his or her unit price. The Company’s Service Area are Belize City Service Area (BZE), Ladyville Service Area (LDV), Belmopan Service Area (BMP), San Ignacio Service Area (SI), Dangriga Service Area (DGA), Independence Service Area including Placencia (IND), and Punta Gorda Service Area (PGA).

1.1 Intent of Tender

The intent of this tender is to provide prospective bidders with sufficient information to prepare a bid. Following receipt of the bid, Belize Electricity Limited (BEL) will evaluate and select the successful submission. This Streetlight Maintenance tender does not contain an exhaustive list of the works to be performed. Bidders are, as a minimum, to submit proposals that include the noted work. Each proposal will be evaluated on its own merit. The lowest or any tender may not necessarily be accepted. BEL intends, if it accepts any tender at all, to base its decisions on criteria that BEL considers to be in its best interest. BEL is the sole judge of what is in its best interest. Any tender may be withdrawn at any time before acceptance at the option of the bidder.

1.2 Contract

BEL requires a signed contract between the company and the successful bidder. You reserve the right to withdraw your bid at any point before the signing the contract. Upon signing of the contract, the clauses stipulated in the agreement should be adhered to by both parties

2. Proposal Submission and Inquiries Submission

- 2.1 Bidders are asked to fill out the Price Schedule, linked [here](#), and submit proposals via email to bidsubmittal@bel.com.bz no later than 3:00 p.m. on Wednesday, January 12, 2022 labeled:

BID # 2021-314 – Streetlight Maintenance 2022-2024

Note: only the “Price Schedule” will be accepted as a quotation. Any other format of quotation will be disqualified. Additional information can be included by attaching a file or inserting a link in the Price Schedule provided.

- 2.2 Inquiries related to this tender shall be addressed in a pre-bid **virtual meeting**, which will be held on Thursday, January 6, 2021. To express interest in attending this meeting please send an email to bidsubmittal@bel.com.bz no later than **9:00 a.m. on Monday, January 3, 2022** and labeled:

EOI for BID # 2021-314 – Streetlight Maintenance 2022-2024

The link to attend the virtual meeting will be provided within one (1) working day following EOI submission. Note: this meeting is the ideal forum to ask questions and express concerns.

- 2.3 Bid Deadline - **3:00 p.m. on Wednesday, January 12, 2022**

3. Scope of Work

- 3.1 Minimum Scope of Work

The successful bidder must be prepared to commence work once called upon throughout the contractual years. He/she must make themselves available in a reasonable amount of time to regular customer request (**3 days maximum**). The start date is based on the approved contract from Procurement Department, the contract will conclude at the end of three years or when the funds allocated for the contract is completed. See Schedule of Prices

- 3.2 Owner’s/Contractor’s Provisions

- A. Contractors are to supply all services and equipment for the duration of the entire Contract.
- B. A BEL representative will be available at all times to oversee works and address any questions/concerns during operations.

- C. The Contractor must put all safety measures in place to avoid any injury to persons or damage to property and the environment. Damage to private property as a result of vegetation management works shall be the responsibility of the contractor.
- D. The Contractor should ensure his employee's are using their Personal Protective Equipment: hardhat, goggles, KN95 masks, working gloves and proper footwear whenever engaging in works.
- E. The Contractor should be able to complete the requested works with reasonable amount of time to regular customer request (three days maximum) and respond immediately to emergencies when requested.
- F. The Contractor is responsible to pay for the following insurances for the duration of the contract:
 - i. **General Liability Insurance**
 - ii. **Automobile and third party insurance**
 - iii. **Employees Insurance**
- G. Once working along the roadway, the contractor should ensure that traffic control is put in place by means of cones, signs and flag persons when necessary.
- H. The Contractor is to ensure that materials are properly accounted for.
- I. Contractor will be charged the depreciated cost of the streetlight plus a surcharge of \$50.00 for any streetlight not returned to the Company.
- J. If the Contractor resides outside of the Service Area, additional travel costs will not be accounted for within contract. The travelling cost should be affixed to the unit prices.
- K. The Contractor must sign waybill made available to them by BEL personnel at Service Area as proof that poles were returned at the end of each workday.
- L. Payment will be made as per amount of works specified by works verification form. Each contractor must complete all works verification form at the end of each working day. This form should be submitted to the line supervisor for verification that works has been completed.
- M. Payment will be made as per amount of works specified by works verification form. Each contractor must complete all works verification form at the end of each work day. This form should be submitted to the line supervisor for consent that works has been completed.
- N. Submission of invoices and supporting documentation for period 1st – 15th of the month must be submitted by the end of the current month.
- O. Invoices and supporting documentation for period on the 16th to the end of the month must be submitted by the 15th of the following month.

4.0 Schedule of Prices

Fill out all four worksheets in the below excel file named “Price Scheduled 2021-314” and submit only this file as your quotation to bidsubmittal@bel.com.bz on or before the deadline.

Description of Works	Unit
Streetlight Repair – on arms 6ft or greater	Each
Streetlight Repair - on metal poles	Each
Streetlight installation – on arms less than 6ft	Each
Streetlight Installation - on arms 6ft or greater	Each
Streetlight replacement – on arms less than 6ft	Each
Streetlight Replacement - on arms 6ft or greater	Each
Streetlight Replacement - on metal poles	Each
Street Light Plinth Demolish and remove all debris from the damaged streetlight plinth and provide imported fill to compact in areas that were disturbed.	Each
Street Light Plinth Provide material and labour to construct the required plinth, depending on the location, as per specifications indicated on “Distribution Standards – Typical Plinth Footing Details & Base Bolt Template”. (BEL will provide the mold)	Each
Street Light Plinth Provide labour for the wiring of the streetlight as per “Distribution Standard – Typical wire connection details”. (BEL will provide the materials.	Each
Removal of Vines	Each



Price Schedule
2021-314.xlsx

5.0 Equipment

The Bidder must demonstrate that it will have access to the key Contractor's Equipment & Tools listed hereafter, in order to suffice the needs of each service area:

No.	Equipment Type and Characteristics	Minimum Number Required	Service Area
1	Lineman climbing gears such as but not limited to; body belt, body harness, pole choker, spur, hand line, hand tools & drill	1	All
2	Extension ladder	1	All
3	Pickup Truck	1	All
4	Access to lifting equipment such as; bucket truck & RBD with bucket attachment, crane truck with bucket attachment etc.	1	All
5	Access to Jack Hammer to demolish concrete base for streetlights with metal poles	1	BZE, LDV, BMP and SI

5.1 Forms for Equipment

The bidder shall provide adequate information to demonstrate clearly that he/she has the capability to meet the requirements for the key equipment listed above. The bidder shall provide all the information requested below.



Contractor
Equipment log form

The following information shall be provided only for equipment not owned by the Bidder.

Owner	Name of owner	
	Address of owner	
	Telephone	Contact name and title
	Fax	Telex
Agreements	Details of rental / lease / manufacture agreements specific to the project	

6.0 Man Power

The Bidder must demonstrate that it will have the personnel for the key positions that meet the following requirements:

No.	Position	Total Work Similar Experience (years)	In Similar Works Experience (years)
1	Climber	2	1
2	Ground man	2	1
3	Supervisor	5	5

6.1 Forms for Personnel

Bidders should provide the names of a suitably qualified personnel to meet the specified requirements for each of the positions listed. The data on their experience should be supplied using the form below for each candidate.

1.	Name: Mr. John Doe	Experience:
	Social Security Number: 000120012	
	Title of position: Supervisor	
2.	Name:	Experience:

	Social Security Number:	
	Title of position:	
3.	Name:	Experience
	Social Security Number:	
	Title of position:	
4.	Name:	Experience:
	Title of position:	
	Social Security Number:	



Employee Listing.pdf

7.0 Disciplinary Guidelines

Definitions

- A. Contract Manager – An authorize person/employee of BEL who invokes the hiring of the contractor and manages the contractual agreement between the contractor and BEL.
- B. Violation – Infringement of any term or condition of a Contract Document, including any failure to comply with environmental, safety or legislative rules and regulations.
- C. Verbal Warning – Any notification to the Contractor resulting from a Violation that is recorded on a “Contractor/Supplier Verbal Warning Form”.
- D. Written Warning – Any notification to the Contractor resulting from a violation that is in the form of a letter given to the Contractor.
- E. Financial Penalty – A fine in the amount of the difference between the pole contractor’s price and the price to get the project completed by a second contractor.
- F. User Department – The department of the Contract Manager that is responsible for the Work associated with a Contract.
- G. Disqualification – The removal of a Contractor from the BEL “Approved Supplier’s Listing” for a period of not less than one year from the Contract suspension date.
- H. Approved Supplier’s Listing – A list of suppliers who have successful completed BEL vetting process to execute specialized work for the company.

Verbal Warnings

The Contract Manager's Representative may issue a Verbal Warning to a Contractor for any failure to comply with a term or condition of a Contract Document. The Contract Managers Representative is to report all Verbal Warning to Procurement and Inventory to be recorded in the Supplier Database.

Written Warnings

1. Where the issuance of a Verbal Warning is followed by repeated failure to comply with any of the terms or condition of a Contract Document, the Contract Manager's Representative may issue a Written Warning.
2. A Written Warning may also be issued where no Verbal Warnings have been issued, but in the Contract Manager's Representative's opinion, the seriousness of a Violation justifies a Written Warning.
3. A Written Warning may, in the Contract Manager's Representative's discretion, include a warning that any further Violation may result in a Financial Penalty, the Contract Manager's Representative is to report all written warnings to Procurement and Inventory to be recorded in the Supplier Database.

Financial Penalty

1. If a contractor has been given a written warning containing a warning that any further Violation may result in a Financial Penalty, the Contract Manager's Representative is to report all Written Warning to Procurement and Inventory to be recorded in the Supplier Database.
2. A Financial Penalty may, in the discretion of the Contract Manager's Representative, be accompanied by written notification that any further Violation may result in Contract cancellation.

Contract Cancellation

Where a Financial Penalty has been imposed on the Contractor, and the Contractor has been notified that further violations may result in Contract cancellation, the Contract Manager's Representative may, in consultation with Procurement and Inventory, cancel the Contract if a further Violation occurs.

Disqualification from the Approved Supplier's Listing

1. When, following a Contract Cancellation, if the Violation is serious enough, in the opinion of Procurement and Inventory to warrant it, disqualification of the Contractor may result. A

written decision shall be issued to the Contractor or Supplier setting out the reasons for disqualification. The Manager Procurement and Inventory and the User Department will jointly approve disqualification.

2. Disqualification of a Contractor may be imposed if any of the following conditions occur:
 - I. Serious breach of Contract indicating an unwillingness to perform a contract in accordance with the terms and conditions of Contract or specifications or a record of unsatisfactory performance of one or more Contracts in accordance with the terms and condition thereof or in accordance with the specifications or both.
 - II. Pending the outcome of an investigation into serious or multiple instances of poor performance, or until the Contractor meets conditions set for reinstatement; and
 - III. Repeated Violations after Verbal and Written Warnings and financial penalties have been imposed to the Contractor.
4. To be added back to the Approved Supplier's Listing, the Contractor would have to request reinstatement at the end of the suspension period. Reinstatement may be obtained when evidence of improvements satisfactory to the Contract Manager is provided and references are provided from successful projects completed during the suspension periods. Procurement and Inventory and the appropriate User Departments would review this request and the supporting documentation.

Permanent Disqualification from the Approved Supplier's listing

Depending on the seriousness and the nature of the violation, a Contractor may be removed permanently from the Approved Supplier's Listing. A decision to remove a Contractor from the Approved Supplier's Listing will be made jointly by Procurement and Inventory Department and the User Department. Permanent Disqualification of a Contractor may be imposed if any of, but not limited to, the following conditions occur:

- I. The Contractor or supplier or a director or official of the supplier or Contractor is convicted for a criminal offense relating to obtaining or attempting to obtain a Contract or subcontract; and
- II. The Contractor has offered gratuity to the Contract Manager in an attempt to gain a competitive advantage over other Contractors.

Temporary Disqualification from the Approved Supplier's listing

A Contractor may be removed temporarily from the Approved Supplier's List in circumstances where the Contractor becomes temporarily unavailable to fulfil his obligations under this Agreement. The decision to remove a Contractor temporarily from the Approved Supplier's List

will be made jointly by Procurement and Inventory Department and the User Department. Temporary Disqualification of a Contractor may be imposed if any, but not limited to, the following conditions occurred:

- I. The Contractor or supplier or a director or official of the supplier or contractor is charged for a criminal offence; and
- II. The Contractor is remanded in custody.

8.0 List of Attachments

1. Streetlight Pole Grounding, linked [here](#).
2. Streetlight Plinth Footing Details, linked [here](#).
3. Streetlight Base Bolt Template, linked [here](#).