

## **COMPOSITE POLE INSTALLATION PROJECT**

1. The Contractor shall document work activities using electronic forms as provided by the Virgin Islands Water and Power Authority.
2. The Contractor shall report electronic data of work performed daily and WBS (Work Breakdown Structure) to the Virgin Islands Water and Power Authority Project Team on a daily and/or weekly basis.

Work reporting shall include the following information but not be limited to:

- a. Pole number of removed pole
  - b. Pole number of installed pole
  - c. Material types and quantities used (for each pole or activity)
  - d. Names of crew foreman and members
  - e. Vehicle and equipment types, identification numbers, and license plate numbers
3. No work shall be done until the Authority's Engineers provide approved work packages. A formal, written approval process shall be agreed upon in writing between the Authority and Contractor.
  4. All invoices shall be provided in a pdf and excel format worksheet.
  5. Project materials will be requested by the Contractor via an electronic requisition process provided by the Authority. Materials shall be distributed by Authority and must be signed out by the appropriate representative.
  6. The Authority will provide all materials required. This includes composite poles, conductor, insulators, switches, bolts, etc.
    - a. Contractor must report material received and material used after the completion of each work package.
  7. In the case that the Authority is unable to obtain necessary materials, the Contractor may, at the discretion of the Authority, purchase and be reimbursed for necessary materials at cost plus a predetermined markup.