



REQUEST FOR PROPOSALS
Switchgear Procurement

RFP REFERENCE # 2023-20

Issued: August 24, 2023

Submission Deadline: September 15, 2023 by 4pm

IMPORTANT NOTICE: A restricted period under the Procurement Lobbying Law is currently in effect for this Procurement and it will remain in effect until the Authority executes the contract. Proposers are prohibited from contact related to this procurement with any Syracuse Regional Airport Authority member, officer, staff or employee other than the designated contact person (if any) and/or the designated email address for contact. Please refer to Sections 2.2 and 2.3 below.

All contacts/inquiries shall be made by email **only** to the following address:
bids@syrairport.org

ALL PROPOSALS MUST BE RECEIVED VIA EMAIL PRIOR TO 4PM ON FRIDAY, SEPTEMBER 15.

PROPOSALS ARE ONLY ACCEPTED ELECTRONICALLY AND MUST BE ADDRESSED TO:

bids@syrairport.org

PLEASE PRINT THE WORDS "RFP REFERENCE # 2023-20" ON THE FRONT OF THE PROPOSAL.

1. GENERAL INFORMATION

1.1. Background

The Syracuse Regional Airport Authority (the "Authority") was created by the New York State Legislature on August 17, 2011, by Chapter 463 of the Laws of 2011. The Authority is the operator of the Syracuse Hancock International Airport in Syracuse, New York. The Authority is a New York State public benefit corporation established for the purpose of (i) stimulating economic growth, (ii) increasing trade and tourism, (iii) promoting safe and secure air travel in the region, (iv) providing citizens with efficient and economical air transportation options, and (v) to protect and enhance the natural resources and quality of the environment.

1.2. Intent and Purpose of this RFP

The intent and purpose of this Request for Proposals (the "RFP") is to solicit responses for the selection of a firm to provide a Metal Clad Switchgear lineup and its accessories for installation at the Syracuse Hancock International Airport. The Metal Clad Switchgear and accessories shall be in accordance with the provided technical specification (the "Project"). A comprehensive description of the Project can be found at **Exhibit A** to this RFP.

1.3 Key Dates in the RFP Schedule

It is anticipated that a Project award will be made in connection with this Request for Proposals (RFP) based on the following schedule:

Monday, 08/23/2023 - Issuance of Request for Proposals

Monday 09/06/2023 – Question/Clarification Submission Deadline

Monday, 09/15/2023 by 4:00 PM - Proposal Submission Deadline

09/18/2023 to 09/22/2023 - Proposal Evaluation Period

Execution of Contract¹ with successful proposer anticipated in late September

Please note: The Authority reserves the right to change any of the dates stated in this RFP. If such change occurs, the Authority will notify all entities who received the RFP directly from the Authority and post the change(s) on the Syracuse Regional Airport Authority's website, which is part of the Syracuse Hancock International Airport website (<http://www.syrtraa.com/bids-rfp-rfq/>). Interested parties that receive this RFP or access it from a source other than the Authority should contact the Authority at

¹ Id.

bids@syrairport.org to advise the Authority of their interest and to confirm that their correct contact information, including email address, is placed on file with the Authority.

1.4 Amendment or Termination of RFP

RFP Amendment, Cancellation/Postponement: The Syracuse Regional Airport Authority reserves the right to amend, cancel or postpone this RFP at any time without penalty. The Syracuse Regional Airport Authority reserves the right to terminate or cancel any contract awarded pursuant to this RFP, either pre or post execution, or any part of said contract, immediately upon notice mailed or delivered by the Authority to the selected proposer.

1.5 Unbalanced Proposals

The Syracuse Regional Airport Authority reserves the right to reject any and all proposals at any time not deemed in the best interest of the Authority and to reject as informal such proposals, as in the Authority's opinion, are incomplete, conditional, obscure, or which contain irregularities of any kind.

1.6 Questions or Requests for Information or Clarification

Any questions, requests for information or clarification regarding this RFP should be submitted via email, citing the relevant RFP page(s) and section(s), no later than Wednesday 09/06/23 by 4:00 pm to bids@syrairport.org.

Questions will not be accepted other than by email, and any question received after the deadline may not be answered. The list of questions/requests for information or clarification and the official responses will be emailed to all Proposers who obtained this material directly from the Authority and posted on the Syracuse Regional Airport Authority's website, <http://www.syrtraa.com/bids-rfp-rfq/>.

Proposers that receive this RFP or access it from a source other than the Authority should contact the Authority at bids@syrairport.org to confirm that and/or add their correct contact information, including email address, is on file with the Authority **for purposes of this RFP**. This will ensure that the proposer receives the list of questions/requests for information, amendments or clarifications and the official responses. The Authority is not responsible for a proposer's failure to receive the list of questions/requests for information, amendments or clarifications and the official responses, due to the proposer's failure to provide the Authority its contact information, including email address, and no allowance will be made for a proposer that submitted a

proposal that is not in compliance with the RFP requirements due to the proposer's aforementioned failure to receive the list of questions/requests for information or clarification/amendments and addenda, and the official responses to such inquires and/or changes.

By submitting a proposal to the Authority in response to this RFP, each proposer agrees and represents and warrants that the proposer: a) has all information necessary for the proposer to complete and submit a fully responsive proposal to the Authority; b) that if awarded the contract, that the proposer has all the necessary skills and resources to complete the contract for the amount stated in the proposal; and c) that the proposer is waiving any and all claims against the Authority and its members, officers, staff and employees relating to the submission of the proposer's proposal to the Authority. Proposer will bear any, and all travel and other costs and expenses related to its attendance at the pre-submittal meeting and facility tour (if any). Verbal responses provided by Authority representatives at such meeting/tour are informal and are not binding on the Authority.

1.7 Amendments and Addenda

In the event that it becomes necessary to revise this RFP, such revision will be by an addendum to this RFP. Any addendum to this RFP will become part of this RFP and part of any contract awarded as a result of this RFP. Further, if a proposer discovers any conflict, discrepancy, omission or other error in this RFP, the proposer shall immediately notify the Authority at bids@syraairport.org, of such error and request modification to the document to address such alleged error. The Authority shall make any RFP modifications necessary by addenda, provided that any such modifications would not materially benefit or disadvantage any one proposer over another. If a proposer fails, prior to the submission deadline, to notify the Authority of a known error or an error that reasonably should have been known or discovered by proposer, the proposer shall assume the risk of such failure to notify. If awarded the contract, the proposer shall not be entitled to additional compensation, change order or time allowance by reason of the error or its late correction. All RFP addenda will be communicated via email to the recipients of the original RFP.

The Authority is not responsible for a proposer's failure to receive amendments or addenda pertaining to this RFP. It is incumbent on proposers to routinely check for amendments and addenda at (<http://www.syrtraa.com/bids-rfp-rfq/>) and no allowance will be made for a proposer's failure to receive addenda. As of the date of issuance,

there are no designated dates for release of addenda. However, proposers should check the Authority's website frequently beginning at the time of RFP issuance through the deadline for submission of proposals. It is the sole responsibility of the proposer to be knowledgeable of all amendments, addenda, questions and answers related to this RFP.

1.8 Submission Requirements

Proposer's proposal, including all required forms attached at Exhibits to this RFP, shall be submitted via email to bids@syrairport.org in response to this RFP. The email with attached proposal and all required forms in PDF format shall be submitted. Each copy shall be clearly labeled with the name of the proposer and the date. Each copy must contain the required information for the proposer. Proposers are to ensure that their proposals are in compliance with all of the requirements of this RFP. Failure to do so may result in disqualification. Proposers should also be willing and able to provide additional information that may be required. In addition, interviews may be requested at the discretion of any RFP review or ad hoc Committee appointed by the Authority. All information and materials submitted to the Authority in response to this RFP will become the property of the Authority. Proposers shall not submit proprietary or confidential business information unless they believe such information is critical to their submittals or presentations. If any such information is included, it shall be clearly identified as such. The Authority shall endeavor to protect the identified information only to the extent allowed under applicable law.

1.9 Submission Due Date

Proposals must be received via email no later than **09/15/2023 by 4:00PM** at:

bids@syrairport.org

Proposals received after the specified date and time will not be considered.

2.0 Proposals and Qualifications Review

Upon receipt of proposals, the Authority shall internally review each proposal and make a recommendation to the Board of the Authority. Proposals will be reviewed on the basis of competency, experience, date of final delivery and ability to perform the services required. Proposers should be willing and able to provide additional information that may be required by the Authority. The Syracuse Regional Airport Authority reserves the right to waive any formalities and to reject or negotiate any and all proposals for any reason.

2.1 Award

The Syracuse Regional Airport Authority may award the project(s), following the required approvals, if it determines such project(s) is/are in the best interest of the Syracuse Regional Airport Authority.

2.2 Restriction of Communications

Proposers are prohibited from contact related to this RFP with any Authority Board member, officer, staff, employee or representative other than designated personnel from the date this RFP is issued until the contract(s) have been executed by the Authority. Violation of this provision is grounds for immediate disqualification. All inquiries concerning this RFP must be done via email at: bids@syairport.org Please indicate RFP Reference # **2023-20** in the subject line of the email.

2.3 New York State Finance Law Sections 139-j and 139-k

Pursuant to State Finance Law §§ 139-j and 139-k (collectively, the "Statute"), certain restrictions are placed on contact with State agencies, including public entities such as the Authority, during the procurement process. The term "contact" is defined in the Statute as "any oral, written or electronic communication with a governmental entity under circumstances where a reasonable person would infer that the communication was intended to influence the governmental entities conduct or decision regarding the governmental procurement." Upon receiving any contact, the Authority must inquire and record whether the person or organization that made the contact was the offeror (defined below), or was retained, employed or designated on behalf of the offeror to appear before or contact the Authority. The term "offeror" is defined in the Statute as "the individual or entity, or any employee, agent or consultant or person acting on behalf of such individual or entity, that contacts a governmental entity about a governmental procurement during the restricted period of such governmental procurement whether or not the caller has a financial interest in the outcome of the procurement; provided, however, that a governmental agency or its employees that communicates with the procuring agency regarding a governmental procurement in the exercise of its oversight duties shall not be considered an offeror." The "restricted period" is defined in the Statute as "the period of time commencing with the earliest written notice, advertisement or solicitation of a request for proposal, invitation for bids, or solicitation of proposals, or any other method for soliciting a response from offerors intending to result in a procurement contract with a governmental entity and ending with the final contract award and approval by the governmental entity and, where applicable, the State Comptroller." Authority members, officers, staff and employees are

also required to obtain certain information when contacted during the restricted period and make a determination of the responsibility of the offeror pursuant to the Statute. Certain findings of non-responsibility can result in rejection for contract award and, in the event of two findings within a four-year period; the offeror is debarred from submitting a proposal on or being awarded any procurement contract for a period of four years from the date of the second final determination. Any Proposer responding to this RFP must complete the Non-Collusive Proposal Certification attached hereto at **Exhibit B** and submit it to the Authority with its proposal. Questions regarding this form may be directed to the Designated Contact email for this solicitation and/or visit the following website for information: <https://online.ogs.ny.gov/legal/lobbyinglawfaq/>

VIOLATIONS OF THE FOREGOING SECTIONS 2.2 and 2.3 SHALL BE STRICTLY ENFORCED AND MAY RESULT IN DISQUALIFICATION OF THE PROPOSAL TO WHICH IT PERTAINS.

2.4 Exceptions

Any and all exceptions to this RFP must be clearly and completely indicated in proposals submitted. Please be advised that any exceptions to the requirements in this RFP may be cause for a proposer's proposal to be disqualified.

2.5 Proposal Costs

The proposers' costs for the proposers entire submittal effort shall be borne by the proposer. The Authority will not reimburse any proposer or other firm for any costs associated with its submittal effort.

2.6 Whistleblower Policy and Procedures

The selected Proposer will be required to comply with and perform its services under the contract in accordance with any and all Whistleblower Policy and Procedures adopted by the Authority and available on its website at: <https://syrsraa.com/>

2.7 M/WBE-SDVOB Program

As advised above, the Authority is a New York public benefit Corporation. As such it must comply with Articles 15-A and 17-B of the New York State Executive Law pertaining to Minority/Women Business Enterprises (M/WBE) and Service-Disabled Veteran Owned Businesses (SDVOB) respectively. These statutes require the Authority to promote contracting opportunities for M/WBE's and SDVOB's. In turn, proposers' utilization of M/WBE's and SDVOB's is a factor in awarding projects and imposes obligations on a selected proposer to utilize M/WBE's and SDVOB's in performance of contracts with the Authority. By submitting a proposal, the Proposer represents that it

has reviewed and familiarized itself with the New York State M/WBE and SDVOB regulations which are incorporated herein by this reference. Any conflicts between this solicitation and those regulations shall be resolved in favor of the regulations. Each proposer shall, in accordance with the regulations, make good faith efforts and, in a manner that can be established in documentary form, solicit active participation by certified M/WBE's and SDVOB's in connection with any contract resulting from this RFP. These regulations, and any contract to be entered into between the Authority and the successful proposer, will impose reporting obligations on the awarded contractor to periodically report various M/WBE and SDVOB information to the Authority. Annexed hereto at **Exhibits C and D** respectively are various M/WBE-SDVOB forms and information which the Authority requires all proposers to complete and submit with each proposal. Failure to do so will result in a finding of non-responsiveness and rejection of that proposal.

For purposes of this solicitation, the Authority has established a goal of **(19.64%) for Minority Owned Business Enterprises (M/WBE)** participation, **(11.45%) for Minority Owned Business Enterprises (M/WBE)** participation and **(6%) for Service-Disabled Veteran Owned Business (SDVOB)** participation.

2.8 Conditions, Terms and Limitations

This RFP is subject to the specific conditions, terms and limitations stated below:

1. The services to be performed shall conform to and be subject to the provisions of the New York Public Authorities Law, Generally Accepted Auditing Standards, Generally Accepted Accounting Principles, and Standards promulgated by the NYS Comptroller and Authorities Budget Office and all other applicable laws and regulations of all Federal and State agencies having jurisdiction.
2. Valid licenses and registrations as required by the Authority and any State, and Federal agencies shall be obtained by the successful proposer prior to commencing work.
3. Final designation of a proposer will depend on satisfaction of all additional RFP documentation and review requirements of the Authority and will be subject to subsequent approval by the Authority.
4. No transaction will be consummated if any selected proposer or principal of a selected proposer or any member of the proposer's development team is in arrears or in default upon any debt, lease, contract or obligation regarding the

Authority or Syracuse Hancock International Airport. The Authority reserves the right to reject any response to this RFP by any such proposer.

5. The Authority reserves the right to:
 - a. Negotiate with one or more proposers, and/or negotiate on terms other than those set forth herein.
 - b. At any time, waive compliance with, or change any of the terms and conditions of this RFP, to entertain modifications or additions to selected proposals.
6. This RFP does not represent any obligation or agreement whatsoever on the part of the Authority. Any such obligation or agreement may only be incurred or entered into by written agreement authorized by the Board of the Authority, approved as to form by the Authority's counsel and executed by the Executive Director of the Authority.
7. Mere selection of a proposer will not create any rights on the proposer's part, including, without limitation, rights of enforcement, equity or reimbursement, until after all required government approvals are received and the insurance, agreement and all related documents are fully approved and executed.
8. This RFP and any agreement or other documents resulting therefrom is subject to Federal, State, or local law or regulation having jurisdiction over the subject matter thereof, as the same may be amended from time to time.
9. Title VI Solicitation Notice: The Authority, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d-2000d-4) and its related Regulations, hereby notifies all proposers that it will affirmatively ensure that any contract entered into pursuant to this RFP, will provide disadvantaged business enterprises a full and fair opportunity to submit proposals in response to this RFP and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

2.9 EVALUATION PROCESS

2.9.1 General Information

Upon receipt of proposals, the Authority and/or any Ad Hoc Committee it shall appoint for reviewing proposals ("Committee") will review each Proposal and may recommend a Proposer(s) to the Board of the Authority to be awarded a contract to provide the required services at the Airport.

Proposers should be willing and able to provide additional information that may be required by the Authority or its Committee. Also, interviews and office visits may be requested at the discretion of the Authority/Committee.

Upon review of proposals submitted by Proposers, the Authority/Committee may, at its discretion, submit to Proposers written questions and requests for clarification relating to their Proposals. Proposers will be provided the period of time in which the written responses to the Authority's requests for clarification must be completed.

Other than to provide clarifying information as may be requested by the Authority, including the Committee, no Proposer will be allowed to alter its proposal or add information.

2.9.2 Submission Review

The Authority/Committee will examine all proposals that are received in a proper and timely manner to determine if they meet the proposal submission requirements, as described in this RFP. Proposals that are materially deficient in meeting the submission requirements or have omitted material documents, in the sole opinion of the Committee, may be rejected. Proposals failing to pass the Submission Review will be considered non-responsive and will not be evaluated any further.

2.9.3 Proposal Review Criteria

Proposals will be reviewed based on a variety of criteria, including but not limited to:

1. The education, experience and/or expertise of the Proposer and its principals and key employees.
2. The Proposer's specific experience, stability and history of performance providing the requested services similar to those under consideration.
3. The availability of adequate personnel to provide the requested services safely and efficiently.
4. The Proposer's approach to the planning, organization, supervision, and management of the requested services at the Airport, including communications procedures, problem-solving approaches, costing and other level-of-service factors.
5. The Proposer's proposed fee for the services requested herein with a breakdown of those fee's as they relate to discrete tasks or phases of the work to be performed.
6. Commitment to consistently maintain the highest standards of performance and the expeditious resolution of problems and complaints.

8. The recommendations and opinions of each Proposer's previous customers or clients.
9. Information provided in response to specific questions and requirements contained in the RFP and all attachments/exhibits.
10. The proposer's past experience at the Syracuse Hancock International Airport.
11. Information provided at interview (if required).

As stated above, the selection criteria include the fee the Proposer will charge the Authority for the services described in this RFP. The Proposer must certify in the proposal that its fee covers all services proposed and meets the requirements of this RFP. The total estimated contract value for the services provided will be derived from the successful proposer's proposed fee.

The Committee will evaluate each proposal based on a "Best Value" concept. This means that the proposal(s) that optimize(s) quality, cost, and efficiency among responsive and responsible Proposers shall be selected for award.

The Authority and its review committee will determine which proposal(s) best satisfies its requirements. The Authority reserves all rights with respect to the award. All proposals deemed to be responsive to the requirements of this procurement will be evaluated. Proposals failing to meet the requirements of this RFP may be eliminated from consideration. Qualified staff/individuals will evaluate all submitted proposals. The Authority may request clarification of a proposal.

2.9.4 Reservation of Rights

The Authority reserves the right to:

- (i) withdraw or cancel the RFP at any time and at its sole discretion;
- (ii) reject any or all proposals received in response to this RFP;
- (iii) accept a proposal and any subsequent proposal for the contract from someone other than the lowest cost Proposer consistent with the criteria for the evaluation of proposals;
- (iv) make an award under the RFP in whole or in part;
- (v) disqualify any proposer whose conduct and/or proposal fails to conform to the requirements of the RFP;
- (vi) seek clarifications and revisions of proposals;

- (vii) use proposal information obtained through site visits, management interviews and the Authority's investigation of a proposer's qualifications, experience, ability or financial standing, and any material or information submitted by the proposer in response to the agency's request for clarifying information in the course of evaluation and/or selection under the RFP;
- (viii) prior to the bid opening, amend the RFP specifications to correct errors or oversights, or to supply additional information, as it becomes available;
- (ix) prior to the bid opening, direct proposers to submit proposal modifications addressing subsequent RFP amendments;
- (x) change any of the scheduled dates;
- (xi) eliminate any mandatory, non-material specifications that cannot be complied with by all of the prospective proposers;
- (xii) waive any requirements that are not material;
- (xiii) negotiate with the successful proposer within the scope of the RFP in the best interests of the Authority;
- (xiv) conduct contract negotiations with the next responsible proposer, should the Authority be unsuccessful in negotiating with the selected proposer;
- (xv) utilize any and all ideas submitted in the proposals received;
- (xvi) unless otherwise specified in the solicitation, every submission is a firm offer and not revocable for a period of 60 days from the bid opening; and,
- (xvii) require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of an offerer's proposal and/or to determine an offerer's compliance with the requirements of the solicitation.
- (xviii) waive or modify minor deviations in the proposals received after prior notification to the Proposers;
- (xix) request best and final offers; and
- (xx) Should the Authority be unsuccessful in negotiating a contract with a selected Proposer, the Authority may begin contract negotiations with the next highest-rated qualified Proposer. In addition, if it is subsequently determined by the Authority that the selected Proposer is non-responsible, the Authority may then invite the next highest

rated, qualified Proposer(s) to enter negotiations for purposes of executing a contract. The Authority may do all of the foregoing without the need to recommence the RFP process.

The foregoing is a non-exhaustive list of the Authority's rights and remedies, all of which are hereby expressly reserved whether or not specifically listed.

2.9.5 CONFLICTS OF INTEREST

Members, officers, staff, and employees of the Syracuse Regional Airport Authority may respond to this RFP only in accordance with the Authority's Code of Ethics.

2.9.6 INSURANCE REQUIREMENTS

The selected Contractor shall be required to purchase at its own cost and expense and maintain at all times for the duration of the contract with the Authority, insurance coverage as specified below. Additional coverage may apply as necessary.

The Contractor shall obtain and for the duration of the contract, maintain a Commercial General Liability insurance policy including contractual liability coverage, with minimum limits of:

- Bodily Injury and Property Damage Limit \$1,000,000 each occurrence
- Products/Completed Operations Limit \$2,000,000 aggregate
- Personal Injury & Advertising Injury Limit \$4,000,000 each person/organization
- General Aggregate \$4,000,000 applicable on a per project basis

The General Liability policy shall name the Authority and the City of Syracuse and their respective members, officers, staff, and employees as additional insureds for both ongoing and completed operations.

The Contractor shall obtain and maintain workers' compensation and employer's liability insurance policy or policies covering its obligations in accordance with the provisions of New York Workers' Compensation Law, including Article 9 of New York Workers' Compensation Law, known as the Disability Benefits Law, and any and all rules, regulations and procedures promulgated pursuant to the New York Workers' Compensation Law.

The Contractor shall obtain and maintain a commercial umbrella/excess insurance policy with annual aggregate coverage of at least one million Dollars (\$1,000,000) for the

commercial general liability. The schedule of underlying insurance, additional insured follow form or its equivalent and endorsements must be provided to the Authority.

2.9.7 CONTRACT PREPARATION/NEGOTIATION

After a proposer(s) is recommended by the Authority's review committee, and if necessary approved by the Authority's Board, an agreement incorporating the agreed upon compensation and scope of services and other relevant terms will be drafted by the Authority's counsel and submitted to the successful proposer.

Exhibit A

PROJECT BACKGROUND AND DETAILED DESCRIPTION/SCOPE OF WORK/CONSTRUCTION BID SET

Syracuse Hancock International Airport (SYR) is experiencing significant growth and increase in aviation demand. With this increase in demand the Airport is committed to improving its landside facilities so we can ensure a better passenger experience. The installation of a new switchgear is a critical part to the long-term improvements that are scheduled. The new metal clad switchgear will be purchased by the Airport while the design and the construction of the new switchgear enclosure happen simultaneously. The description of the new switchgear can be found in the attached technical specification (**Exhibit E**). Please provide a **lump sum (LS)** price that covers the manufacturing, furnishing, delivering, and testing of the new switchgear. Please also include in your cost proposal:

1. Special Tools necessary for installation, testing and maintenance.
2. Necessary drawings, instructions and test reports in the English language.
3. In addition to other Submittal requirements, final drawings shall be submitted as AutoCAD format files.
4. Maintenance equipment and spare parts.
5. Start-up and training



Exhibit B

**SYRACUSE REGIONAL AIRPORT AUTHORITY
NON-COLLUSIVE PROPOSAL CERTIFICATION**

By submission of this proposal, each Respondent and each person signing on behalf of any Respondent certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

1. The prices in this proposal have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other Respondent, or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the Respondent and will not knowingly be disclosed by the Respondent prior to opening, directly or indirectly, to any other respondent or to any competitor; and
3. No attempt has been made or will be made by the Respondent to induce any other person, partnership or corporation to submit or not to submit a proposal for purpose of restricting competition.

I hereby affirm under the penalties of perjury that the foregoing statement is true.

I also acknowledge notice that a false statement made in the foregoing is punishable under Article 20 of the Penal Law.

SIGN HERE _____

Signature of Respondent’s Authorized Person

_____ Date

Name of Respondent

Name of Respondent’s Authorized Person

Title of Respondent’s Authorized Person

Request for Proposal

Switchgear Procurement RFP# 2023-14

Exhibit C

Minority/Women Owned Business Enterprise Forms and Materials



APPENDIX A

Minority and Women-Owned Business Enterprise (MWBE) and
Equal Employment Opportunity (EEO) Participation Requirements
For all NYS Syracuse Regional Airport Authority Contracts and Grants

Authority: Article 15-A of the Executive Law, 5 NYCRR parts 140-144, Appendix A: Standard Clauses for All New York State Contracts and requirements of any federal law concerning opportunities for minority and women-owned business enterprises which effectuate the purposes of Article 15-A.

I. General Provisions

- A.** New York State Executive Law § 310-318, (Article 15-A: Participation by Minority Group Members and Women with Respect to State Contracts – hereinafter “the Statute”), was enacted to promote equality of employment and economic opportunities for minority group members and women in State contracting activities. In 2006, the State of New York commissioned a disparity study to evaluate whether minority and women-owned business enterprises has a full and fair opportunity to participate in state contracting. The findings of the study were published on April 29, 2010, under the title “The State of Minority and Women-Owned Business Enterprises: Evidence from New York” (Disparity Study). The report found evidence of statistically significant disparities between the level of participation of minority and women-owned business enterprises in state procurement contracting versus the number of minority and women-owned business enterprises that were ready, willing and able to participate in state procurements. As a result of these findings, the Disparity Study made recommendations concerning the implementation and operation of the statewide certified minority and women-owned business enterprise program. The recommendations from the Disparity Study culminated in the enactment and the implementation of New York State Executive Law Article 15-A, which requires, among other things, that the Syracuse Regional Airport Authority (SRAA) establish goals for maximum feasible participation of New York State Certified minority and women-owned business enterprises (MWBE) and the employment of minority group members and women in the performance of New York State contracts. SRAA fully supports the efforts of the State of New York to promote Equal Employment Opportunity (EEO) for all persons, and to promote equality of economic opportunity for minority group members and women who own business enterprises.
- B.** SRAA is required to implement the provisions of New York State Executive Law Article 15-A and 5 NYCRR Parts 142-144 (MWBE Regulations) for all State contracts as defined therein, with a value: (1) in excess of \$25,000 for labor, services, equipment, materials, or any combination of the foregoing or; (2) in excess of \$100,000 for real property renovations and construction. Where deemed appropriate, SRAA will implement the provisions of New York State Executive Law Article 15-A and the MWBE Regulations for all other SRAA contracts. These requirements include equal employment opportunities for minority group members and women (EEO) and contracting opportunities for certified minority and women-owned business enterprises (MWBEs). Contractor’s demonstration of “good faith efforts” pursuant to 5 NYCRR § 142.8 shall be a part of these requirements. These provisions shall be deemed supplementary to, and not in lieu of, the nondiscrimination provisions required by New York State Executive Law Article 15 (the “Human Rights Law”) or other applicable federal, state or local laws. Contractors participating in and/or selected for procurement opportunities with SRAA shall fulfill their obligations to comply with applicable Federal, State

and Local requirements concerning Equal Employment Opportunity and opportunities for MWBEs including but not limited to the Statute and its implementing regulations as promulgated by New York State's Empire State Development (ESD) Division of Minority and Women's Business Development (DMWBD) and set forth at 5 NYCRR Parts 140-144.

- C. Copies of the required SRAA Forms are identified in this Appendix and available on SRAA's Internet Site at <http://www.syrsgaa.com>. The Contractor agrees to complete and submit these forms without change in response to goals specified in the Request for Proposal (RFP) or contract.
- D. Failure to comply with all of the requirements herein may result in a finding of non-responsiveness, non-responsibility and/or breach of contract, leading to the withholding of funds or such other actions, liquidated damages pursuant to Section VII of the Appendix or enforcement proceedings allowed by the Contract.
- E. Further information regarding Article 15-A of the New York State Executive Law and the New York State Minority and Women's Business Enterprise Program is available on the DMWBD internet site at <https://esd.ny.gov/mwbe/programmandate.html>.

II. Contract Goals

- A. For purposes of this procurement, the SRAA hereby establishes an overall goal of thirty percent (30%) for Minority and Women-Owned Business Enterprises (MWBE) participation. Additionally, an overall goal of ten to twenty percent (10-20%) is established for Equal Employment Opportunity (EEO) participation.
- B. For purposes of providing meaningful participation by MWBEs on the Contract and achieving the Contract Goals established in Section II-A hereof, Contractor should reference the directory of New York State Certified MBWEs found at the following internet address:
<https://ny.newnycontracts.com/FrontEnd/VendorSearchPublic.asp>

Additionally, Contractor is encouraged to contact the Division of Minority and Women's Business Development at (518) 292-5250, (212) 803-2414 or (716) 846-8200 to discuss additional methods of maximizing participation by MWBEs on the Contract.

- C. Where MWBE goals have been established herein, pursuant to 5 NYCRR § 142.8, Contractor must document "good faith efforts" to provide meaningful participation by MWBEs as subcontractors and suppliers in the performance of the Contract. In accordance with Section 316-a of Article 15-A and 5 NYCRR § 142.13, the Contractor acknowledges that if Contractor is found to have willfully and intentionally failed to comply with the MWBE participation goals set forth in the Contract, such a finding constitutes a breach of contract and the Contractor shall be liable to the SRAA for liquidated or other appropriate damages, as set forth herein.
- D. As a condition of the Contract, the Contractor and SRAA agree to be bound by the provisions of § 316 of Article 15-A of the New York State Executive Law regarding enforcement.
- E. SRAA reserves the right to establish separate and different goals on any State Contract, as identified in the specified procurement. For Guidance on what factors SRAA will consider in determining what goals are appropriate in relation to a specific State Contract, refer to 5 NYCRR § 142.2(a)(1) – (6).

III. Equal Employment Opportunity Requirements

- A. Contractor agrees to be bound by the provisions of Article 15-A and the MWBE Regulations promulgated by the DMWBD. If any of these terms or provisions conflict with applicable laws or regulations, such laws and regulations shall supersede these requirements.
- B. Contractor shall comply with the following provisions of Article 15-A:

1. Contractor and Subcontractors shall undertake or continue existing EEO programs to ensure that minority group members and women are afforded equal employment opportunities without discrimination because of race, religion/creed, color, national origin, sex, age, disability, sexual orientation, military status, predisposing genetic characteristics, victim of domestic violence status or marital status. For these purposes, EEO shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff or termination and rates of pay or other forms of compensation.
2. The Contractor shall submit an EEO policy statement to the SRAA within seventy two (72) hours after the date of the notice by SRAA to award the contract to the Contractor.
3. If Contractor or Subcontractor does not have an existing EEO policy statement, the SRAA may provide the Contractor or Subcontractor a model statement (see SRAA 5000 – Minority/Women-Owned Business Enterprises – Equal Employment Opportunity Policy Statement).
4. The Contractor's EEO policy statement shall include the following language:
 - a. The Contractor will not discriminate against any employee or applicant for employment because of race, religion/creed, color, national origin, sex, age, disability, sexual orientation, military status, predisposing genetic characteristics, victim of domestic violence status or marital status. The Contractor will undertake or continue existing EEO programs to ensure that minority group members and women are afforded equal employment opportunities without discrimination, and shall make and document its conscientious and active efforts to employ and utilize minority group members and women in its workforce.
 - b. The Contractor shall state in all solicitations or advertisements for employees that, in the performance of the contract, all qualified applicants will be afforded equal employment opportunities without discrimination because of race, religion/creed, color, national origin, sex, age, disability, sexual orientation, military status, predisposing genetic characteristics, victim of domestic violence status or marital status.
 - c. The Contractor shall request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union, or representative will not discriminate on the basis of race, religion/creed, color, national origin, sex, age, disability, sexual orientation, military status, predisposing genetic characteristics, victim of domestic violence status or marital status and that such union or representative will affirmatively cooperate in the implementation of the Contractor's obligations herein.
 - d. The Contractor will include the provisions of Subdivisions (a) through (c) of this Subsection 4 which provides for relevant provisions of the Human Rights Law, in every subcontract in such a manner that the requirements of the subdivisions will be binding upon each subcontractor as to work in connection with the Contract.

C. Staffing Plan - SRAA Form 5001- Equal Employment Opportunity Staffing Plan

To ensure compliance with this section, the Contractor shall submit a staffing plan to document the composition of the proposed workforce to be utilized in the performance of the Contract by the specified categories listed, including ethnic background, gender and federal occupational categories. Contractors shall complete the Staff Plan Form and submit it as part of their bid or proposal or within a reasonable time, but no later than the time of award of the contract.

D. Workforce Employment Utilization Report (Workforce Report) – SRAA Form 5002 – Equal Employment Opportunity Workforce Employment Utilization/Compliance Report

1. Once a contract has been awarded and during the term of the Contract, Contractor is responsible for updating and providing notice to the SRAA of any changes to the previously submitted Staffing Plan. This

information is to be submitted on a quarterly basis during the term of the contract to report the actual workforce utilized in the performance of the contract by the specified categories listed including ethnic background, gender and federal occupational categories. The Workforce Report must be submitted to report this information.

2. Separate forms shall be completed by contractor and any subcontractor performing work on the Contract.
 3. In limited instances, Contractor may not be able to separate out the workforce utilized in the performance of the Contract from Contractor's and/or subcontractor's total workforce. When a separation can be made, Contractor shall submit the Workforce Report and indicate that the information provided related to the actual workforce utilized on the Contract. When the workforce to be utilized on the contract cannot be separated out from Contractor's and/or subcontractor's total workforce, Contractor shall submit the Workforce Report and indicate that the information provided is Contractor's total workforce during the subject time frame, not limited to work specifically under the contract.
 4. In the case where the Contractor's and/or subcontractor's workforce does not change within the quarterly period, the Contractor shall notify SRAA in writing.
 5. All forms and reports will be submitted to the SRAA program manager for this contract and forwarded to Tori Hunt at huntt@syrairport.org.
- E. Contractor shall comply with the provisions of the Human Rights Law, and all other state and federal statutory and constitutional non-discrimination provisions. Contractor and subcontractors shall not discriminate against any employee or applicant for employment because of race, religion/creed, color, national origin, sex, age, disability, sexual orientation, military status, predisposing genetic characteristics, victim of domestic violence status or marital status, and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

IV. MWBE Requirements

The contractor acknowledges that it is the policy of the State of New York and of SRAA that MWBEs shall be given the opportunity for meaningful participation in the performance of State contracts. Therefore, Contractors agree to make good faith efforts to solicit active participation to meet established goals under this procurement by MWBEs identified in the ESD directory of certified businesses¹.

1. For the purposes of this Appendix A, the question of whether a Contractor has engaged in and documented "Good Faith Efforts" to solicit active participation to meet established goals under this procurement by MWBEs in the performance of State Contracts shall be determined by the SRAA Executive Director or his/her designee, after a thorough consideration of the factors listed in 5 NYCRR § 142.8.
2. The separate MBE and WBE participation goals established by SRAA for this procurement are based on the overall availability of MWBEs that have been certified to perform the specific scope of work identified under this procurement. For compliance purposes, these goals should not be construed as rigid and inflexible quotas which must be met, but must be targets reasonably attainable by means of applying every good faith effort to make all aspects of the entire Minority and Women-Owned Business Program work.

¹ All MWBE firms are required to be certified by Empire State Development (ESD) or must be in the process of obtaining certification from ESD. Should the Contractor identify a minority-owned or woman-owned firm that is not currently certified as an MWBE, the Contractor should request that the firm submit a certification application to ESD for an eligibility determination, with a copy to the SRAA MWBE Coordinator. SRAA's MWBE Coordinator will work with ESD to expedite the application; however, it is the responsibility of the Contractor to ensure that a sufficient number of certified MWBE firms have been identified in response to this procurement, in order to facilitate full MWBE participation.

A. The Contractor represents and warrants that Contractor has submitted the following SRAA forms either prior to, or at the time of, the execution of the contract:

1. M/WBE Subcontractor Utilization Plan (SRAA Form 5003)

- a. Contractor agrees to use such MWBE Utilization Plan for the performance of MWBEs on the Contract pursuant to the prescribed MWBE goals set forth in Section II-A of this Appendix.
- b. If a Contractor seeks modification to its previously approved MWBE Subcontractor Utilization Plan, the Contractor shall first notify SRAA in writing of such change and obtain approval from SRAA.
- c. Contractor further agrees that a failure to submit and/or use such MWBE Utilization Plan shall constitute a material breach of the terms of the Contract. Upon the occurrence of such a material breach, the SRAA shall be entitled to any remedy provided herein, including but not limited to, a finding of Contractor non-responsiveness.

2. M/WBE Goal Requirements – Certification of Good Faith Efforts (SRAA Form 5004) to achieve the overall prescribed MWBE participation percentage (30%) goals set forth in the procurement.

3. MWBE Subcontractors' and/ or Suppliers' Letter of Intent to Participate (SRAA Form 5007), which should document the names and signatures of certified MBEs and/or WBEs which have agreed to participate as subcontractors on the Contract.

V. Waivers

A. For Waiver Requests, Contractor should use SRAA Form 5010 MWBE Subcontractor Request for Waiver Form.

B. If the Contractor, after making good faith efforts, is unable to comply with MWBE goals, the Contractor may submit a request for waiver form documenting good faith efforts by the Contractor to meet such goals. If the documentation included with the waiver request is complete, the SRAA shall evaluate the request and issue a written notice of acceptance or denial within twenty (20) days of receipt.

C. If the SRAA, upon review of the MWBE Utilization Plan and updated Quarterly MWBE Contractor Compliance Reports, determines that Contractor is failing or refusing to comply with Contract goals and no waiver has been issued in regards to such non-compliance, the SRAA may issue a Notice of Deficiency to the Contractor. The Contractor must respond to the Notice of Deficiency within seven (7) business days of receipt. Such response may include a request for partial or total waiver of MWBE Contract Goals.

VI. MWBE Compliance Reporting

A. Contractor is required to submit the Subcontractor Quarterly Compliance Report (SRAA Form 5011) to the SRAA by the 10th day following each end of quarter over the term of the Contract documenting the progress made towards achievement of the MWBE goals of the Contract.

B. All reports will be submitted to the SRAA program manager for this contract and forwarded to Tori Hunt at huntt@syrairport.org.

C. Failure to timely submit a Subcontractor Quarterly Compliance Report and/or other reports or information as requested by SRAA may result in payments under the contract being delayed until such reports or other information have been received by SRAA.² The SRAA may also deem other noncompliance with requirements under the Statute as a breach of contract and commence any other means of enforcement permitted under the contract and/or by law.

VII. Liquidated Damages – MWBE participation

- A. Where SRAA determines that Contractor is not in compliance with the requirements of the Contract and Contractor refuses to comply with such requirements, or if Contractor is found to have willfully and intentionally failed to comply with the MWBE participation goals, Contractor shall be obligated to pay to the SRAA liquidated damages.
- B. Such liquidated damages shall be calculated as an amount equaling the difference between: (a) all sums identified for payment to MWBEs had the Contractor achieved the contractual MWBE goals; and (b) all sums actually paid to MWBEs for work performed or materials supplied under the Contract.
- C. Determination of compliance or non-compliance with the Contract's MWBE participation requirements shall be based upon the Contractor's Utilization Plan, MWBE Sub-Contractor Quarterly Reports, and any relevant documentation related thereto. The determination of what constitutes the willful and intentional failure to comply with the MWBE participation requirements will be based upon the evaluation of the same criteria considered in evaluating an MWBE subcontractor waiver request.
- D. Upon a determination that a willful and intentional failure to comply with the MWBE participation requirements has occurred, the SRAA shall withhold the amount established in paragraph B from any future payments otherwise required by this Contract. All funds being withheld pursuant to this provision shall be offset as liquidated damages upon the expiration or termination of the contract, unless the Contractor comes into compliance with the MWBE requirements at any time during the term of the Contract but prior to the submission of a request for final payment on the contract. All payments withheld pursuant to this provision shall be released upon SRAA's determination that the Contractor has come into compliance.
- E. In the event a determination has been made which requires the payment of liquidated damages and such identified sums have not been withheld by the SRAA, Contractor shall pay such liquidated damages to the SRAA within sixty (60) days after they are assessed by the SRAA unless prior to the expiration of such sixtieth day, the Contractor has filed a complaint with the Director of the Division of Minority and Woman Business Development pursuant to Subdivision 8 of Section 313 of the Executive Law in which event the liquidated damages shall be payable if Director renders a decision in favor of the SRAA.

² Contractors may be requested to provide additional Compliance Reports and information (i) to verify payments made to MWBEs, (ii) to verify MWBE utilization and/or, (iii) as needed to evaluate any other aspect of Contractor compliance with the requirements set forth herein.

VIII. Sanctions

SRAA reserves the right to impose sanctions following a determination of non-compliance by a Contractor. Sanctions may be imposed upon the Contractor whenever EEO and/or MWBE program requirements have not been met in a timely and effective manner. Any/all of the following sanctions may be imposed:

- Disallowance of costs associated with such noncompliance;
- Initiation of procedures to suspend or terminate the grant or contract;
- Withholding of progress payments until such time as corrective actions have been undertaken by the Contractor to the satisfaction of SRAA;
- Deleting Contractor's name from bid lists for a specified period of time to be determined in the sole discretion of SRAA;
- Report Contractor as non-responsible to NYS OSC Vendor Responsibility System; and
- Other sanctions of which a Contractor has notice in writing prior to or during the performance of a contract.

MINORITY/WOMEN-OWNED BUSINESS ENTERPRISES –
EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

M/WBE AND EEO POLICY STATEMENT

I, _____, the (awardee/contractor) _____ agree to adopt the following policies with respect to the project being developed or services rendered at _____

This organization will require its contractors and subcontractors to take good faith actions to achieve the M/WBE contract participation goals and provide Equal Employment Opportunities set by NYS SRAA for the State-funded project by taking the following steps:

M/WBE

- (1) Actively and affirmatively solicit bids for contracts and subcontracts from qualified State certified MBEs or WBEs, including solicitations to M/WBE contractor associations.
- (2) Request a list of State-certified M/WBEs from SRAA and solicit bids from them directly.
- (3) Ensure that plans, specifications, request for proposals and other documents used to secure bids will be made available in sufficient time for review by prospective M/WBEs.
- (4) Where feasible, divide the work into smaller portions to increase participation by M/WBEs and encourage the formation of joint ventures and other partnerships among M/WBE contractors to encourage their participation.
- (5) Document and maintain records of bid solicitation, including those to M/WBEs and the results thereof. The Contractor will also maintain, or, where appropriate, require its subcontractors to maintain and submit, as required by SRAA, records of actions that its subcontractors have taken toward meeting M/WBE contract participation goals.
- (6) Ensure that project payments to M/WBEs are made on a timely basis so that undue financial hardship is avoided, and that bonding and/or other credit requirements may, in the sole discretions of SRAA, be waived and/or appropriate alternatives are developed to encourage M/WBE participation.
- (7) This organization will include the provisions of sections (1) through (6) of this agreement in every subcontract in such a manner that the requirements of the subdivisions will be binding upon each subcontractor as to work in connection with the State contract.

EEO

- (a) This organization will not discriminate against any employee or applicant for employment because of race, religion/creed, color, national origin, sex, age, disability, sexual orientation, military status predisposing genetic characteristics, victim of domestic violence status, or marital status, will undertake or continue existing programs of affirmative action to ensure that minority group members are afforded equal employment opportunities without discrimination, and shall make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force on State contracts.
- (b) This organization shall state in all solicitation or advertisements for employees that in the performance of the State contract all qualified applicants will be afforded equal employment opportunities without discrimination because of race, religion/creed, color, national origin, sex, age, disability, sexual orientation, military status, predisposing genetic characteristics, victim of domestic violence status or marital status.
- (c) At the request of the contracting agency, this organization shall request that each employment agency, labor union, or authorized representative will not discriminate on the basis of race, religion/creed, color, national origin, sex, age, disability, sexual orientation, military status, predisposing genetic characteristics, victim of domestic violence status or marital status, and that such union or representative will affirmatively cooperate in the implementation of this organization’s obligations herein.
- (d) This organization will include the provisions of sections (a) through (c) of this agreement in every subcontract in such a manner that the requirements of the subdivisions will be binding upon each subcontractor as to work in connection with the State contract.

Agreed to this _____ day of _____, 2_____

By _____

Print: _____ Title: _____

Minority/Women Business Enterprise Liaison

_____ is designated as the Minority/Women Business Enterprise Liaison
(Name of Designated Liaison)

responsible for administering the Minority and Women-Owned Business Enterprises-Equal Employment Opportunity (M/WBE-EEO) program.

(Authorized Representative)

Title:

Date:

Contact:

Contact:

EQUAL EMPLOYMENT OPPORTUNITY STAFFING PLAN
 Submit with Bid or Proposal - Instructions on page 2

Solicitation/Program Name:	Report includes: <input type="checkbox"/> Work force to be utilized on this contract <input type="checkbox"/> Contractor/Subcontractor's total work force
Offeror's Name:	Reporting Entity: <input type="checkbox"/> Contractor <input type="checkbox"/> Subcontractor Subcontractor's name _____
Offeror's Address:	

Enter the total number of employees for each classification in each of the EEO-Job Categories identified

EEO-Job Category	Total Work Force	Work force by Gender		Work force by Race/Ethnic Identification													
		Total Male	Total Female	White		Black		Hispanic		Asian		Native American		Disabled		Veteran	
		(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)
Officials/Administrators																	
Professionals																	
Technicians																	
Service Maintenance Workers																	
Office/Clerical																	
Skilled Craft Workers																	
Paraprofessionals																	
Protective Service Workers																	
Totals																	

Prepared by (Signature):	Telephone Number:	Date:
Name and Title of Preparer (Print or Type)	Email Address:	

SRAA – 5001 Instructions

General Instructions for Form SRAA - 5001: All Offerors and each subcontractor identified in the bid or proposal must complete an EEO Staffing Plan (04-10) and submit it as part of the bid or proposal package. Where the work force to be utilized in the performance of the State contract can be separated out from the contractor's or subcontractor's total work force, the Offeror shall complete this form only for the anticipated work force to be utilized on the State contract. Where the work force to be utilized in the performance of the State contract cannot be separated out from the contractor's or subcontractor's total work force, the Offeror shall complete this form for the contractor's or subcontractor's total work force.

Instructions for completing:

1. Enter the Solicitation number or RFP number that this report applies to along with the name and address of the Offeror.
2. Check off the appropriate box to indicate if the Offeror completing the report is the contractor or a subcontractor.
3. Check off the appropriate box to indicate if the work force being reported is just for the contract or the Offerors' total work force.
4. Enter the total work force by EEO job category.
5. Break down the total work force by gender and enter under the heading 'Work force by Gender'.
6. Break down the total work force by race/ethnic background and enter under the heading 'Work force by Race/Ethnic Identification'.
Contact the Designated Contacts(s) for the solicitation if you have any questions.
7. Enter information on disabled or veterans included in the work force under the appropriate headings.
8. Enter the name, title, phone number and email address for the person completing the form. Sign and date the form in the designated boxes.

RACE/ETHNIC IDENTIFICATION

Race/ethnic designations as used by the Equal Employment Opportunity Commission do not denote scientific definitions of anthropological origins. For the purposes of this report, an employee may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person should be counted in more than one race/ethnic group. The race/ethnic categories for this survey are:

- WHITE - (Not of Hispanic origin) All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- BLACK – A person, not of Hispanic origin, who has origins in any of the black racial groups of the original peoples of Africa.
- HISPANIC – A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- ASIAN & PACIFIC ISLANDER – A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands.
- NATIVE INDIAN (NATIVE AMERICAN/ALASKAN NATIVE - A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

OTHER CATEGORIES

- DISABLED INDIVIDUAL – Any person who: has a physical or mental impairment that substantially limits one or more major life activity (ies), has a record of such an impairment, or is regarded as having such an impairment.
- VIETNAM ERA VETERAN – A veteran who served at any time between and including January 1, 1963 and May 7, 1975.
- GENDER

EQUAL EMPLOYMENT OPPORTUNITY WORKFORCE EMPLOYMENT UTILIZATION/COMPLIANCE REPORT

Contract No.:	Reporting Entity: <input type="checkbox"/> Contractor <input type="checkbox"/> Subcontractor	Report Period: <input type="checkbox"/> January 1, 20__ to March 31, 20__ <input type="checkbox"/> April 1, 20__ to June 30, 20__ <input type="checkbox"/> July 1, 20__ to September 30, 20__ <input type="checkbox"/> October 1, 20__ to December 20__
Offeror's Name:		Report includes: <input type="checkbox"/> Work force to be utilized on this contract <input type="checkbox"/> Contractor/Subcontractor's total work force
Offeror's Address:		

Enter the total number of employees in each classification in each of the EEO-Job Categories identified

EEO-Job Category	Total Work Force	Work force by Gender		Work force by Race/Ethnic Identification													
		Total Male	Total Female	White		Black		Hispanic		Asian		Native American		Disabled		Veteran	
		(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)
Officials/Administrators																	
Professionals																	
Technicians																	
Service Maintenance Workers																	
Office/Clerical																	
Skilled Craft Workers																	
Paraprofessionals																	
Protective Service Workers																	
Totals																	

Prepared by (Signature):	Telephone Number:	Date:
Name and Title of Preparer (Print or Type)	Email Address:	

Email completed form to M/WBE Program Unit:
 Tori Hunt - huntt@syrairport.org
 Ed Wilson - ewilson@omni-ops.com

SRAA – 5002 Instructions

General Instructions for Form SRAA - 5002: The work force utilization/compliance report is to be submitted on a quarterly basis during the life of the contract to report the actual work force utilized in the performance of the contract broken down by the specified categories. When the work force utilized in the performance of the contract can be separated out from the contractor's or subcontractor's total work force, the contractor or subcontractor shall submit a Utilization Report of the work force utilized on the contract. When the work force to be utilized on the contract cannot be separated out from the contractor's or subcontractor's total work force, information on the contractor's total work force shall be included in the Utilization Report. Utilization reports are to be completed each quarter and submitted to SRAA within 15 days of the end of each quarter. If there are no changes to the work force utilized on the contract during the reporting period, the contractor can submit a written statement of no change or submit a copy of the previously submitted report with the date and reporting period updated.

Instructions for completing:

1. Enter the number of the contract that this report applies to along with the name and address of the contractor preparing the report.
2. Check off the appropriate box to indicate if the entity completing the report is the contractor or a subcontractor.
3. Check off the box that corresponds to the reporting period for this report.
4. Check off the appropriate box to indicate if the work force being reported is just for the contract or the Contractor's total work force.
5. Enter the total work force by EEO job category.
6. Break down the total work force by gender and enter under the heading "Work force by Gender".
7. Break down the total work force by race/ethnic background and enter under the heading 'Work force by Race/Ethnic Identification'.
8. Enter information on any disabled or veteran employees included in the work force under the appropriate heading.
9. Enter the name, title, phone number and email address for the person completing the form. Sign and date the form in the designated boxes.

RACE/ETHNIC IDENTIFICATION

Race/ethnic designations as used by the Equal Employment Opportunity Commission do not denote scientific definitions of anthropological origins. For the purposes of this report, an employee may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person should be counted in more than one race/ethnic group. The race/ethnic categories for this survey are:

- WHITE - (Not of Hispanic origin) All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- BLACK – A person, not of Hispanic origin, who has origins in any of the black racial groups of the original peoples of Africa.
- HISPANIC – A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- ASIAN & PACIFIC ISLANDER – A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands.
- NATIVE INDIAN (NATIVE AMERICAN/ALASKAN NATIVE - A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

OTHER CATEGORIES

- DISABLED INDIVIDUAL – Any person who: has a physical or mental impairment that substantially limits one or more major life activity (ies), has a record of such an impairment, or is regarded as having such an impairment.
- VIETNAM ERA VETERAN – A veteran who served at any time between and including January 1, 1963 and May 7, 1975.
- GENDER

M/WBE SUBCONTRACTOR UTILIZATION PLAN

INSTRUCTIONS: This form must be submitted with any bid, proposal, or proposed negotiated contract or within a reasonable time thereafter, but prior to contract award. This Utilization Plan must contain a detailed description of the supplies and/or services to be provided by each certified Minority and Women-owned Business Enterprise (M/WBE) subcontractor under the contract. Attach additional sheets if necessary.

Offeror's Name:

Federal Identification Number:

Address:

Solicitation Number:

City, State, Zip Code:

Telephone Number:

Region/Location or Work:

M/WBE Goals in the Contract: MBE _____% WBE _____%

1. Certified M/WBE Subcontractors/Suppliers Name, Address, Email Address, Telephone No.	2. Classification	3. Federal ID No.	4. Detailed Description of Work (Attach additional sheets, if necessary)	5. Dollar value of Subcontracts/Supplies/Services and intended performance dates of each component of the contract
A.	NYS ESD CERTIFIED ___ MBE ___ WBE			
B.	NYS ESD CERTIFIED ___ MBE ___ WBE			

<p>PREPARED and APPROVED BY:</p> <p>NAME and TITLE OF PREPARER (Print or Type):</p> <p>AUTHORIZED SIGNATURE</p> <p>DATE:</p> <p>TELEPHONE NO:</p> <p>EMAIL ADDRESS:</p> <p>Submission of this form constitutes the Offeror's acknowledgement and agreement to comply with the M/WBE requirements set forth under NYS Executive Law, Article 15-A, 5 NYCRR Part 143, and the above-referenced solicitation.</p>	<p style="text-align: center;">FOR AGENCY USE ONLY</p> <p>REVIEWED BY: _____ DATE: _____</p> <p>UTILIZATION PLAN APPROVED: ___ YES ___ NO Date: _____</p> <p>Contract No: _____</p> <p>Contract Award Date: _____</p> <p>Estimated Date of Completion: _____</p> <p>Amount Obligated under the Contract: _____</p> <p>NOTICE OF DEFICIENCY ISSUED: ___ YES ___ NO Date: _____</p> <p>NOTICE OF ACCEPTANCE ISSUED: ___ YES ___ NO Date: _____</p>
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M/WBE GOAL REQUIREMENTS CERTIFICATION OF GOOD FAITH EFFORTS

Contractors (to include those who submit bids/proposals in an effort to be selected for contract award as well as those successful bidders/proposers with whom SRAA enters into State contracts) must document “good faith efforts” to provide meaningful participation by New York State Certified M/WBE subcontractors or suppliers/vendors in the performance of this contract.

The undersigned hereby acknowledges that he/she took or may need to take the following actions on behalf of the Contractor to demonstrate, and upon request by SRAA, to provide written verification to document the aforesaid good faith efforts:

- (a) The Contractor attended any pre-bid, pre-award, or other meetings scheduled by the contracting agency or the NYS Department of Economic Development or its designee to inform certified minority- or women-owned business enterprises of contracting and subcontracting opportunities available on the project, for purposes of complying with contract participation goal requirements;
- (b) The Contractor identified economically feasible units of the project that could be contracted or subcontracted to certified minority- and women-owned business enterprises in order to increase the likelihood of participation by such enterprises on the contract;
- (c) The Contractor undertook efforts to reasonably structure the contract scope of work for purposes of subcontracting with certified minority- and women-owned business enterprises;
- (d) The Contractor advertised in a timely fashion and in appropriate general circulation, trade and minority- and women-oriented publications, if any, concerning the contracting or subcontracting opportunity;
- (e) The Contractor made written solicitations in a timely fashion to a reasonable number of certified minority- and women-owned business enterprises identified from current certified lists of such business enterprises provided or maintained by the NYS Empire State Development’s Division of Minority and Women Owned Business Development, or its designee, of the contracting or subcontracting opportunity. The directory of certified businesses can be viewed at: <http://esd.ny.gov/index.html>
- (f) The Contractor can document if any timely responses to any such advertisements and solicitations were provided by certified minority- and women-owned business enterprises;
- (g) The Contractor followed-up initial solicitations by contacting the enterprises to determine whether the enterprises were interested in such contracting or subcontracting opportunity;
- (h) The Contractor provided interested certified minority- and women-owned business enterprises in a timely fashion with adequate information about the plans, specifications or terms and conditions of the State contract and requirements for the contracting or subcontracting opportunity so as to prepare an informed response to a contractor solicitation;
- (i) The Contractor submitted a completed, acceptable utilization plan in accordance with applicable requirements to meet goals for participation of certified minority- and women-owned business enterprises established in the State contract;
- (j) The Contractor used the services of community organizations, contractor groups, state and federal business assistance offices and other organizations identified by the NYS Department of Economic Development or its designee that provide assistance in the recruitment and placement of minority- and women-owned business enterprises;

(k) The Contractor negotiated in good faith with certified minority- and women-owned business enterprises submitting bids, proposals, or quotations and did not, without justifiable reason, reject as unsatisfactory any bids, proposals or quotations prepared by any certified minority- or women-owned business enterprise. "Good faith" negotiating means engaging in good faith discussions with certified minority- or women-owned business enterprises about the nature of the work, scheduling, requirements for special equipment, opportunities for dividing of work among the bidders, proposers, and various subcontractors and the bids of the minority- or women-owned businesses, including sharing with them any cost estimates from the request for proposal or invitation to bid documents, if available; and,

(l) The Contractor undertook efforts to make payments for any work performed by certified minority- and women-owned business enterprises in a timely fashion so as to facilitate continued performance by certified minority- and women-owned business enterprises.

Signature Date

Print Name

Title

Company

Contract Number

Program/Solicitation Name

M/WBE COVER LETTER

RFP # _____

Minority & Woman-Owned Business Enterprise Requirements

NAME OF FIRM: _____

In accordance with the provisions of Article 15-A of the NYS Executive Law, 5 NYCRR Parts 140-144, Section 163 (6) of the NYS Finance Law and Executive Order #8 and in fulfillment of the Syracuse Regional Airport Authority (SRAA) policies governing Equal Employment Opportunity and Minority and Women-Owned Business Enterprise (M/WBE) participation, it is the intention of the SRAA to provide real and substantial opportunities for certified Minority and Women-Owned Business Enterprises on all State contracts. It is with this intention the SRAA has assigned M/WBE participation goals to this contract.

In an effort to promote and assist in the participation of certified M/WBEs as subcontractors and suppliers on this project for the provision of services and materials, the bidder is required to comply with SRAA's participation goals through one of the three methods below. Please indicate which one of the following is included with the M/WBE Documents Submission.

- Full Participation – No Request for Waiver (PREFERRED)
- Partial Participation – Partial Request for Waiver
- No Participation – Request for Complete Waiver

By my signature on this Cover Letter, I certify that I am authorized to bid the Bidder's firm contractually

Print or Type Name of Authorized Representative of the Firm

Print or Type Title/Position of Authorized Representative of the Firm

Signature

Date

CONTRACTOR BID SOLICITATION LETTER

Contract #: _____
County: _____
Project Title: _____

Dear MBE/WBE:

We are the low bidder on Project/Contract # _____ which involves [type of contract(s)] _____ in the _____ of New York. We are currently soliciting bid quotations or proposals from NY State certified M/WBE firms for any tasks of the work contained in this contract. The specialty items contained include the following:

Item(s)	Description	Quantity	Projected Start Date

The Workplan and specifications are currently available at our office for your review. If you are interested in participation on this project, please complete and submit a copy of the MBE/WBE Contractor Participation Bid/Proposal (SRAA - 5008) no later than thirty (30) days from the (due date) _____.

If you need additional information and assistance, or need to review the Work Plan and specifications, please contact (authorized representative) of our office at (telephone).

In the event that you cannot bid on this contract please complete the attached Minority/Women's Contractor Unavailability Certification Form (SRAA - 5009).

Thank you for your interest as we look forward to a successful project.

Sincerely,

MINORITY/WOMEN OWNED BUSINESS ENTERPRISE (M/WBE)
M/WBE SUBCONTRACTORS AND or
SUPPLIERS LETTER OF INTENT TO PARTICIPATE

PRIME CONTRACTOR INFORMATION	
Contractor:	Federal ID Number:
Address:	Telephone:
Proposal/Contract Number:	

M/WBE SUBCONTRACTOR/SUPPLIER INFORMATION	
M/WBE Business Name:	Federal ID Number:
Address:	Telephone:
Designation: <i>(Check any that Apply)</i>	
<input type="checkbox"/> MBE - Subcontractor	<input type="checkbox"/> WBE - Subcontractor
<input type="checkbox"/> MBE - Supplier	<input type="checkbox"/> WBE - Supplier
Are you a New York State Certified M/WBE?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Joint Venture Section: <i>(Complete only if you are in a Joint Venture)</i>	
Name:	
Address:	
Federal ID#:	
Telephone:	<input type="checkbox"/> MBE <input type="checkbox"/> WBE

WORK/SERVICES to be PROVIDED BY M/WBE SUBCONTRACTOR/SUPPLIER	
Proposal Contract Start Date:	Proposal Contract End Date:
Work/Services to be Performed:	Cost:
Materials/Supplies to be Purchased:	Cost:
Dates Supplies Ordered:	Date Supplies Delivered:

The above work will not be further subcontracted without the express written permission of the contractor and notification of the Office. The undersigned will enter into a formal agreement for the above work with the contractor ONLY upon the Contractor's execution of a contract with the Office.

Signature of M/WBE Contractor: _____

Printed/Typed Name of M/WBE Contractor: _____

Date: _____

INSTRUCTIONS FOR M/WBE SUBCONTRACTORS AND SUPPLIERS' LETTER

This form is to be submitted with bid attached to the Subcontractor's Information Form in a sealed envelope for each certified Minority or Women-Owned Business enterprise the Bidder/Awardee/Contractor proposes to utilize as subcontractors, service providers or suppliers.

If the MBE or WBE proposed for portion of this proposal/contract is part of a joint or other temporarily-formed business entity of independent business entities, the name and address of the joint venture or temporarily-formed business should be indicated.

M/WBE CONTRACTOR PARTICIPATION BID/PROPOSAL

MBE/WBE Business Name: _____

Address: _____

Prime Contractor: _____

Contract #: _____

County: _____

Project Title: _____

To: _____ (Prime Contractor)

Form SRAA - 5007 Completed Yes No

(Specify in detail the particular work items to be performed thereof and associated dollar amounts)

Type of Work	Unit Price	Dollar Amount

Signature of MWBE Contractor

Date

M/WBE CONTRACTOR UNAVAILABILITY CERTIFICATION

Project/Contract # _____

I, _____
(Principal or Prime Consultant/Contractor)

_____ of _____
(Title) (Name of Consultant's/Contractor's Firm)

(Address)

(Telephone Number)

I certify that on (Date) _____ I contacted the following New York State Certified Minority/Women Business Enterprises by registered mail to obtain bids for work to be performed on the above-mentioned contract.

List the names of M/WBEs and type of work that bids were requested

- _____
- _____
- _____

To the best of my knowledge and belief, said New York State Certified Minority/Women Business Enterprise contractor(s) was unavailable for work on this project, or unable to prepare a bid for the following reasons: Please check appropriate reasons given by each MBE/WBE firm contacted above.

_____ Did not have the capability to perform the work

_____ Contract too small

_____ Remote location.

_____ Received solicitation notices too late.

_____ Did not want to work for this contractor

_____ Other (Give reason) _____

Signature of Prime Consultant/Contractor

MWBE SUBCONTRACTOR REQUEST FOR WAIVER FORM

INSTRUCTIONS: SEE PAGE 2 OF THIS ATTACHMENT FOR REQUIREMENTS AND DOCUMENT SUBMISSION INSTRUCTIONS.		
Offeror/Contractor Name:	Federal Identification No.:	
Address:	Solicitation/Contract No.:	
City, State, Zip Code:	M/WBE Goals: MBE % WBE %	
By submitting this form and the required information, the offeror/contractor certifies that every Good Faith Effort has been taken to promote M/WBE participation pursuant to the M/WBE requirements set forth under the contract.		
Contractor is requesting a:		
1. <input type="checkbox"/> MBE Waiver – A waiver of the MBE Goal for this procurement is requested. <input type="checkbox"/> Total <input type="checkbox"/> Partial 2. <input type="checkbox"/> WBE Waiver – A waiver of the WBE Goal for this procurement is requested. <input type="checkbox"/> Total <input type="checkbox"/> Partial 3. <input type="checkbox"/> Waiver Pending ESD Certification – (Check here if subcontractors or suppliers of Contractor are not certified M/WBE, but an application for certification has been filed with Empire State Development.) Date of such filing with Empire State Development: _____		
PREPARED BY (Signature):	Date:	
<small>SUBMISSION OF THIS FORM CONSTITUTES THE OFFEROR/CONTRACTOR'S ACKNOWLEDGEMENT AND AGREEMENT TO COMPLY WITH THE M/WBE REQUIREMENTS SET FORTH UNDER NYS EXECUTIVE LAW, ARTICLE 15-A AND 5 NYCRR PART 143. FAILURE TO SUBMIT COMPLETE AND ACCURATE INFORMATION MAY RESULT IN A FINDING OF NONCOMPLIANCE AND/OR TERMINATION OF THE CONTRACT.</small>		
Name and Title of Preparer (Printed or Typed):	Telephone Number:	Email Address:
Submit with the bid or proposal or if submitting after award, submit to the MWBE program Unit:	***** FOR AGENCY USE ONLY *****	
	REVIEWED BY:	DATE:
	Waiver Granted: <input type="checkbox"/> YES MBE: <input type="checkbox"/> WBE: <input type="checkbox"/> <input type="checkbox"/> Total Waiver <input type="checkbox"/> Partial Waiver <input type="checkbox"/> SRAA Certification Waiver <input type="checkbox"/> *Conditional <input type="checkbox"/> Notice of Deficiency Issued _____	
*Comments:		

REQUIREMENTS AND DOCUMENT SUBMISSION INSTRUCTIONS

When completing the Request for Waiver Form (SRAA – 5010) please check all boxes that apply. To be considered, the Request for Waiver Form must be accompanied by documentation for items 1 – 11, as listed below. If box # 3 has been checked above, please see item 11. Copies of the following information and all relevant supporting documentation must be submitted along with the request:

1. A statement setting forth your basis for requesting a partial or total waiver.
2. The names of general circulation, trade association, and M/WBE-oriented publications in which you solicited certified M/WBEs for the purposes of complying with your participation goals.
3. A list identifying the date(s) that all solicitations for certified M/WBE participation were published in any of the above publications.
4. A list of all certified M/WBEs appearing in the NYS Directory of Certified Firms that were solicited for purposes of complying with your certified M/WBE participation levels.
5. Copies of notices, dates of contact, letters, and other correspondence as proof that solicitations were made in writing and copies of such solicitations, or a sample copy of the solicitation if an identical solicitation was made to all certified M/WBEs.
6. Provide copies of responses made by certified M/WBEs to your solicitations.
7. Provide a description of any contract documents, plans, or specifications made available to certified M/WBEs for purposes of soliciting their bids and the date and manner in which these documents were made available.
8. Provide documentation of any negotiations between you, the Offeror/Contractor, and the M/WBEs undertaken for purposes of complying with the certified M/WBE participation goals.
9. Provide any other information you deem relevant which may help us in evaluating your request for a waiver.
10. Provide the name, title, address, telephone number, and email address of offeror/contractor's representative authorized to discuss and negotiate this waiver request.
11. Copy of notice of application receipt issued by Empire State Development (ESD).

Note:

Unless a Total Waiver has been granted, Offeror/Contractor will be required to submit all reports and documents pursuant to the provisions set forth in the Contract, as deemed appropriate by the contracting entity, to determine M/WBE compliance.

Contractor Quarterly Compliance Report

INSTRUCTIONS: Beginning ten days following the end of the first calendar quarter (March 31st, June 30th, September 30th, and December 31st) after a contract is awarded; Quarterly Compliance

Expenditure Code: C - Commodities, SC - Services/Consultants, CC - Construction Consultants, CN - Construction, GM - Grants Material/Equipment, GC - Grants in Construction, GS - Grants in Services/Consultants

Contract Number: Contractor:	Reporting Period: From: ____/____/____ To: ____/____/____	M/WBE Goal MBE % WBE % M/WBE %
-------------------------------------	---	--

A	B	C	D
Amount of Actual Expenditures in Reporting Period	Minority-Owner Business Enterprise (MBE) Subcontracting Expenditures in Reporting Period	Women-Owned Business Enterprise (WBE) Subcontracting Expenditures in Reporting Period	Dual Minority and Women-Owned Business Enterprise (MWBE) Subcontracting Expenditures in Reporting Period
\$ (If none, enter 0)	\$ (If none, enter 0)	\$ (If none, enter 0)	\$ (If none, enter 0)

Payee ID	Payee Name, Address, City, Zip	Service Location	MBE or WBE or Dual MWBE	Expenditure Code	Product Code	Amount

Name and Title of Preparer (Print or Type):	Telephone No.:	Email Address:
Quarterly reports should be submitted to your contract manager.	For Agency Use Only	
	Reviewed By:	Date:

CREDIT WILL NOT BE GIVEN WITHOUT COMPLETE INFORMATION

INSTRUCTIONS:

List all M/WBEs used during the quarter, providing all requested information in appropriate columns. In the event that an M/WBE is used more than one time during a quarter, list the M/WBE only once for each expenditure category. Use the Expenditure Code defined at the top of the form to indicate the category of expenditures for which the M/WBE was used.

TOTALS FOR REPORT PERIOD

Column A Total Amount of Actual Expenditures in Report Period: Enter the amount (\$) for each Expenditure Code made during report period under this contract.

Column B MBE Subcontracting Expenditures: Enter the amount for each Expenditure Code with registered Minority Owned Business Enterprises made during the report period under this contract.

Column C WBE Subcontracting Expenditures: Enter the amount of expenditures for each Expenditure Code with registered Women Owned Business Enterprises made during the report period under this contract.

Column D MWBE Dual Subcontracting Expenditures: Enter the amount of expenditures for each Expenditure Code with registered Minority and Women Owned Business Enterprises made during the report period under this contract.

Use the following codes in the Product Code column to indicate the category of work for which the M/WBE was utilized:

PRODUCT CODE KEY:

A	Agriculture/Landscaping (e.g., all forms of landscaping services)
B	Mining (e.g., Geological investigation)
C	Construction
C15	Building Construction – General Contractors
C16	Heavy Construction (e.g., highway, pipe laying)
C17	Special Trade Contractors (e.g., plumbing, heating, electrical, carpentry)
D	Manufacturing (production of goods)
E	Transportation, Communication and Sanitary Services (e.g., Delivery services, warehousing, broadcasting and cable systems)
F/G	Wholesale/Retail Goods (e.g., gravel, hospital supplies and equipment, food stores, computer stores, office supplies)
G52	Construction Materials (e.g., lumber, paint, lawn supplies)
H	Financial, Insurance and Real Estate Services
I	Services
I73	Business Services (e.g., copying, advertising, secretarial, janitorial, rental services of equipment, computer programming, security services)
I80	Health Services
I81	Legal Services
I82	Educational Services (e.g., AIDS education, automobile safety, tutoring, public speaking)
I83	Social Services (e.g., counselors, vocational training, child care)
I87	Engineering, architectural, accounting, research, management and related services

SRAA - 5011

Expenditure: An expenditure is an actual payment which has been made by an agency, either through the Office of the State Comptroller or by the agency's finance office directly, including subcontractor/supplier payments made by a prime contractor and verified by the agency.

Grants: For the purposes of this report, grants are monies dispensed by a contracting governmental agency to a person or institution to accomplish a public purpose authorized by law. According to Article 15-A, grants are considered to be State contracts. For the purpose of compliance reporting, the recipient of the grant is considered to be the "contractor". These contracts are subject to MWBE goals and reported in the same fashion as any other contract. Grant dollars expended should be reported on the form most appropriate for the majority of the grant (e.g. If the grant dollars are generally spent for construction, the monies should be reported on the construction form; if for training, the monies should be reported on the services/consultant form).

Not-for-Profit: An entity organized as a not-for-profit corporation pursuant to State Law, according to Article 15-A, not-for-profit entities are considered to be "contractors". These contractors are subject to MWBE goals and should be treated and reported in the same fashion as any other contractor. The expenditure of dollars by a not-for-profit entity should be reported on the form most appropriate to the majority of the funding (e.g. if the dollars are generally spent to provide training and/or rehabilitation services, then the monies should be reported on the services/consultant form; if the expenditures are made on a contract for low-income housing, the dollars should be reported on the construction form).

Subcontractor:

- a) For construction, a subcontract is any portion of the contract or any service performed or supplies provided relative to that contract by any party other than the prime contractor;
- b) For commodities and consultant/services, a subcontract is that portion of the total value of a contract portioned out to another consultant/individual or vendor. This is also known as second tier spending;
- c) For grants/not-for-profits contracts, a subcontract is that portion of funding expended for supplies, equipment, printing, consultants, trainers, services etc.
- d) It is important to provide all information as requested or credit may not be allowed.
- e) It is critical that you provide the detailed information requested on the CONTRACTOR QUARTERLY COMPLIANCE REPORT. List each M/WBE firm you have included in the MBE and WBE totals (for prime and subcontract expenditures) in each expenditure category. Missing information may result in the firm/dollars not counting toward agency MWBE participation goals.

Request for Proposal

Switchgear Procurement RFP# 2023-14

Exhibit D

Service-Disabled Veteran Owned Business Forms and Materials



APPENDIX B

Service Disabled Veteran Enterprise (SDVE) Participation Requirements For all NYS Syracuse Regional Airport Authority Contracts and Grants

Authority: Article 17-B of the Executive Law, 9 CRR-NY G I 252, Standard Clauses for All New York State SRAA Contracts and requirements of any federal law concerning opportunities for service disabled veteran enterprises which effectuate the purposes of Article 17-B.

I. General Provisions

The Division of Service-Disabled Veterans' Business Development (DSDVBD) is housed within the New York State Office of General Services and is tasked with promoting and encouraging the continuing economic development of Service-Disabled Veteran-Owned Businesses (SDVOBs). Through the DSDVBD, the State of New York aims to assist service-disabled veterans in playing a greater role in the economy of the state and to provide additional assistance and support to disabled veterans to better equip them to form and expand small businesses, thereby enabling them to realize the American dream they fought to protect. New York State Executive Law [Article 17-B](#) governs requirements for the participation of SDVOBs in New York State contracting. The objective of Article 17-B is to expand opportunities for SDVOBs, primarily through increased participation in New York State contracting.

Key Objectives of the DSDVBD:

- To encourage and assist State agencies and authorities that are engaged in contracting activities to award a share of State contracts to SDVOBs.
- To review applications by businesses seeking certification as a SDVOB and to maintain a directory of NYS Certified SDVOBs.
- To promote the business development of SDVOBs through education and outreach to agencies, authorities, non-profit organizations, independent contractors, and SDVOBs.
- To collect, review, monitor, and report on data pertaining to the utilization of SDVOBs by NYS agencies and authorities.
- To ensure continued progress toward the statewide SDVOB utilization goal of 6% established by New York State Executive Law [Article 17-B](#).

II. Guidelines

Article 17-B of the Executive Law enacted in 2014 acknowledges that Service-Disabled Veteran-Owned Businesses (SDVOBs) strongly contribute to the economies of the State and the nation. As defenders of our nation and in recognition of their economic activity in doing business in New York State, bidders/proposers for this contract for commodities, services or technology are strongly encouraged and expected to consider SDVOBs in the fulfillment of the requirements of the contract. Such partnering may be a subcontractors, suppliers, protégés or other supporting roles. SDVOBs can be readily identified on the directory of certified businesses at: http://ogs.ny.gov/Core/docs/CertifiedNYS_SDVOB.pdf.

Bidders/proposers need to be aware that all authorized users of this contract will be strongly encouraged to maximum extent practical and consistent with legal requirements of the State Finance Law and the Executive Law to use responsible and responsive SDVOBs in purchasing and utilizing commodities, services and technology that are of equal quality and value.

III. Contract Goals

Where practical, feasible and appropriate, State agencies shall seek to achieve a 6% goal on all State contracts for service-disabled veteran-owned business enterprises.

Where SDVE goals have been established herein, Contractor must document “good faith efforts” to provide meaningful participation by SDVEs as subcontractors or suppliers in the performance of the Contract. The Contractor acknowledges that if Contractor is found to have willfully and intentionally failed to comply with the SDVE participation goals set forth in the Contract, such a finding constitutes a breach of contract and the Contractor shall be liable to the SRAA for liquidated or other appropriate damages.

IV. List of NYS Certified Service Disabled Veteran Owned Businesses

The DSDVBD maintains a [Directory of NYS Certified SDVOBs](#). The directory is updated regularly with the addition of any newly certified SDVOBs or necessary changes requested by the listed SDVOBs or DSDVBD staff. State personnel and other interested parties may contact the DSDVBD and request they be added to a distribution list to receive the directory and its regular updates via email. A directory of NYS Certified SDVOBs is also posted on the OGS website at <https://ogs.ny.gov/Core/SDVOBA.asp>.

Options for the Use of SDVOBs

Agency and authority personnel have three primary options for using NYS Certified SDVOBs in their contracting/purchasing activities. It is the responsibility of each agency and authority to determine which option, or combination of options, can best achieve the agency-specific goals described in their master goal plan.

1. **SDVOB set-asides:** Set asides permit the reservation in whole or in part of certain procurements by State agencies for SDVOBs when more than one NYS Certified SDVOB is available and can provide the necessary construction, construction services, technology, commodities, products and other classifications to meet state agencies’/authorities’ form, function and utility. SDVOB set-asides shall be assessed for M/WBE participation goals pursuant to article 15-A of the Executive Law. For more information about set-asides, see [Participation by Service-Disabled Veterans with Respect to State Contracts through Set Asides](#) or contact the DSDVBD.
2. **SDVOB Contract Goal Setting:** A required percentage of SDVOB participation may be place on qualified procurements. Any contract that conforms to the definition of state contract as described in the [rules and regulations](#) of the SDVOB program (9 CRR-NY G I 252), unless exempt or excluded, may be assessed for SDVOB participation goals. SDVOB participation goals shall be in addition to any M/WBE goals established pursuant to article 15-A of the Executive Law.
3. **SDVOB Discretionary Purchasing:** NYS Certified SDVOB vendors may be chosen when making discretionary purchases. Discretionary purchases are procurements made below statutorily established monetary levels and at the discretion of the agency, without the need for a formal competitive procurement process. For more information about discretionary purchasing, see the NYS Procurement Council [Discretionary Purchasing Guidelines](#).

V. SDVE Utilization Plans

Contractors shall submit utilization plans for achieving contract goals established for the participation of certified service-disabled veteran owned business enterprises performing commercially useful functions in relation to State contracts. A form for the utilization plan shall be provided by the State agency to the contractor for any request for bids, proposals or qualifications, or negotiated contracts, for which contract goals are established with:

SDVOB UTILIZATION PLAN

Initial Plan Revised Plan Contract/Solicitation # _____

INSTRUCTIONS: This Utilization Plan must contain a detailed description of the supplies and/or services to be provided by each NYS **Certified** Service-Disabled Veteran-Owned Business (SDVOB) under the contract. By submission of this Plan, the Bidder/Contractor commits to making good faith efforts in the utilization of SDVOB subcontractors and suppliers as required by the SDVOB goals contained in the Solicitation/Contract. Making false representations or providing information that shows a lack of good faith as part of, or in conjunction with, the submission of a Utilization Plan is prohibited by law and may result in penalties including, but not limited to, termination of a contract for cause, loss of eligibility to submit future bids, and/or withholding of payments. Firms that do not perform commercially useful functions may not be counted toward SDVOB utilization. Attach additional sheets if necessary.

BIDDER/CONTRACTOR INFORMATION		SDVOB Goals In Contract
Bidder/Contractor Name:	NYS Vendor ID:	%
Bidder/Contractor Address (Street, City, State and Zip Code):		
Bidder/Contractor Telephone Number:	Contract Work Location/Region:	
Contract Description/Title:		

CONTRACTOR INFORMATION			
Prepared by (Signature):	Name and Title of Preparer:	Telephone Number:	Date:
Email Address:			

If unable to meet the SDVOB goals set forth in the solicitation/contract, bidder/contractor must submit a request for waiver on the SDVOB Waiver Form.

SDVOB Subcontractor/Supplier Name:			
Please identify the person you contacted:	Federal Identification No.:	Telephone No.:	
Address:	Email Address:		
Detailed description of work to be provided by subcontractor/supplier:			
Dollar Value of subcontracts/supplies/services (When \$ value cannot be estimated, provide the estimated % of contract work the SDVOB will perform): \$ _____ or _____ %			

SDVOB Subcontractor/Supplier Name:			
Please identify the person you contacted:	Federal Identification No.:	Telephone No.:	
Address:	Email Address:		
Detailed Description of work to be provided by subcontractor/supplier:			
Dollar Value of subcontracts/supplies/services (When \$ value cannot be estimated, provide the estimated % of contract work the SDVOB will perform): \$ _____ or _____ %			

FOR [Agency] USE ONLY				
[Agency] Authorized Signature:	<input type="checkbox"/> Accepted	<input type="checkbox"/> Accepted as Noted	<input type="checkbox"/> Notice of Deficiency	
NAME (Please Print):	SDVOB %/\$ _____	Date Received:	Date Processed:	
Comments:				
NYS CERTIFIED SDVOB SUBCONTRACTOR/SUPPLIER INFORMATION: The directory of New York State Certified SDVOBs can be viewed at: https://ogs.ny.gov/Veterans/Docs/CertifiedNYS_SDVOB.pdf Note: All listed Subcontractors/Suppliers will be contacted and verified by [Agency].				

ADDITIONAL SHEET

Bidder/Contractor Name:	Contract/Solicitation # _____
--------------------------------	--------------------------------------

SDVOB Subcontractor/Supplier Name:			
Please identify the person you contacted:		Federal Identification No.:	Telephone No.:
Address:		Email Address:	
Detailed Description of work to be provided by subcontractor/supplier:			
Dollar Value of subcontracts/supplies/services (When \$ value cannot be estimated, provide the estimated % of contract work the SDVOB will perform): \$ _____ or _____ %			
SDVOB Subcontractor/Supplier Name:			
Please identify the person you contacted:		Federal Identification No.:	Telephone No.:
Address:		Email Address:	
Detailed Description of work to be provided by subcontractor/supplier:			
Dollar Value of subcontracts/supplies/services (When \$ value cannot be estimated, provide the estimated % of contract work the SDVOB will perform): \$ _____ or _____ %			
SDVOB Subcontractor/Supplier Name:			
Please identify the person you contacted:		Federal Identification No.:	Telephone No.:
Address:		Email Address:	
Detailed Description of work to be provided by subcontractor/supplier:			
Dollar Value of subcontracts/supplies/services (When \$ value cannot be estimated, provide the estimated % of contract work the SDVOB will perform): \$ _____ or _____ %			
SDVOB Subcontractor/Supplier Name:			
Please identify the person you contacted:		Federal Identification No.:	Telephone No.:
Address:		Email Address:	
Detailed Description of work to be provided by subcontractor/supplier:			
Dollar Value of subcontracts/supplies/services (When \$ value cannot be estimated, provide the estimated % of contract work the SDVOB will perform): \$ _____ or _____ %			
SDVOB Subcontractor/Supplier Name:			
Please identify the person you contacted:		Federal Identification No.:	Telephone No.:
Address:		Email Address:	
Detailed Description of work to be provided by subcontractor/supplier:			
Dollar Value of subcontracts/supplies/services (When \$ value cannot be estimated, provide the estimated % of contract work the SDVOB will perform): \$ _____ or _____ %			

APPLICATION FOR WAIVER OF SDVOB PARTICIPATION GOAL

(must be submitted before requesting final payment on the Contract)

Section 1: Basic Information			
Contractor's Name:		Federal Identification Number:	
Street Address:		E-Mail Address:	
City, State, Zip Code:		Telephone: () -	
Contract Number:		SDVOB CONTRACT GOALS	
		%	
Section 2: Type of SDVOB Waiver Requested			
<input type="checkbox"/> Total	<input type="checkbox"/> Partial	If partial waiver, please enter the revised SDVOB percentage:	%
Please explain the reason for the waiver request:			
Section 3: Supporting Documentation			
Provide the following documentation as evidence of your good faith efforts to meet the SDVOB goals set forth in the contract and in support of your waiver application:			
<input type="checkbox"/> Attachment A. Copies of solicitations to SDVOBs and any responses thereto. <input type="checkbox"/> Attachment B. Explanation of the specific reasons each SDVOB that responded to Bidders/Contractors' solicitation was not selected. <input type="checkbox"/> Attachment C. Dates of any pre-bid, pre-award or other meetings attended by Contractor, if any, scheduled by [Agency] with certified SDVOBs whom [Agency] determined were capable of fulfilling the SDVOB goals set forth in the contract. <input type="checkbox"/> Attachment D. Information describing the specific steps undertaken to reasonably structure the contract scope of work for the purpose of subcontracting with, or obtaining supplies from, certified SDVOBs. <input type="checkbox"/> Attachment E. Other information deemed relevant to the request.			
Section 4: Signature and Contact Information			
By signing and submitting this form, the contractor certifies that a good faith effort has been made to promote SDVOB participation pursuant to the SDVOB requirements set forth under the solicitation or Contract. Failure to submit complete and accurate information may result in a finding of noncompliance, non-responsibility, and a suspension or termination of the contract.			
Prepared By: (Signature)			Date:
Name and Title of Preparer (Print or Type)			

For [AGENCY] Use Only

Reviewed By:

Date:

Decision:

- Full SDVOB waiver granted
- Partial SDVOB waiver granted; revised SDVOB goal: _____%
- SDVOB waiver denied

Approved By:

Date:

Date Notice of Determination Sent:

Comments

Request for Proposal

Switchgear Procurement RFP# 2023-14

Exhibit E

Construction Documents for Metal Clad Switchgear

Syracuse Hancock International Airport

Landside Switchgear Relocation

SPECIFICATION FOR METAL CLAD SWITCHGEAR



SPECIFICATION NO.

22186.00-SPC-E01

REV.	DATE	REASON FOR REVISION	BY	CHK	EGS	PE
3	08/14/23	Re-issued for Solicitation	SSE			
2	07/21/23	Utility Comments	SSE			
1	07/13/23	Added Arc-Resistant Requirement	SSE			
0	06/05/23	Issued for Solicitation	SSE			

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ATTACHMENTS:

- A. Technical Requirements Data Sheet
 - a. Ratings and Requirements for Metal Clad Switchgear

PART 1 - GENERAL

1.1 SCOPE

- A. This Specification covers the manufacturer, furnishing, delivering, and testing of a Metal Clad Switchgear lineup and its accessories for installation at the Syracuse Airport. The Metal Clad Switchgear and accessories shall be in accordance with the following standards and supplements: American Society for Testing Materials (ASTM), Metal Building Manufacturers Association (MBMA), Institute of Electrical and Electronics Engineers (IEEE), and National Fire Protection Association (NFPA) Standards insofar as consistent with these Specifications.
- B. Work in this Specification includes, the following items:
1. One (1) 15kV two (2) section Metal Clad Switchgear lineup.
 2. Protective Relays and Controls.
- C. Bidding Requirement:
1. BIDDER shall provide a schedule for the project with the bid. This shall indicate, at a minimum, the schedule for drawings, shipment from factory, delivery at site, overall lead time to site ARO, and schedule for field works. A more detailed schedule will be required to be issued from the successful BIDDER following award.
 2. BIDDER shall clearly indicate in a separate document any clarifications and/or deviations the BIDDER is issuing in response to the RFP and specifications. Only clarifications and deviations provided in this separate document and accepted by the PURCHASER will be considered to be part of the contract.
- D. Related Work Specified Elsewhere: In addition to work described above the following items are included in the scope.
1. Special Tools necessary for installation, testing and maintenance.
 2. Necessary drawings, instructions and test reports in the English language.
 3. In addition to other Submittal requirements, final drawings shall be submitted as AutoCAD format files.
 4. Maintenance equipment and spare parts.
- E. Description:
1. Metal Clad Switchgear shall have eighteen (18) 15kV vacuum circuit breaker positions with protective relay and controls, two (2) revenue meter positions, two sets of (2) 15kV isolation switches, bus VT's, and multi-ratio CT's as shown in Contract Documents. Future bays shall be provided fully functional without the VCB's included.
 2. Switchgear shall be Arc-resistant Type 2B. The switchgear shall meet or exceed the most conservative interpretation of standard IEEE C37.20.7.
 3. All necessary hardware for installing and testing shall be provided with Metal Clad Switchgear.
 4. Metal Clad Switchgear shall be mounted within a fully enclosed Equipment Building (by others).
 5. The Metal Clad Switchgear will be connected to two (2) 13.2 kV feeders supplied by National Grid. Connection between the feeders and the switchgear will be underground cables.
 6. Separate utility incoming Cable termination compartment is required, that allows the utility to lock.
 - a. Each phase shall have 1 inch diameter ground ball.
 - b. A 5/8 inch diameter by 24 inch long copper ground bail shall be connected to the ground bus at both ends and located 7 inches behind the door and 5 inches above

- the door sill.
7. The MANUFACTURER shall provide a NEMA four-hole pad and insulating boots for incoming and outgoing cable connection of up to two (2) 750 MCM 15kV cables, per phase.
 8. Furnish two (2) bus Sections with tie breaker to contain the equipment specified in Contract Documents.
 9. The Circuit Breaker shall be designed, rated, tested, and manufactured in accordance with codes and standards stated herein, except that in event of contradictory requirements between IEEE, ANSI, or NEMA and this Specification.
 10. Furnish relays, controls and associated accessories and hardware as required for a complete functional and operational system. AC/DC power supply will be provided by others.

1.2 REFERENCES

- A. Abbreviations for standard organization is as follows:
 1. American National Standards Institute(ANSI)
 2. American Society of Mechanical Engineers (ASME)
 3. Institute of Electrical and Electronics Engineers (IEEE)
 4. National Electrical Manufacturers Association (NEMA)
 5. Occupational Safety and Health Act (OSHA)
 6. American Society for Testing and Materials (ASTM)

- B. Design, construct, assemble and test all equipment furnished to conform with, but not limited to, the latest revisions of the following applicable Codes and Standards, (the latest revision of the following standards shall apply):
 - ANSI/IEEE 32 - Requirements, Terminology and Test Procedure for Neutral Grounding Devices.
 - ANSI/NEMA CC-1 – Electric Power Connection for Substations
 - ANSI C12.1 - Code for Electricity Metering.
 - ANSI C29.1 - Test Methods for Electrical Power Insulators.
 - ANSI C29.9 - Wet-Process Porcelain Insulators (Apparatus, Post Type).
 - ANSI/IEEE C37.30 - Requirements for High-Voltage Switches.
 - ANSI/IEEE C37.32 - Switchgear - High-Voltage Air Switches, Bus Supports, and Switch Accessories – Schedules of Preferred Ratings, Manufacturing Specifications, and Application Guide.
 - ANSI/IEEE C37.46 – Specifications for High-Voltage (>1000V) Expulsion and Current – Limiting Power Class Fuses and Fuse Disconnecting Switches.
 - ANSI/IEEE C37.47 - Distribution Fuse Disconnecting Switches, Fuse Supports, and Current-Limiting Fuses.
 - ANSI C39.1 - Requirements for Electrical Analog Indicating Instruments.
 - ANSI/IEEE C57.12.10 – Requirements For Liquid-Immersed Power Transformers.
 - ANSI/IEEE C57.19.01 - Performance Characteristics and Dimensions for Outdoor Apparatus Bushings.
 - ANSI/NETA MTS-2011 - AMERICAN NATIONAL STANDARD STANDARD FOR MAINTENANCE TESTING SPECIFICATIONS for Electrical Power Equipment and Systems
 - IEEE C2 - National Electrical Safety Code.
 - IEEE C37.04 - Rating Structure for AC High-Voltage Circuit Breakers.
 - IEEE C37.06 - Switchgear - AC High-Voltage Circuit Breakers Rated on a

Symmetrical Current Basis - Preferred Ratings and Related Required Capabilities.

- IEEE C37.09 - Test Procedure for AC High-Voltage Circuit Breakers Rated on a Symmetrical Current Basis.
- IEEE C37.12 – Guide for Specifications of High-Voltage Circuit Breakers (Over 1000 Volts).
- IEEE C37.010 - Applications Guide for AC High-Voltage Circuit Breakers Rated on a Symmetrical Current Basis.
- IEEE C37.20.2 - Metal-Clad Switchgear.
- IEEE C37.20.7 - Testing Switchgear Rated Up to 52 kV for Internal Arcing Faults
- IEEE C37.40 Service Conditions and Definitions for High-Voltage Fuses, Distribution Enclosed Single-Pole Air Switches, Fuse Disconnecting Switches, and Accessories.
- IEEE C37.41 - Design Tests for High-Voltage (>1000V) Fuses, Distribution Enclosed Single-Pole Air Switches, Fuse Disconnecting Switches, and Accessories.
- IEEE C37.90 – Standard for Relays and Relay Systems Associated with Electric Power Apparatus.
- IEEE C37.90.1 – IEEE Standard for Surge Withstand Capability (SWC) Tests for Relays and Relay Systems Associated with Electric Power Apparatus.
- IEEE C37.100 - Definitions for Power Switchgear.
- IEEE C57.12.00 - General Requirements for Liquid-Immersed Distribution, Power, and Regulating Transformers.
- IEEE C57.12.28 – Pad-Mounted Equipment-Enclosure Integrity
- IEEE C57.12.90 - Test Code for Liquid-Immersed Distribution, Power, and Regulating Transformers.
- IEEE C57.13 - Requirements for Instrument Transformers.
- IEEE C62.11 - Metal-Oxide Surge Arresters for AC Power Circuits (>1kV)
- IEEE C62.22 - Application of Metal-Oxide Surge Arresters for Alternating-Current Systems.
- IEEE 1291 – Guide for Partial Discharge Measurement in Power Switchgear
- IEEE 386 – Separable Insulated Connector Systems for Power Distribution Systems Above 600V.
- IEEE 4 – Techniques for High-Voltage Testing
- IEEE 450 – Maintenance, Testing, and Replacement of Large Lead Storage Batteries for Generating Stations and Substations.
- IEEE 484 – Recommend Practice for Installation Design and Installation of Large Lead Storage Batteries for Generating Stations and Substations.
- IEEE 485 – Recommend Practice for Sizing Large Lead Storage Batteries for Generating Stations and Substations.
- NEMA ICS 1 - Industrial Control and Systems.
- NEMA ICS 2 - Industrial Control and Systems Controllers, Contactors and Overload Relays Rated 600 Volts.
- NEMA LA 1 - Surge Arresters.
- NEMA SG 4 - Alternating-Current High Voltage Circuit Breaker.
- NEMA SG 5 - Power Switchgear Assemblies.
- NEMA SG 6 - Power Switching Equipment.
- NEMA SG 7 - Manufactured Labels for Switchgear Assemblies.

- NEMA 107 – Methods of Measurement of Radio Influence Voltage (RIV) of High Voltage Apparatus
- NEMA AB-1 – Molded Case Circuit Breakers, Molded Case Switches and Circuit Breaker Enclosures
- NEMA EI 21.1 – Instrument Transformers for Revenue Metering (110kV BIL and Less)
- NEMA SG 2 – High-Voltage Fuses.
- NEMA WC-3 – Rubber-Insulated Wire & Cable for the Transmission & Distribution of Electrical Energy.
- OSHA – 1970(84 Stat. 1593) Part 1910 Occupational Safety and Health Standards
- NFPA 70 - National Electrical Code.
- ASTM A36 – Carbon Structural Steel.
- ASTM A123 - Zinc (Hot-Dip Galvanized) Coatings on Iron and Steel Products.
- ASTM A153 - Zinc Coating (Hot-Dip) on Iron and Steel Hardware.
- ASTM A283 - Low and Intermediate Tensile Strength Carbon Steel Plates.
- ASTM A663 - Steel Bars, Carbon, Merchant Quality, Mechanical Properties.
- ASTM A675 - Steel Bars, Carbon, Hot-Wrought, Special Quality, Mechanical Properties.
- ASTM B5 –High Conductivity Tough-Pitch Copper Refinery Shapes.
- ASTM B187 - Copper Bus Bar, Rod, and Shapes.
- ASTM B188 - Seamless Copper Bus Pipe and Tube.
- ASTM B211 - Aluminum and Aluminum-Alloy Bar, Rod, and Wire.
- ASTM B236 - Aluminum Bars for Electrical Purposes (Bus Bars).
- ASTM B317 - Aluminum-Alloy Extruded Bar, Rod, Pipe, Structural Profiles, and Profiles for Electrical Purposes (Bus Conductors).
- UL 67 - Panelboards.
- UL 506 - Specialty Transformers.
- UL 508 - Industrial Control Equipment.
- UL 857 - Busways
- UL 347 – Medium-Voltage AC Contactors.

REFERENCE DRAWINGS:

E60-02	ONE LINE DIAGRAM
E11-01	PLAN VIEWS FOR SWITCHGEAR BLDG.

- C. All equipment shall be constructed such that when installed it will conform to the applicable rules of the National Electrical Safety Code & NEC.
- D. Local and State Ordinances shall also be adhered to for the equipment.
- E. Factory Tests:
 1. The PURCHASER reserves the rights to witness factory testing. The MANUFACTURER shall notify the PURCHASER not less than two weeks prior to the starting date of the factory tests.
 2. Conduct factory tests of all equipment as required by applicable IEEE, ANSI, and NEMA standards including, but not limited to:
 - a. Breakers: ANSI/IEEE C37.09

- b. Switchgear: ANSI/IEEE C37.20.2
- c. Arc Faults: ANSI/IEEE C37.20.7
3. Conduct on all system components and subassemblies to assure that all devices and systems are in proper working order before delivery to jobsite.
4. Simulate actual system operation.
5. Submit test reports as specified.

1.3 SUBMITTALS

- A. Technical submittals shall be as specified in the Attachments to these Specifications.
- B. Furnish the following types of drawings and documents:
 1. Furnish drawings necessary for design, erection, installation, and operation of all equipment and materials furnished including, but not limited to, the following:
 - a. Complete arrangement and outline drawings to an exact scale with complete dimensions, bill of material item numbers, phase and equipment number tag locations, and enlarged details for complete description of installation.
 - b. Side view drawings of the prefabricated equipment enclosure showing all wall mounted equipment.
 - c. Installation drawings.
 - d. Connection diagrams.
 - e. Complete bill of material including item numbers and MANUFACTURER's catalog numbers.
 - f. Complete drawings and descriptive bulletins for installation, adjustment, testing, maintenance, and operation of all equipment including bus weldments, connectors, insulators, etc.
 - g. General nameplate, and internal wiring diagrams and drawings of all equipment.
 - h. Three-line and Schematic diagrams showing all external electrical connection terminal numbers.
 - i. Catalog cut sheets.
 - j. Instrument transformer performance curves and data.
 - k. Insulator outline drawings.
 - l. Drawings showing additional detail, required for installation and maintenance.
 - m. List of identification tags, including dimensions and text for each tag.
 - n. Instruction, Operating, installation and maintenance manuals.
 - o. Furnish catalog information and Material Safety Data Sheets (MSDS) for all materials where applicable.
 2. Separate schematic and wiring diagrams shall be submitted for each breaker furnished. "Typical" drawings covering several breakers will not be acceptable.
 3. Standard drawings of equipment which do not indicated clearly the exact size, model number, and optional items to be furnished will be returned to the VENDOR for this information before review by the PURCHASER.
 4. Table showing on each anchor bolt, forces due to Dead load, Live load, Operation loads, Seismic loads (direction x-x), Seismic loads (direction y-y).
 5. The center of gravity, location of the anchor bolts, base plates dimensions and information about the holes-diameter, edge distance from each side.
 6. Shipping drawings showing weight, lifting positions, bracing requirements and shipping instructions.
 7. In addition to other Submittal requirements, final drawings shall be submitted as in AutoCAD and PDF format.
- C. Material Test Reports: Signed by MANUFACTURERS certifying that the following products

comply with requirements of this Specification.

1. Factory Tests conducted.
2. Bolts, nuts, and washers including mechanical properties and chemical analysis.
3. Tension-control, high-strength, bolt-nut-washer assemblies.
4. Shop primers.

1.4 QUALITY ASSURANCE

- A. Quality Control assurance will be conducted in accordance with the requirements stated in the PURCHASER documents.
- B. Comply with the applicable codes and standards referenced in this Specification.
- C. The PURCHASER reserves the right to inspect materials and workmanship at all stages of manufacture and to witness any or all tests including complete assembly as described in the respective sections.

1.5 DELIVERY, STORAGE AND HANDLING

- A. Metal Clad Switchgear section shall be shipped as part of the Prefabricated Equipment Enclosure.
- B. Withdrawable circuit breaker shall be shipped separately from housing.
- C. Preparation for shipment shall protect the Metal Clad Switchgear auxiliary devices accessories, etc. against corrosion, dampness, breakage or vibration injury during transportation and handling.
- D. A copy of the operating instructions, along with packing slip, shall be forwarded with the equipment.
- E. Boxing, crating, or otherwise protection of all shipped unassembled equipment shall be suitable for outdoor storage. Each item shall be tagged with the project number, MANUFACTURER number, bill of material number, and item number.
- F. Labor and support for off-loading and assembly at the site location will be provided by others.
- G. The PURCHASER shall be notified the day shipment is made, indicating carriers, routing, actual shipping height and weight of Prefabricated Equipment Enclosure listed on the freight bill. Refer to the Purchase Order for delivery date and exact destination.
- H. The PURCHASER reserves the right to inspect the Metal Clad Switchgear at the MANUFACTURERs facility prior to shipping to prove compliance with this Specification.
- I. No welding shall be required for field assembly.
- J. The VENDOR shall provide the necessary storage and protection literature for the Metal Clad Switchgear.
- K. Prior to packing, the equipment shall be cleaned to remove all dirt and waste material left from fabrication.
- L. The shipping container shall be provided with supports, lifting eyes etc. to maintain alignment of parts during shipping, handling, hoisting, and installation. Location of lifting points shall be

clearly marked on shipping container and on Contract Drawings. The shipping container shall have its weight and center of gravity clearly marked on the container.

- M. Equipment and material shall be loaded and transported in such a manner that delivery will be made without damage.

1.6 FIELD TECHNICAL SERVICE (OPTIONAL PRICING)

- 1. Field service representative shall provide technical support during installation and initial startup of the equipment and appropriate training for operating and maintenance personnel, if required. These services shall be quoted as an option in the proposal.

PART 2 - PRODUCT REQUIREMENTS

2.1 METAL CLAD SWITCHGEAR

A. General:

- 1. Switchgear shall consist of breaker and auxiliary units, as indicated in Contract Documents, bolted together to form a rigid, self-supporting, metal-enclosed structure.
- 2. Switchgear units shall be arranged as shown in Contract Documents.
- 3. For rigidity during fault conditions all connections to roll-out potential transformer trays shall be by rigid bus bars insulated to full voltage rating of switchgear assembly.
- 4. Circuit breaker compartment shall be designed to house 15kV removable-element circuit breaker. Stationary primary disconnect contacts shall be silver-plated copper. Grounded metal safety shutters shall isolate all primary connections in compartment when breaker is withdrawn from connected position.
- 5. Breaker unit shall contain three-pole, single-throw, horizontal draw out, trip-free, vacuum circuit breaker.
- 6. Breaker shall be complete with all necessary operating mechanisms.
- 7. Breakers shall be equipped with 2 CT's per pole.
- 8. Breaker shall be suitable for remote closing and tripping with local testing.
- 9. Equipment shall be metal clad, draw out switchgear.
- 10. Equipment shall be suitable for operation on a solidly grounded system rated 13200 volts line-to-line, 3-phase, 4-wire, 60 hertz.
- 11. The 13.2kV breakers shall be equipped with a SEL-751 (with touchscreen) overcurrent relay trip device.
- 12. The incoming feeders shall be provided with a gang operated Isolation Switch.
- 13. The Billing metering position requires a 1 inch diameter ground ball ahead of and also after the CT/VT connections per phase.
 - a. A 5/8 inch diameter by 24 inch long copper ground bail shall be connected to the ground bus at both ends and located 7 inches behind the door and 5 inches above the door sill.
- 14. Switchgear vendor to provide a minimum of one bus piece as shipping brace where utility CT's will connect. Should utility CT ever fail, bus piece can be used until replacement CT is available.
- 15. Metering/Billing CT's shall be ABB KIR-11 or GE JKM-5 CT's.
- 16. Metering/Billing VT's shall be GE JVM-5 or ABB VIZ-11 VT's.

B. Switchgear Ratings: The switchgear shall be designed per the latest revision of IEEE standard for Metal Clad Switchgear with the following electrical characteristics:

- 1. Rated Maximum Voltage, 15 kV rms
- 2. Normal Frequency Withstand 36 kV rms
- 3. Impulse Withstand Rating (BIL) 95 kV peak

- | | | |
|----|--------------------------|-----------------|
| 4. | Rated Continuous Current | 2000/1200 A,rms |
| 5. | Momentary rating | 25 kA, rms |

C. Basic Structure:

1. The general arrangement of switchgear breaker and auxiliary units shall as indicated in Contract Documents.
2. The switchgear enclosure shall be of welded construction and utilize 11-gauge steel minimum throughout. The breaker compartment shall be totally welded construction. Each switchgear compartment shall form its own solid box, such that there are two thicknesses of 11-gauge steel between vertical sections.
3. Provide equipment of dead-front construction and design for heavy duty utility service.
4. Provide front-hinged doors on which are mounted meters, relays, control switches, etc., and which open to permit removal of circuit breaker. Doors shall be capable of being completely closed with the breaker in the racked-out test and racked-in positions. Front panels shall be hinged on the left side.
5. Connections to the voltage transformers shall utilize 15kV rated cable that is sized and supported to withstand the maximum fault and momentary current ratings of the switchgear.
6. The circuit breaker compartment shall be designed to house a 15kV removable element vacuum circuit breakers. Stationary primary disconnect contacts shall be silver plated copper. Grounded metal safety shutters shall isolate all primary connections in compartment when breaker is withdrawn from connected position.
7. Furnish nameplates for each device as indicated in Contract Documents. Nameplates shall be white letters on black background. Nameplates shall be fastened with screws. There shall be a master nameplate that indicates equipment ratings, MANUFACTURER's name, shop order number and general information. Interior devices labeled with lamacoid nameplates shall be provided with silicon adhesive or ENGINEER approved equal.
8. Energized bare parts mounted on doors shall be guarded where the door must be opened for maintenance of equipment or removal of draw out equipment.
9. Factory install all components of equipment except items specified as being furnished by the PURCHASER.
10. All metering, relaying, and control equipment shall be accessible from the front of the switchgear.
11. Switchgear power cable compartment doors shall be 11-gauge steel. Each door shall be provided with a stainless-steel lockable vault handle and internal three point latching mechanism and bolts. The internal latches shall utilize nylon rollers. The doors shall be provided with an automotive type weatherproof gasket, drip shield at the top and bolted at top and bottom.
12. Provide red-painted, nonmetallic safety shutters covering the breaker bus connections.
13. Provide internal LED light fixture and grounded convenience receptacle and switch on the draw out side of each unit.
14. Provide a 2-inch x 6-inch engraved (3/8-inch lettering) laminated, black with white core, phenolic nameplate for each cubicle door, front and rear, 125-volt DC emergency lighting control switch and panelboards. Provide a 3/4-inch x 3-inch engraved (1/8-inch lettering) nameplate of the same construction as above for each individual meter, instrument, relay, or control switch. Nameplates shall be provided for equipment both inside and outside switchgear as well as all field-mounted equipment. Engraving shall be as required by Contract Documents. Nameplates shall be secured with screws.
15. Provide bolted removable access panels to permit access to power connections and bus.
16. Provide drawout carriages with grounding device for mounting transformers.
17. Provide entry for power cable conduit in the bottom of each switchgear unit.

18. Provide hinged, latched rear doors with stops and padlock provisions, complete.
19. Provide bolted removable access panels to permit access to power connections and bus.
20. Provide drawout carriages with grounding device for mounting transformers and fuses.
21. Provide Kirk Key Interlock for incoming feeder cubicles.

D. Buses and Connections:

1. Provide a copper main bus, 2000 ampere rating as indicated in Contract Documents with capacity to supply full rating to the circuit breakers without exceeding temperatures limits imposed by IEEE and ANSI standards, mechanically braced to withstand shocks and stresses imposed by short-circuit currents equal to the short-time rating of the breaker. Silver-plate contact surfaces of all joints in buses and bus connections. All bus supports for medium voltage conductors shall be wet process porcelain or cycloaliphatic epoxy.
2. Insulate all medium voltage bus with epoxy applied using the fluidized bed process. All bus shall be provided with removable access covers for inspection. Provide PVC boots with nylon hardware to insulate all bus joints and medium voltage connections, including the power cable terminations.
3. Voltage ratings of the main bus shall equal the breaker ratings.
4. Provide four-hole NEMA pads for the high-voltage power cables.
5. Provide a 1/4" x 2" copper ground bus extending full length of the switchgear. The ground bus shall be connected with bronzed grounding pads located in two opposite locations on the exterior of the switchgear. The ground pads shall be furnished with 1/0-500 kcmil lugs for connection of the ground cable and located near the cable entrance. Ground each compartment housing to this bus as well as each circuit breaker when in "operate" and "test" positions.
6. Ground bus joints (splice points) shall not be coincident with the bolts which support the ground bus. Connections to the ground bus should be made such that it is not necessary to open the ground bus or any other connection to the ground bus in order to remove any connection to the ground bus. Bolted connections to the ground bus should be separate from the support and joint bolts.
7. Extend the ground bus to a location near the access door of each power cable compartment for the grounding of the feeder's power cable shielding. Provide one #6-1/0 ground connector in each power cable compartment to ground the cable shield.
8. Provide a ground bus in each control cable compartment, extended from the switchgear ground bus, for the termination of control cable shields. This bus shall be at least 1"x1/8"x1" and drilled and tapped with 10-32 thread on one-inch centers with termination bolts provided.
9. Switchgear bus phase sequence shall be clearly identified in the breaker compartment in conformance with ANSI C37.20, Article 6.1.1.2, Phase Sequence.
10. The switchgear assembly shall have been design tested to withstand a BIL rating of 95kV.

E. Circuit Breaker Ratings and Specifications: Breaker shall be horizontal draw-out vacuum type. The breaker shall have the following characteristics:

1. Voltage:
 - a. Rated kV or nominal kV class: 15.
 - b. Maximum kV: 15.
 - c. Operating kV: 13.2
 - d. Rated voltage range factor (K): 1.30.
2. Current Ratings:
 - a. Continuous amperes: 1,200
 - b. Momentary, rms amperes (three-second): (25,000).

- c. Short-circuit current at rated max kV: (18,000).
 - 3. Interrupting Ratings:
 - a. Three-phase rated MVA or nominal MVA class: (500).
 - b. Maximum symmetrical interrupting, amperes: (18,000).
 - c. Close and latch, peak amperes: (62,000).
 - 4. Frequency, hertz: 60.
 - 5. Rated interrupting time, cycles: 5.
 - 6. The breaker shall be provided with two (2) independent trip coils.
 - 7. Insulation Levels:
 - a. Low-frequency test voltage (60-hertz, dry 1-minute), kV: 36.
 - b. Basic impulse level (1-1/2x40 microseconds), kV crest: 95.
 - 8. Control Circuit Voltage:
 - a. Nominal voltage supplies: 125 volts DC for close and trip; 240 volts AC for spring charging motor.
 - b. Voltage range, closing, volts: 100-140 volts DC.
 - c. Voltage range, tripping, volts: 70-140 volts DC.
 - d. Charging motor voltage range, volts: 208-254 volts AC.
- F. Requirements:
- 1. 125 volts DC electric stored-energy-operated, mechanically and electrically trip free.
 - 2. Completely interchangeable with all other breakers furnished of the same rating.
 - 3. Self-aligning primary and secondary contacts.
 - 4. Suitable interlocks to positively prevent breaker withdrawal out of or insertion into operating position with breaker closed.
 - 5. Auxiliary contacts mounted in the breaker cell and operated by the breaker in both "operate" and "test" positions of the breaker. Furnish contacts in sufficient number for all interlocking functions as required for the control scheme designed for each breaker, and to provide a minimum of two spare "normally open" and two spare "normally closed" contacts for each breaker.
 - 6. Auxiliary contacts mounted on the removable breaker in sufficient number for all control, indicating, and alarm functions as required provide a minimum of two spare "normally open" and two spare "normally closed" contacts for each breaker. Secondary contacts shall be made in test position to eliminate need of jumper cable, where such option is permitted by MANUFACTURER's standard design.
 - 7. Means to prevent removing a charged breaker from the cubicle.
 - 8. Provide for manual stored energy closing, tripping, and spring recharge on loss of control power.
- G. Surge Arrestors:
- 1. Nominal system voltage (kV): 13.2.
 - 2. Provide intermediate class arresters consisting of MCOV 8.4kV, initially connect to provide the MCOV rating as shown on Contract Documents.
 - 3. For vacuum switchgear, furnish one metal oxide surge arrester for each phase terminal of load feeder circuit. Furnish arresters coordinated with insulation levels to provide complete protection of connected loads from surges created by vacuum interrupters.
- H. Voltage Transformers (VT):
- 1. Each set of voltage transformers and their primary fuses shall be mounted in separate steel compartments. Primary connections to the transformers shall be insulated and enter the compartment through porcelain or cycloaliphatic epoxy bushings. Each set of voltage transformers and fuses shall be mounted on the tilt out steel carriage which will be

capable of disconnecting the transformer fuses from their voltage source and removing them from the structure. This removing mechanism shall be so arranged that full access to the transformers cannot be accomplished until fuses are disconnected from the structure and grounded. When moved to a full out position, the transformer fuses and VT windings shall be automatically connected to a ground stud. Primary contacts shall be insulated from the structure by porcelain or cycloaliphatic epoxy supports, shall be self-aligning, and shall have silver to silver contact surfaces. VT's shall be of the ratio indicated on the Contract Drawings and shall comply with ANSI C57.13.

I. Current Transformers (CT)

1. Current transformers shall be of the multi-ratio window type with ratios as indicated on the Contract Drawings. They shall have sufficient thermal and mechanical capacity to withstand the maximum momentary current rating of the breakers. The secondary terminals shall be of the solder-less clamp type. All current transformers shall be properly identified for polarity with standard markings symbols.
2. CT's having a insulation rating of 15kV with fully insulated bus centered in the transformer window opening, are acceptable when corona, hypot, and impulse tests prove a satisfactory arrangement. Tests shall be performed on a similar CT installation in the switchgear MANUFACTURER's equipment and certified test reports shall be submitted with the approval drawings when requested.
3. The minimum acceptable accuracy class for metering and relaying shall be in accordance with the latest edition of ANSI Standard C37.20.2 and C57.13.
4. Phase CT's shall be mounted over stationary primary disconnects.

J. Revenue Meter Socket:

1. Provide two KWH meter socket for Form 9S meter. KWH meter provided by others.
2. Provide (1) Test Switch assembly, with (3) current test jack and short-circuiting current assemblies and (4) single-pole potential assemblies, similar to States Type FMS-10E2.

K. Include the following control features:

1. Miscellaneous interlock contacts and auxiliary relays as required for the breaker control scheme.
2. Two sets of control power circuit fuses for each breaker. Electrical control scheme shall be similar to ANSI C37.11, Figure 1, Diagram B, 2 with the trip and close circuits individually protected. Provide spare fuses for other control circuits (no less than two each).
3. Cell switches in each compartment to bypass all breaker-mounted auxiliary switch "b" contacts when circuit breaker is removed. Include at least two spare "a" and two spare "b" contacts on each breaker cell position switch.
4. All breaker auxiliary and cell switch spare contacts wired out to compartment external connection terminal block.
5. Control designed such that breakers will not trip on interruption to DC control power.

L. Include the following control wiring:

1. Completely factory-install all internal control wiring.
2. Switchgear secondary wiring shall be multi-stranded, tinned, copper conductor, type SIS, 600 volt, VW-1 rating. Minimum wire size shall be #14 AWG, 41 strand. BCT wiring shall be #10 AWG. Signal wiring (transducer outputs, etc.) shall be #22 twisted shielded pair. RTU connections shall be #18 AWG, 18 strand, type SIS. Splicing or tapping is not permitted.
3. Wiring between hinged and stationary panels shall be supported to prevent undue stress and shall be protected from contact with metal edges by suitable protective wrap. All

- wiring between the door and compartment shall cross the hinge at a point above the height of the circuit breaker to eliminate the possibility of interference with the breaker element.
4. All wiring shall be firmly bundled and secured to ensure it will remain in its intended location and not interfere with the operation of any device. Wire bundles shall be secured with cable ties attached to welded studs. Adhesive type hold-down clamps are not acceptable.
 5. Make all connections at equipment studs or heavy-duty terminal blocks. Terminate all Bushing Current Transformer (BCT) leads on 4-point shorting-type terminal blocks similar to GE EB27 model or ENGINEER approved equal.
 6. Terminate all points requiring external wiring connections at points on terminal blocks conveniently grouped to receive external cables with color-code order as approved by the ENGINEER. All terminal blocks, except the short-circuiting type, to be twelve-point straight-strap terminal blocks with white marking strip or ENGINEER approved equal. Points on terminal blocks shall bear alphanumeric designations which indicate unit number, block letter, and terminal number (such as 2B1, 3C2, 4D3, etc.). Letters I, O, and S shall not be used as terminal block designations.
 7. Furnish terminal blocks for external wiring connections in sufficient numbers to provide at least 15 percent spare terminals (terminals having no connections or designated field future connections), arranged with no less than two spare terminals on each 12-point block. Furnish all spare terminal blocks with proper nuts and/or screws with flat washers in each cabinet.
 8. Use No. 14-gauge or larger stranded, tinned copper wire insulated for 600 volts, equal to General Electric Type SIS Specification SI-47275, or ENGINEER approved equal. Any wiring subject to movement, e.g., wiring mounted to swing panels, shall be of extra-flexible conductor.
 9. Control power buses for AC or DC shall extend through each switchgear assembly. The buses shall be adequately sized for the control power load but shall not be less than No. 6 AWG.
 10. Use pre-insulated compression-type connectors with ring tongue for all control connections. No more than two wires shall be terminated at any one connection point. Make all circuits continuous between termination points. No butt splices shall be allowed. All control connectors shall be applied using a ratcheting type lugging tool that cannot be released until the lug is properly crimped.
 11. Connect to agree with schematic and connection drawings that have been approved by the PURCHASER.
 12. Factory check and functionally test for proper operation of all relays, meters, instruments, switches, lights, and interlocks.
 13. Label all cables at equipment studs and terminal blocks with wire numbers conforming to wire numbers shown on the MANUFACTURER's drawings.
 - a. The identification shall be by the application of heat-shrinkable or plastic sleeve markers approved by the PURCHASER in writing. The wire tags shall be heated only to extent required to conform to the wire size. It is recommended that the heat-shrinkable tag be loose enough to turn for proper orientation but tight enough not to turn accidentally.
 - b. The number shall be properly oriented so that it is visible.
 - c. Individual wire identification for each wire shall be included in schematic diagrams to be submitted. All wires shall be labeled at both ends and at any intermediate point where the wires may terminate. The label on each end of each internal wire shall be the destination identification of the other end of the wire. The label on each end of each wire in an external cable shall be the individual wire identification as indicated on the schematic diagram.

- d. At terminal blocks, the incoming and outgoing wires must both be labeled. The labels must be permanent and in accordance with wire identification shown on approved wiring and interconnection drawings.
 - e. All wires originating from the same electrical node or point shall carry the same wire number.
 - f. Wire numbers shall be typewritten, or machine stamped on the plastic sleeve markers. Handwritten wire numbers are not acceptable.
14. Mount all terminal blocks in the same units requiring the connections.
 15. Arrange terminal block wiring to receive field cable with one wire per terminal.
 16. All devices within each switchgear enclosure including test switches and terminal blocks shall be shown in their approximate physical location and shall be represented on a single connection diagram. Wiring devices and methods shall be in accordance with details contained within this Specification and Contract Documents.
 17. Control and Lockout switches shall be Electroswitch or approved equal. Shallco shall not be used.
- M. Protective Relays: Furnish protective relays to provide the general plan of relaying as indicated and specified in Contract Documents and fully coordinate to provide the highest degree of system protection and security in conformance with this plan:
1. Include relays as specified and indicated in Contract Documents and the one line diagram.
 2. Furnish relays of the MANUFACTURER as required by the Contract Documents.
 3. Protective relays and lockout relay shall be provided with test switches that isolate all used inputs and outputs.
 4. Instruments, relays and control devices mounted on the switchgear front doors shall be semi-flush panel mounted.
 5. The main contacts of all switching devices shall be silver plated. The contact surfaces of secondary disconnecting devices and relays shall be silver plated.
 6. Furnish auxiliary relays in the number and types as required to perform the tripping and interlocking features required of the relaying scheme.
 7. Furnish relays in semi flush rack mount type cases, rear-connected.
 8. Provide relay programming to achieve operational switchgear. Trip settings to be adjusted during installation and commissioning. Settings files to be loaded into the relays for shipment and provided in advance for review and approval. Manufacturer to coordinate with Purchaser on protection schemes to be used.
- N. Recommended Spare Parts List: The manufacturer shall submit a complete equipment parts list that shall cross-reference all the Manufacturer or Sub-Manufacturer assigned part numbers back to the original manufacturer's part number. The Manufacturer shall make a notation of quantities of these items recommended or required for continuous operation during one normal overhaul cycle. This Recommended Spare Parts List (RSPL) shall include items requiring replacement under the following conditions (which condition to be noted)
1. Wear, corrosion, or erosion during normal operation.
 2. Failures that cause a shutdown of equipment.
 3. Damage or breakage during routine maintenance or inspections of equipment.
 4. Long lead time or operational insurance items.
 5. Time-compliance limits on time-in-service due to age-related deterioration.
- O. The following switchgear accessories and spare parts shall be supplied and stored inside the Equipment Enclosure:
1. Tube of contact lubricant
 2. A remote racking device shall be provided including push-button station, motor operator,

- and 25 feet of cable.
- 3. One test cabinet complete with secondary contacts, test jumper, control relays, and push buttons-mounted on interior wall.
- 4. One set of special wrenches, removable hand cranks, and manual spring recharge and maintenance slow closing devices.
- 5. Provide list of other accessories normally furnished by MANUFACTURER for PURCHASER review and approval.
- 6. Furnish one set of spare fuses for all fuses installed.
- 7. Two quarts of touch-up paint of each finish color.
- 8. One trip coil.
- 9. One close coil.
- 10. One 52X auxiliary relay complete.
- 11. One 52Y auxiliary relay complete.
- 12. One breaker spring charge motor.
- 13. Two spare LED bulbs of each type installed.
- 14. Two spare indicating light assemblies.
- 15. One set of test plugs.

P. Finish

- 1. Apply a protective epoxy powder finish to all steel surfaces of equipment. Uncoated surfaces are not permitted or acceptable. All coated surfaces shall be completely cured in a oven prior to installation or assembly. The epoxy powder is to be applied electrostatically to ensure all surfaces receive a uniform coating.
- 2. Clean and treat surfaces with phosphatizing process or equal and apply all necessary filler before application of finish.
- 3. The exterior of the prefabricated equipment enclosure shall be provided with at least two exterior finish coats of high gloss PURCHASER selected color.
- 4. The interior walls and ceiling shall high be coated high visibility white.
- 5. The interior of the switchgear shall be coated high visibility white.
- 6. The switchgear front doors shall be ANSY 61 grey.

2.2 IDENTIFICATION DEVICES

- A. Provide nameplates on all internal and front panel mounted devices. Front panel nameplates shall be attached with stainless self-tapping screws.
- B. Nameplate shall be engraved laminated black face with white core.
- C. Provide 2" x 6" with 3/8" lettering panel nameplates for Relay and Control Compartments.
- D. All other nameplates shall be 3/4" x 3" with 1/8" lettering.
- E. All nameplates to be submitted for PURCHASER review and approval.

2.3 SOURCE QUALITY CONTROL

A. QUALITY ASSURANCE:

- 1. Details of Inspection and Testing requirements will normally be detailed on a supplier standard Form. In addition it should detail requirements with respect to:
 - a. Workmanship
 - b. Compliance with Contract Documents
 - c. Quality Control Manual
 - d. Manufacturing Record Book

- e. Mark Tagging
2. Quality Conformance Inspections shall comply with the following:
 - a. The witnessing of the pre-shipment operational test by the PURCHASER does not relieve the VENDOR of any responsibility regarding the quality of the component provided.
3. General Testing and Inspection:
 - a. The PURCHASER or authorized representative shall have access to the VENDOR's shop procedures, schedules, testing, and inspection procedures and documents.
 - b. The VENDOR shall verify by test that the complete electrical system with its components complies with all its performance requirements.
 - c. Except where more stringent industry standards are to be performed, all VENDOR's normal quality control tests shall be performed.
4. Source Quality Control:
 - a. Use VENDOR's standard design whenever consistent with the intent of these Specifications.
 - b. Use only new, unused equipment and materials.

B. TESTING

1. The VENDOR shall assume full responsibility for wiring accuracy, electrical operation, sequence and wiring tests shall be conducted in strict accordance with approved design documents. ANSI describes two methods of verification, both should be used. The individual circuit continuity checks using electrical testers should be performed from terminal progressively rather than from end to end of the circuit. The functional checks shall ascertain that all instruments, relays and devices are functionally operable and in the intended sequence. Test all BCT shorting contacts on test switches and on relay cases. Rated power shall be applied, and the protective relay contacts manually operated, to complete associated device circuit function.
2. The VENDOR shall perform all necessary operational tests to assure proper operation of the component and performance in accordance with the requirements of this Specification. In addition, the VENDOR shall perform those electrical tests (including continuity) which are consistent with this class of equipment, in accordance with the latest revision of applicable ANSI standards.
3. Factory tests shall be made with the breaker assembled, as it will be used in the field.
4. The VENDOR shall provide certified test reports for all tests performed. Notify PURCHASER of any unusual event or damage occurring during the fabrication of the Metal Clad Switchgear and of any test that do not meet the specified values.
5. The VENDOR shall provide test certificates that the design and rating of Metal Clad Switchgear for Type and Routine tests carried out. Tests shall be those listed in the relevant standards. The tests shall be for the precise compartment configuration proposed, including any adaptor units between switchgear and control equipment. The VENDOR shall certify that the equipment and components are free of defects and perform at the ratings assigned at the specified condition of service.
6. The PURCHASER reserves the right to inspect Metal Clad Switchgear and witness all tests at the VENDOR's works prior to the shipment to prove compliance with the Specification. The VENDOR shall notify the PURCHASER 10 working days in advance of the commencement of the tests.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. Manufacture complete as specified or required for operation and continuous service at the location indicated in the Contract Documents.
- B. Provide all openings in floors, walls, and other structures necessary for complete equipment installation, unless such openings are specifically indicated as being provided by others.
- C. Make all internal connections as required.
- D. Check all internal connections, especially current transformer secondary short circuiting jumpers, and torque to MANUFACTURER'S recommendation.

3.2 ERECTION

- A. Erect equipment enclosure and all components plumb, true, and conforming to MANUFACTURER'S printed instructions.
- B. Provide all openings in floors, walls, and other structures necessary for complete equipment installation, unless such openings are specifically indicated as being provided by others.
- C. Roof penetrations shall not be permitted.
- D. Level, shim, and anchor the prefabricated equipment enclosure to the foundation in accordance with the MANUFACTURER'S instructions.
- E. Replace any panels or components bent or otherwise damaged as result of PURCHASER'S operations, or repair if damage is minor.

3.3 MANUFACTURER'S FIELD SERVICES (OPTIONAL PRICING)

- A. Drawout Circuit Breakers: Test and Checks
 - 1. Megger each pole of breaker for freedom from grounds.
 - 2. Operate the breaker manually and visually inspect the breaker.
 - 3. Adjust the gap of the primary contacts as per MANUFACTURER'S instructions.
 - 4. Check for proper clearances of all items.
 - 5. Check for proper lubrication.
 - 6. Inspect all bushings.
 - 7. Check all secondary contacts for proper operation.
 - 8. With breaker in switchgear, operate the breaker electrically and check for proper operation.
 - 9. Check continuity of breaker frame ground.
 - 10. The PURCHASER will perform other field testing under a separate contract, including:
 - a. Field high-potential test of each breaker.
 - b. Check of each breaker electrical operation for conformance with electrical schematics.
 - c. Recording of breaker operation counter reading.
- B. Metal Clad Switchgear: Test and Checks
 - 1. Check all safety interlock mechanisms for proper lubrication, adjustment and operation.
 - 2. Megger all power buses with a 1,000-volt megger. Grounded AC circuits, instruments and fuses should not be meggered.
 - 3. Inspect all buses and insulators.
 - 4. Inspect control and instrument switches and adjust contacts if required.
 - 5. Check all fuses.
 - 6. Check connections to instruments and adjust instrument indicating pointers.

7. Check operation of switchgear alarm contacts.
8. Initial check of proper breaker tripping by manual or electrical operation of protective relay contacts.
9. Check all circuit breaker cell interlocks for conformance with these Specifications.
10. Check all internal electrical interlocks and automatic transfer sequences for specified operation.
11. The PURCHASER will perform other field testing under a separate contract, including:
 - a. Field high-potential test of switchgear.
 - b. Check and measure equipment grounds.
 - c. Check operation of heaters in switchgear.
 - d. Conduct polarity tests on current and potential transformers.
 - e. Bench testing of all protective relays and setting of values specified by the PURCHASER.
 - f. Protective relay trip testing of breakers by high current tests or other electrical means, and energized checks on relaying circuits as required by the PURCHASER.
 - g. Verify the HVAC is operating properly.
 - h. Check operation of Smoke Alarm.
 - i. Check operation of Door Alarm.

Description of Specification	Requirements	Units
Application	Indoor (Switchgear house by others)	
Controlled Environment	Yes	
Drawing Size	24 X 36	Inch
Usable Drawing Area	23-1/2 X 35-1/2	Inch
CAD Drawing Required	Yes	
CAD System required from SubPurchaser	AutoCAD	
CAD System Used by Purchaser	AutoCAD	
Border Title Block File Provided by	VENDOR	
One Line Diagram Provided by	PURCHASER	
Tripping Block Diagram Provided by	VENDOR	
Three Line Diagram Provided by	VENDOR	
Schematic Diagram Provided by	VENDOR	
Bill of Materials	VENDOR	
Metal Clad Switchgear Arrangement Drawing Provided by	VENDOR	
Metal Clad Switchgear Fabrication Details Provided by	VENDOR	
Metal Clad Switchgear Engraved Nameplate List Provided by	VENDOR	
Metal Clad Switchgear Connection Diagram Provided by	VENDOR	
Number of Sections	2	Unit
Number of Shipped Assemblies	VENDOR	Unit
Total Number of Compartments	VENDOR	Unit
Finish Color	Gray Exterior and White Interior	Color
Breaker Type	Drawout type VCB	
Number of Independent Trip Coils	2	EA.
Current Transformers		
Quantity per pole	2	
Relaying Ratio	2000/5MR; 1200/5MR	
Multi ratio	Yes	
Relaying Accuracy	C400	
Thermal Rating	1.5 or higher	
Metering Current Transformer		
Quantity	2	

Description of Specification	Requirements	Units
Single Ratio	Yes	
Thermal Rating	1.5 or higher	
Doors (Per Section)	One For Rear Door and Two For Front panels.	
Nominal Height of Section	VENDOR	Inch
Depth of Section	VENDOR	Inch
Width of Section	VENDOR	Inch
Panel Material	Steel, 1/8 or 11 Gauge	Inch/Gauge
Minimum Distance from Floor to Lowest Device	12	Inch
Floor Sill Framing and Anchoring Channel Required	Yes	
External Control Cable Entrance	Top	
Laminated Phenolic Screw-on Nameplate	Black with white core	Material/color
Interior Lighting Controlled by Door Switch (Per Section)	LED (120VAC)	Volts
Each Section and Compartment Physically Separable	Yes	
Available Power Supply		
Volts	125	VDC
Volts	120/240	VAC
Phases	Single	
Wire	3	
Frequency	60	Hz
Wire Size		
Voltage rating	600	Volts
Power Circuits	8	AWG
Control Circuits	12 and 14	AWG
Trip and Close	12	AWG
CT Circuit	10	AWG
Instrument Circuit	16 Shielded twisted pair	
Environmental		
Outdoor Ambient Temp Range	-30 to +120	Degrees Fahrenheit
Indoor Ambient Temp Range	60-80	Degrees Fahrenheit
Altitude	420	FT
Max Ice Loading		Inch
Wind Velocity		MPH
Seismic and wind loading per		
Ground Motion		
Site Classification		
Wind Exposure Category		

Description of Specification	Requirements	Units
Soil Type		
External Power Cable Entrance	Bottom Rear Section B2	From XFMR
External Power Cable Exit	Bottom Rear Section A2	Feed to DAF
Metal Clad Switchgear (Two Bus Sections)	1	EA.
Ratings		
System nominal voltage	13.2	kV
Rated Maximum Voltage	15	kV rms
Rated Continuous Current	2000/1200	A, rms
Basic Impulse Level (BIL)	95	kV peak
Normal Frequency Withstand	36	kV, rms
Frequency	60	Hz
Momentary Rating	25	kA, rms
Shipping Label		
Project Title	Syracuse Airport Terminal Switchgear Relocation	
Specification No.	22186.00-SPC-E01	
Equipment Type	Metal Clad Switchgear	
P. O. Item No.	See Purchase Order	
Device Location	Syracuse, NY	

GENERAL CONSTRUCTION NOTES

- CONSTRUCTION SHALL CONFORM TO THE 2009 BUILDING CODE OF NEW YORK STATE, LATEST REVISION, AND ANY OTHER CODES COVERED BY THE JURISDICTION IN WHICH THE PROJECT IS BEING CONSTRUCTED.
- CONSTRUCTION SHALL COMPLY WITH ALL LOCAL, STATE AND FEDERAL CODES AND REGULATIONS.
- ALL DRAWINGS ARE GRAPHIC REPRESENTATIONS OF APPROXIMATE LOCATIONS OF NEW MATERIALS. IT IS THE CONTRACTOR'S RESPONSIBILITY TO FIELD VERIFY ALL CONDITIONS PRIOR TO COMMENCEMENT OF WORK.
- CONTRACTORS ARE RESPONSIBLE FOR ALL MATERIALS, CONSTRUCTION METHODS AND CRAFTSMANSHIP.
- CONTRACTORS ARE TO VERIFY ALL EXISTING CONDITIONS, REQUIREMENTS, NOTES, CODES AND DIMENSIONS, PRIOR TO THE START OF CONSTRUCTION AND SHALL NOTIFY THE ARCHITECT IF CONDITIONS VARY FROM THOSE SHOWN ON THE DOCUMENTS.
- CONTRACTORS ARE TO PROVIDE ADEQUATE SUPPORT OF FOUNDATION WALLS, LOAD BEARING WALLS AND PARTITIONS DURING CONSTRUCTION.
- THOROUGHLY COORDINATE WORK WITH OTHER TRADES AND DETERMINE THE EXACT ROUTE AND LOCATION OF UTILITIES, MATERIALS AND EQUIPMENT BEFORE FABRICATION AND INSTALLATION.
- CONTRACTORS PROVIDE ALL BLOCKING, FURRING AND SHIMMING FOR INSTALLATION AND COMPLETION OF WORK.
- ALL NEW WORK SHALL BE PLUMB, LEVEL AND SQUARE.
- CONTRACTORS VERIFY ALL DIMENSIONS BEFORE ORDERING MATERIAL OR DOING WORK. NO EXTRA COMPENSATION OR CHARGES WILL BE ACCEPTED DUE TO DIFFERENCES BETWEEN THE ACTUAL MEASUREMENTS AND MEASUREMENTS INDICATED ON THE DRAWINGS.
- ALL DETAILS ARE SUBJECT TO CHANGE DUE TO EXISTING FIELD CONDITIONS. CONTRACTOR MUST NOTIFY ARCHITECT OF SAME.
- THE CONTRACTOR SHALL ASSUME RESPONSIBILITY FOR CHANGES TO THESE DRAWINGS AND COMPLETION OF COMPLIANT WORK.
- ARCHITECT, OWNER, AND CONTRACTOR, TO COORDINATE ALL DOOR HARDWARE, TRIM AND FINISHES TO MEET INTENT AND COMPLIANCE.
- THESE DRAWINGS DO NOT PURPORT TO SHOW ALL ITEMS AND PROCEDURES REQUIRED FOR A COMPLETE INSTALLATION. THE INTENT IS TO INDICATE THE GENERAL SCOPE OF THE PROJECT IN TERMS OF THE GENERAL ARCHITECTURAL DESIGN CONCEPT, THE LOCATION/DIMENSIONS OF THE CONSTRUCTION AND MAJOR ELEMENTS OF CONSTRUCTION.
- CONTRACTORS ARE RESPONSIBLE FOR OBTAINING AND PAYING FOR ALL PERMITS ASSOCIATED WITH THE WORK OF THEIR CONTRACT.
- ITEMS NOTED AS 'BY OWNER' ARE TO BE FURNISHED AND INSTALLED BY THE OWNER OR THE OWNER'S VENDOR.
- INTERIOR FINISHES SHALL COMPLY WITH APPLICABLE LOCAL CODES AND REGULATIONS.
- INTERIOR GYPSUM BOARD TO RECEIVE PAINT FINISH SHALL BE TAPED, SEALED AND SANDED TO RECEIVE FINISH. INTERIOR GYPSUM BOARD TO BE TRUE AND LEVEL.
- ALL SURFACES TO RECEIVE PAINT FINISH SHALL BE PREPARED TO SHOW NO DEFECTS.
- FLOORS SHALL BE SMOOTH AND LEVEL WITHOUT DEPRESSED OR RAISED AREAS. EXCEPT A PROVISION SHALL BE MADE TO HAVE SMOOTH, EVEN SLOPE TO FLOOR DRAINS. THE SURFACE SHALL BE ACCEPTABLE TO RECEIVE FINISH.
- PROVIDE METAL CORNER BEAD, TRIM AND CASING FOR ALL EDGES AND CORNERS OF GYPSUM BOARD SURFACES ON PAINTED WALLS. CLEAN GYPSUM BOARD CORNERS WITHOUT METAL CORNER BEADS SHALL BE UNDER FRP, TILE, OR STAINLESS STEEL.
- PROVIDE STIFFENERS, BRACING, BACK-UP PLATES, ETC. AS REQUIRED AT STUD WALLS FOR SUPPORT OF FIXTURES AND OTHER EQUIPMENT.
- TILE SHALL BE INSTALLED IN ACCORDANCE WITH THE RECOMMENDATIONS CONTAINED IN THE HANDBOOK FOR CERAMIC TILE INSTALLATION OF THE COUNCIL OF AMERICA (CURRENT EDITION).
- TILE DIMENSIONS ON FLOOR FINISH PLANS ARE DESIGNED TO LAYOUT IN AN EQUAL MANNER. IF TILE MUST BE CUT, THE GROUT LINES SHALL ALIGN WITH ADJACENT TILES OR BE CENTERED AND CUT IN OBVIOUS LOCATIONS. THE GENERAL CONTRACTOR SHALL COORDINATE THE INSTALLATION OF GYPSUM BOARD WITH TILE DIMENSIONS TO PERMIT EVEN INSTALLATION.

SHEET LIST	
SHEET NUMBER	SHEET NAME
A00-01	DRAWING INDEX AND GENERAL NOTES
A11-01	SWITCHGEAR BLDG. FLOOR PLANS
A11-02	SWITCHGEAR BLDG. ROOF PLAN
A12-01	SWITCHGEAR BLDG. REFLECTED CEILING PLAN
A20-00	SWITCHGEAR BLDG. SECTIONS
A20-01	SWITCHGEAR BLDG. EXTERIOR ELEVATIONS
A20-02	SWITCHGEAR BLDG. DETAILS & SCHEDULES
E00-01	ELECTRICAL LEGEND, NOTES AND SYMBOLS
E11-01	PLAN VIEWS FOR SWITCHGEAR BLDG.
E60-01	ELECTRICAL MEDIUM VOLTAGE SINGLE LINE DIAGRAM - EXISTING
E60-02	SINGLE LINE FOR SWITCHGEAR
E61-00	ELECTRICAL RISER & SCHEDULES DIAGRAMS
M00-00	HVAC & PLUMBING NOTES AND LEGENDS
M11-01	SWITCHGEAR BLDG. HVAC & PLUMBING PLANS
M50-01	HVAC & PLUMBING DETAILS
M60-01	HVAC & PLUMBING SCHEDULES
S11-00	SWITCHGEAR BLDG. FLOOR FRAMING PLANS
S12-01	SWITCHGEAR BLDG. ROOF FRAMING PLAN
S50-00	SWITCHGEAR BLDG. DETAILS

PROJECT

Syracuse Regional Airport Authority
1000 Col Eileen Collins Blvd
Syracuse, New York 13212

PROJECT MANAGEMENT & PLANNING

Landrum & Brown
110 William St., 20th Fl.
New York, NY 10038

ARCHITECT

Perkins & Will
1290 Broadway, Suite 200
New York, NY 10017

STRUCTURAL, ROADWAY DESIGN

Foit Albert Associates
295 Main Street, Suite 200
Buffalo, New York 14203

ACCOUNTING

TYLin
32 Old Slip, 10th Fl.
New York, NY 10005

LIGHTING DESIGN

Currie & Brown
12 East 49th Street, 11th Fl.
New York, NY 10017

SIGNAGE

Cline Bettridge Bernstein
116 East 27th Street, 4th Fl.
New York, NY 10016

LANDSCAPE

Airspace
41 Flatbush Ave.
Brooklyn, NY 11217

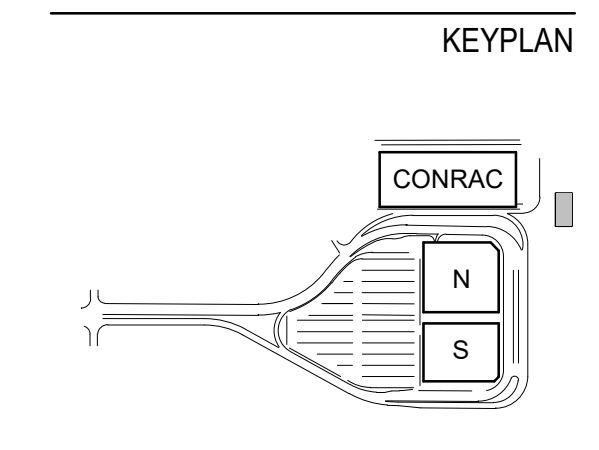
MEFPF

EDR
217 Montgomery St., Suite 1100
Syracuse, NY 13202

KEYPLAN

POPPLI DESIGN GROUP
CERTIFICATE OF AUTHORIZATION: 018110

SCHEMATIC DESIGN 04/28/23



ISSUE CHART

Revision Number	Revision Date

Scale: AS NOTED

Date: 04/28/23	Project Manager: REG
Drawn By: _AJG	Checked By:
Job Number: 22198-00	Checker:

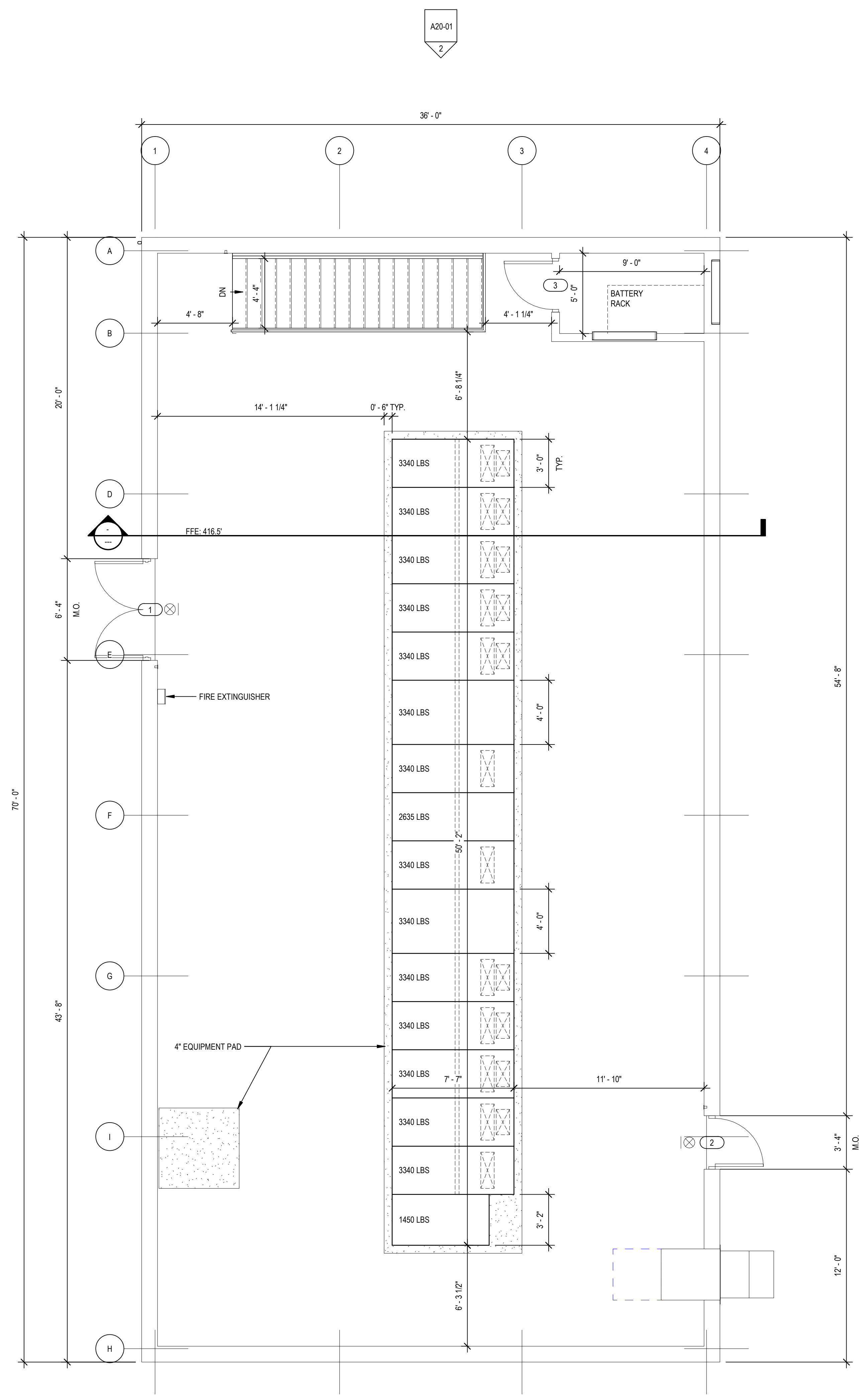
TITLE

DRAWING INDEX AND GENERAL NOTES

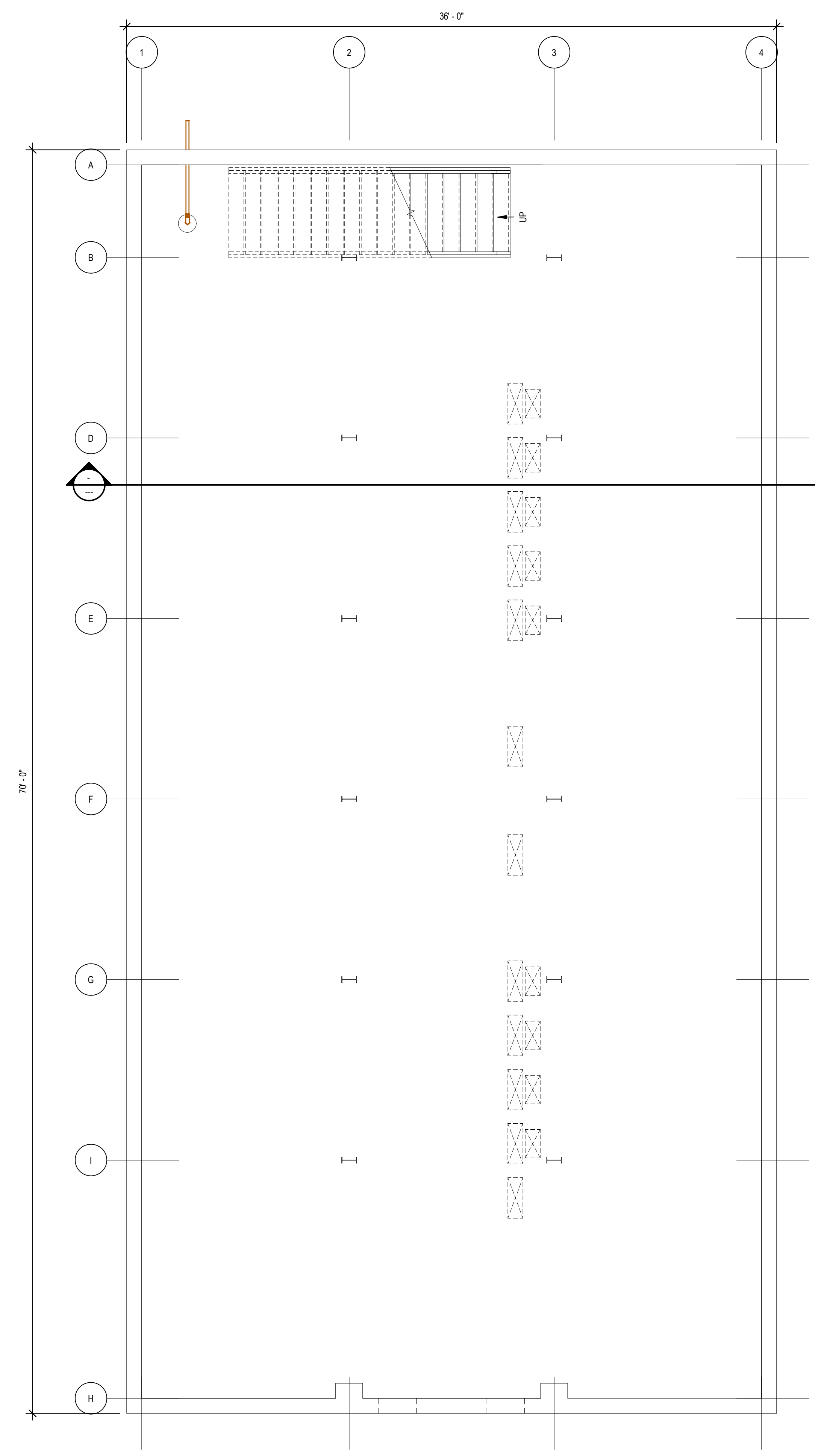
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A00-01

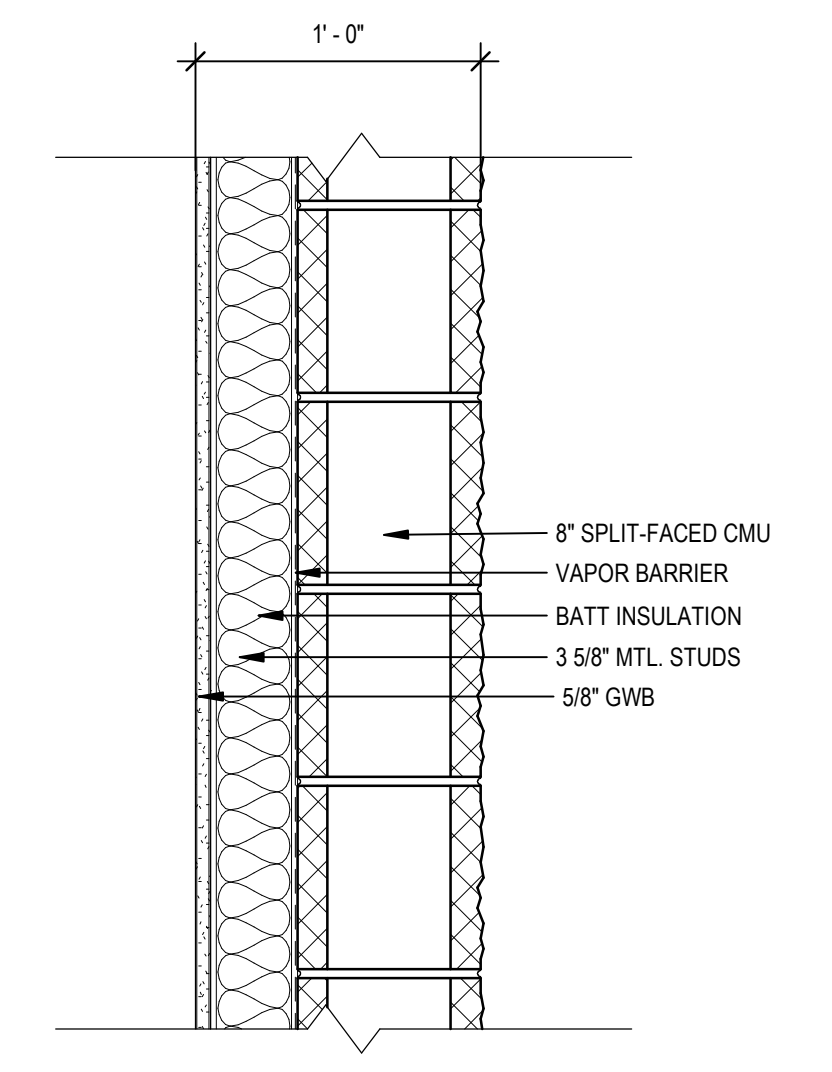
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3 FIRST FLOOR PLAN
 1/4" = 1'-0"



2 BASEMENT FLOOR PLAN
 1/4" = 1'-0"

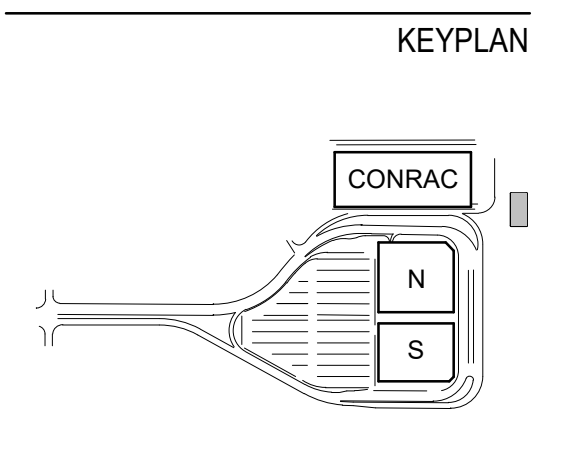


1 EXTERIOR WALL ASSEMBLY
 1 1/2" = 1'-0"



PRELIMINARY
 NOT FOR
 CONSTRUCTION

SCHEMATIC DESIGN 04/28/23



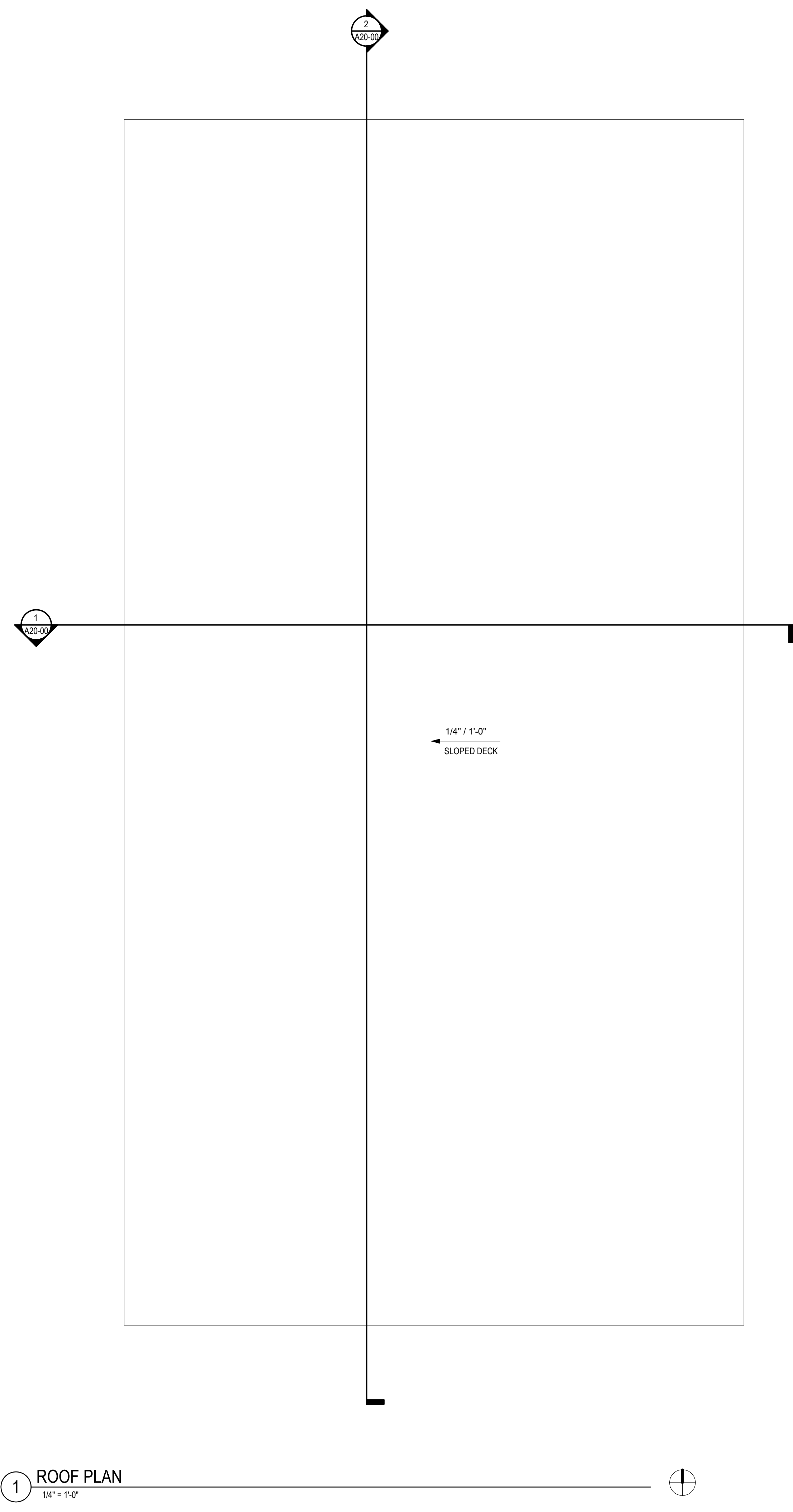
ISSUE CHART

Revision Number	Revision Date

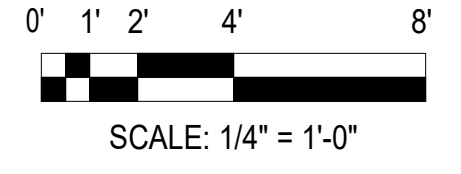
Scale: AS NOTED

Date: 04/28/23	Project Manager: REG
Drawn By: AJG	Checked By: []
Job Number: 22198-00	Checker: []

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1 ROOF PLAN
1/4" = 1'-0"



PRELIMINARY
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PROJECT

Syracuse Regional Airport Authority
1000 Col Eileen Collins Blvd
Syracuse, New York 13212

PROJECT MANAGEMENT & PLANNING
Landrum & Brown
110 William St., 20th Fl.
New York, NY 10038

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Perkins & Will
1250 Broadway, Suite 200
New York, NY 10001

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STRUCTURAL, ROADWAY DESIGN
TYLin
32 Old Slip, 10th Fl.
New York, NY 10005

ACCOUNTING
Currie & Brown
12 East 49th Street, 11th Fl.
New York, NY 10017

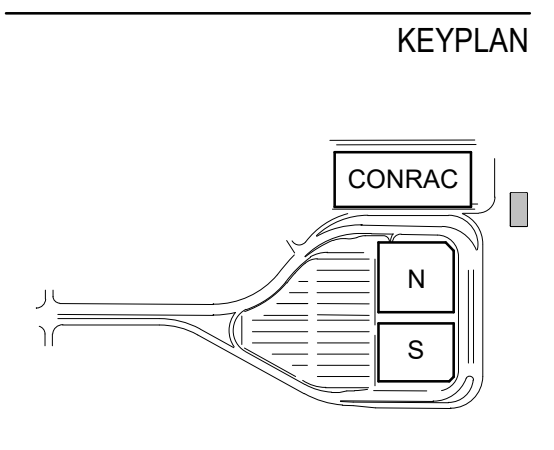
LIGHTING DESIGN
Cline Bettridge Bernstein
116 East 27th Street, 4th Fl.
New York, NY 10010

SIGNAGE
Airspace
41 Flatbush Ave.
Brooklyn, NY 11217

LANDSCAPE
EDR
217 Montgomery St., Suite 1100
Syracuse, NY 13202

MEPPP
PDG
POPLI DESIGN GROUP
CERTIFICATE OF AUTHORIZATION: 018110
KEYPLAN

SCHEMATIC DESIGN 04/28/23



ISSUE CHART

Revision Number	Revision Date

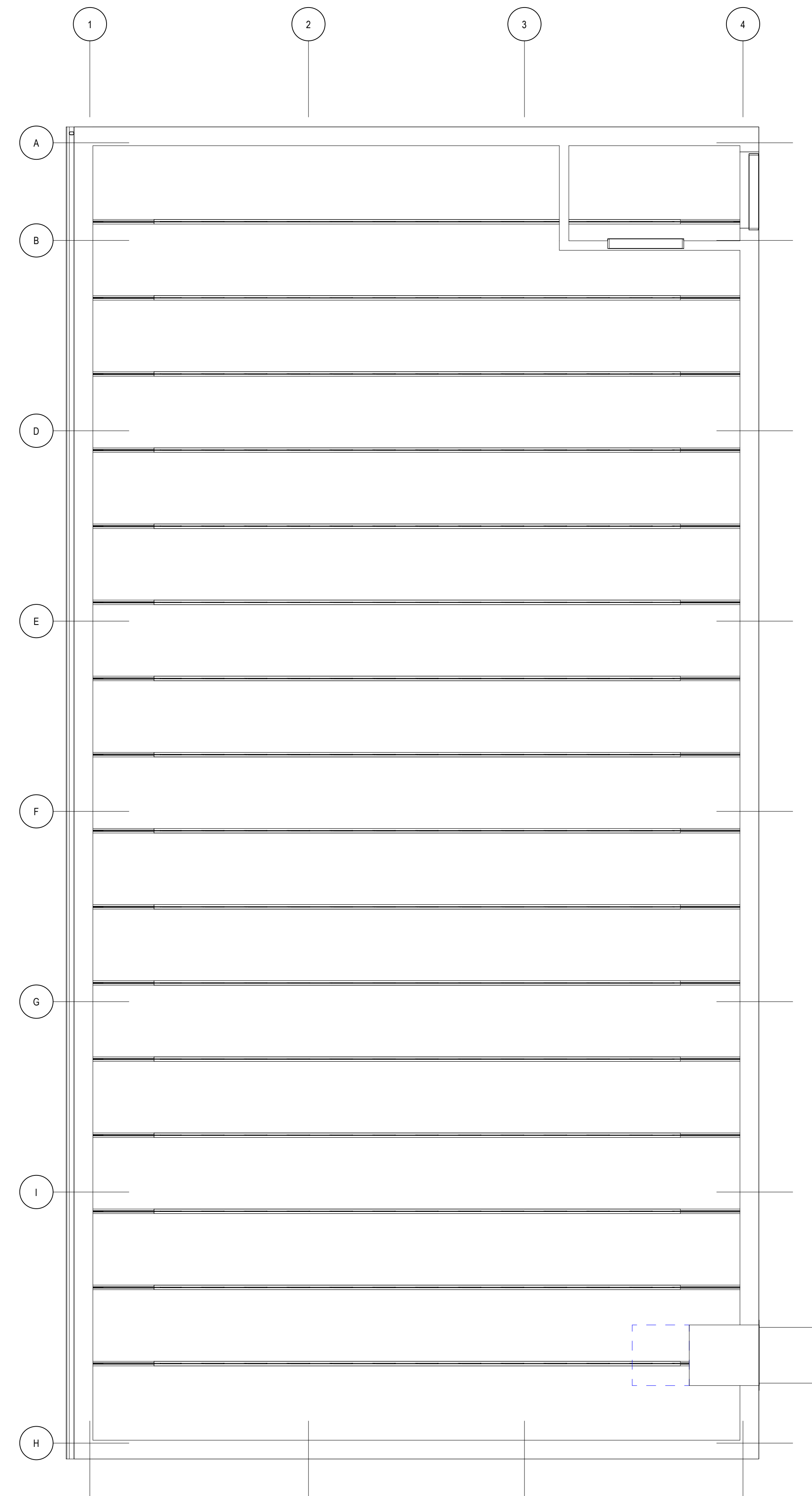
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Date: 04/28/23	Project Manager: REG
Drawn By: _____	Checked By: _____
Author: _____	Checker: _____
Job Number: 22198-00	TITLE

SWTICHGEAR BLDG. ROOF PLAN

SHEET NUMBER
A11-02

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1 FIRST FLOOR REFLECTED CEILING PLAN
1/4" = 1'-0"



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**LANDSIDE
DESIGN STUDY**
1000 Col Eileen Collins Blvd
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Airport Authority**
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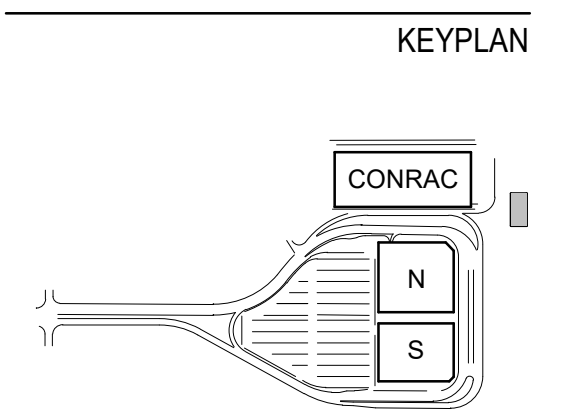
LIGHTING DESIGN
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SCHEMATIC DESIGN 04/28/23



ISSUE CHART

Revision Number	Revision Date

Scale: AS NOTED
Date: 04/28/23 Project Manager: REG
Drawn By: Checked By:
Author: Checker:
Job Number: 22198-00

TITLE
**SWITCHGEAR BLDG. REFLECTED
CEILING PLAN**

SHEET NUMBER
A12-01

GENERAL NOTES

- THESE CONTRACT DOCUMENTS ARE SCHEMATIC IN NATURE AND REPRESENT A COMPLETED PROJECT. MINOR MODIFICATIONS OF WORK SHALL BE PROVIDED BY THE CONTRACTOR TO COMPLY WITH PROJECT REQUIREMENTS AND TO INSTALL A WORKING SYSTEM. LOCATIONS OF DEVICES AND EQUIPMENT SHOW A GENERAL ARRANGEMENT AND/OR INTENDED FUNCTION. ALL COMPONENTS TO BE INSTALLED ARE NOT SHOWN ON ALL DRAWINGS OR DETAILS, BUT SHALL BE INCLUDED AS NECESSARY. EXACT LOCATIONS OF CERTAIN EQUIPMENT THAT REQUIRE ELECTRICAL CONNECTIONS MAY BE SHOWN ON THE DRAWINGS SHOWING THAT EQUIPMENT. IT IS THE CONTRACTORS RESPONSIBILITY TO VERIFY THE EXACT LOCATION FOR THAT EQUIPMENT.
- THE CONTRACT SPECIFICATIONS FOR THIS PROJECT ARE AN INTEGRAL PART OF THESE CONTRACT DOCUMENTS AND SHALL BE CONSIDERED PART OF AND COMPLEMENTARY TO THE INFORMATION IN THESE CONTRACT DRAWINGS.
- ALL REFERENCES TO THE CONTRACTOR REFERS TO THE CONTRACTOR OR CONTRACTORS RESPONSIBLE FOR ANY AND ALL WORK SHOWN ON THESE ELECTRICAL CONTRACT DOCUMENTS.
- ALL MATERIAL AND EQUIPMENT SHALL BE LISTED AS APPROPRIATE FOR THE APPLICATION.
- ELECTRICAL CONTRACTOR SHALL FIELD VERIFY ALL EXISTING CONDITIONS AND DIMENSIONS PRIOR TO COMMENCEMENT OF ANY WORK OR SHOP FABRICATION. REQUIRED CHANGES TO THE WORK AS SHOWN ON THESE CONTRACT DOCUMENTS SHALL BE APPROVED AND ACKNOWLEDGED BY THE ENGINEER, OTHER TRADES, AND OWNER, IN WRITING, PRIOR TO ANY CONSTRUCTION. BEFORE INSTALLATION OF WORK, THE CONTRACTOR SHALL CHECK FOR ALL REQUIRED CLEARANCES, INCLUDING DOOR SWINGS AND ELEVATIONS, TO AVOID INTERFERENCE WITH OTHER TRADES. THE CONTRACTOR IS RESPONSIBLE FOR OBTAINING AND COORDINATING WITH ALL CONTRACT DOCUMENTS, SHOP DRAWINGS, CONTRACTOR SUBMITTALS AND EQUIPMENT CONTRACT DOCUMENTS.
- COORDINATE THE WORK ON THESE DRAWINGS WITH THE WORK OF ALL OTHER DRAWINGS AND CONTRACTS IN THE AFFECTED AND/OR ADJACENT AREAS. COORDINATE SHUTDOWN OF EXISTING SYSTEMS WITH OWNER AND OTHER TRADES. THE CONTRACTOR IS RESPONSIBLE FOR DISABLING EXISTING SYSTEMS AS REQUIRED, AND IS RESPONSIBLE FOR PERFORMING ALL WORK AS REQUIRED BY CODES, REGULATIONS AND LAWS OF THE LOCAL, STATE AND FEDERAL GOVERNMENTS AND OTHER AUTHORITIES AND AGENCIES WITH LAWFUL JURISDICTION.
- PROVIDE GROUNDING & BONDING IN ACCORDANCE WITH THE NATIONAL ELECTRICAL CODE AND THE CONTRACT DOCUMENTS. ALL CONDUCTORS SHALL BE COPPER UNLESS INDICATED OTHERWISE. ALL FEEDERS, BRANCH CIRCUITS, AND OTHER WIRING SYSTEMS SHALL HAVE A SEPARATE DEDICATED INSULATED GROUND WIRE EXCEPT AS SPECIFICALLY NOTED. ELECTRICAL CONDUCTIVE MATERIALS ASSOCIATED WITH THE PROJECT SHALL BE CONNECTED TOGETHER IN A MANNER THAT CREATES A PERMANENT, LOW IMPEDANCE PATH FOR GROUND FAULT CURRENT. ALL BRANCH CIRCUITS REQUIRING A NEUTRAL SHALL HAVE SEPARATE DEDICATED PATHS FOR NEUTRAL CONDUCTORS OR AS INDICATED OTHERWISE.
- PROVIDE ELECTRICAL CONNECTION FOR EVERY FIXTURE, ITEM OR ANY EQUIPMENT REQUIRING ANY ELECTRICAL CONNECTION WHICH IS SHOWN ON ANY CONTRACT DRAWING OR NOTED IN ANY TECHNICAL SPECIFICATION. INSTALL ALL EQUIPMENT IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS AND CONDITIONS FOR WARRANTY AND GUARANTEE. PROVIDE ALL ACCESSORIES REQUIRED FOR A COMPLETE AND SATISFACTORY INSTALLATION READY FOR CONTINUOUS USE.
- EXISTING CIRCUITS, AND DEVICES, WHICH ARE PRESENT OR PASS THROUGH AFFECTED AREAS, SHALL BE MAINTAINED OPERATIONAL, AS REQUIRED; AND AS DIRECTED, THE CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATING AND AVOIDING, IF POSSIBLE, THESE CIRCUITS AND DEVICES, IF DISTURBED, UNLESS OTHERWISE APPROVED CIRCUITS AND DEVICES, SHALL BE REPAIRED, OR REPLACED, AND MADE OPERATIONAL, AS SOON AS POSSIBLE AND AT THE CONTRACTORS EXPENSE. ALL INTERRUPTIONS TO LIFE SAFETY SYSTEMS INCLUDING MONITORING AND ALARM SYSTEMS SHALL BE KEPT TO A MINIMUM AND SHALL BE RESTORED AS SOON AS POSSIBLE.
- THE CONTRACTOR IS RESPONSIBLE FOR ANY EQUIPMENT OR WORK THAT MAY BE TEMPORARILY DISCONNECTED, REMOVED AND/OR RELOCATED AS PART OF THE CONTRACTORS WORK OR THE WORK OF OTHER TRADES. THE EQUIPMENT SHALL BE PROTECTED FROM DAMAGE. THE CONTRACTOR IS RESPONSIBLE TO RECONNECT AND MAKE ELECTRICALLY OPERATIONAL ALL EQUIPMENT THAT IS DISCONNECTED AND/OR RELOCATED AS PART OF THE WORK.
- ALL EQUIPMENT SHALL BE INSTALLED IN A NEAT AND WORKMAN LIKE MANNER, RECTILINEAR TO BUILDING STRUCTURE. ALL WIRING SHALL BE RUN CONCEALED OR IN LACEWAY UNLESS SPECIALLY NOTED OTHERWISE.
- ALL RACEWAYS THROUGH BUILDING EXPANSION JOINTS SHALL BE EQUIPPED WITH EXPANSION FITTINGS, CUT AND PATCH BUILDING STRUCTURE AS REQUIRED. PROVIDE UL LISTED FIRE STOP METHODS FOR PENETRATIONS OF FIRE-RATED BUILDING COMPONENTS OR BARRIERS PER CONTRACT SPECIFICATIONS. WATERPROOF ALL EXTERIOR OUTDOOR PENETRATIONS.
- ALL CUTTING AND PATCHING OF BUILDING COMPONENTS REQUIRED TO ACCOMMODATE THE WORK OF THIS CONTRACT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. ALL PATCHING SHALL MATCH THE EXISTING COMPONENTS AND FINISHES. CUTTING AND PATCHING WORK SHALL BE PERFORMED BY PERSONNEL TRAINED AND REGULARLY EMPLOYED FOR SUCH SERVICES. COORDINATE ALL WORK ON EXISTING BUILDING COMPONENTS WITH OWNER AND OTHER TRADES.
- ELECTRICAL CONTRACTOR SHALL PROVIDE NECESSARY SUPPORT FRAMING, STIFFENERS, BRACING, AND HANGERS TO ENSURE A COMPLETE AND DURABLE SYSTEM. SUPPORTS MAY VARY FROM THOSE SHOWN IN DETAILS AND AS REQUIRED FOR EQUIPMENT TO BE FURNISHED OR FOR EXISTING FIELD CONDITIONS. DEVIATIONS FROM THE CONTRACT DOCUMENTS MUST BE APPROVED BY THE ENGINEER.
- 10077V, 20A CIRCUITS SHALL BE FED WITH #12AWG CONDUCTORS AND A #12AWG GROUND MINIMUM, UNLESS STATED OTHERWISE. CIRCUITS PROTECTED AT GREATER THAN 20A, UP TO AND INCLUDING 30A, SHALL BE FED WITH #10AWG CONDUCTORS AND A #10AWG GROUND, UNLESS STATED OTHERWISE. CIRCUITS PROTECTED AT GREATER THAN 30A, SHALL BE FED AS SHOWN ON THE DRAWINGS OR AS REQUIRED BY CODE AND REGULATIONS, IF NOT INDICATED.
- NOT ALL SYMBOLS AND NOT ALL NOTES ARE USED ON THESE CONTRACT DRAWINGS.
- THE CONTRACTOR SHALL MAINTAIN RECORD DRAWINGS ON SITE SHOWING CHANGES MADE DUE TO FIELD CONDITIONS OR ENGINEER APPROVED CHANGES. THE RECORD SET MUST BE COMPLETE AND CURRENT AND AVAILABLE FOR INSPECTION WHEN REQUESTIONS FOR PAYMENT ARE SUBMITTED. ELECTRONIC VERSIONS, AS APPROVED BY THE ENGINEER, ARE ACCEPTABLE.
- REMOVAL NOTES:
 - REMOVE ALL EXISTING ELECTRICAL ITEMS SHOWN ON THE REMOVAL DRAWINGS UNLESS NOTED OTHERWISE.
 - COORDINATE ALL REMOVALS WITH OWNER AND OTHER TRADES. REFER TO AND COORDINATE WITH ABATEMENT AND ARCHITECTURE DRAWINGS FOR DETAILS.
 - ELECTRICAL CIRCUITS AND CIRCUITS CONNECTED TO ANY EQUIPMENT THAT IS SHOWN TO BE REMOVED SHALL BE REMOVED BACK TO THE SOURCE INCLUDING ALL RACEWAYS, UNLESS NOTED OTHERWISE. RACEWAYS CONTAINED AND CONCEALED IN FLOORS, CEILING OR WALLS THAT ARE NOT TO BE AFFECTED BY ANY CONTRACT OR BY ANY TRADE WILL BE LEFT UNABANDONED UNLESS NOTED OTHERWISE.
 - THE CONTRACTOR SHALL BE RESPONSIBLE FOR CONDUCTING ALL WORK IN ACCORDANCE WITH APPLICABLE FEDERAL, STATE, AND LOCAL REQUIREMENTS, INCLUDING OSHA 29 CFR 1926.62 LEAD IN CONSTRUCTION (PLUMBING) AND FOR TAKING PRECAUTIONS TO ENSURE THAT WORKERS ARE NOT EXPOSED TO LEAD IN EXCESS OF THE PERMISSIBLE EXPOSURE LIMIT.
 - DEMOLITION WORK MAY INVOLVE ASBESTOS ABATEMENT. REFER TO ARCHITECTURAL PLANS FOR DETAILS AND EXACT LOCATIONS. ANY REMOVAL WORK OR ANY OTHER WORK SHALL COMMENCE ONLY AFTER HAZARDOUS MATERIAL REMOVAL WORK IS COMPLETE AND NECESSARY AND REQUISITE CLEARANCES HAVE BEEN OBTAINED FROM THE ENVIRONMENTAL AGENCY CONSULTANT MONITOR.

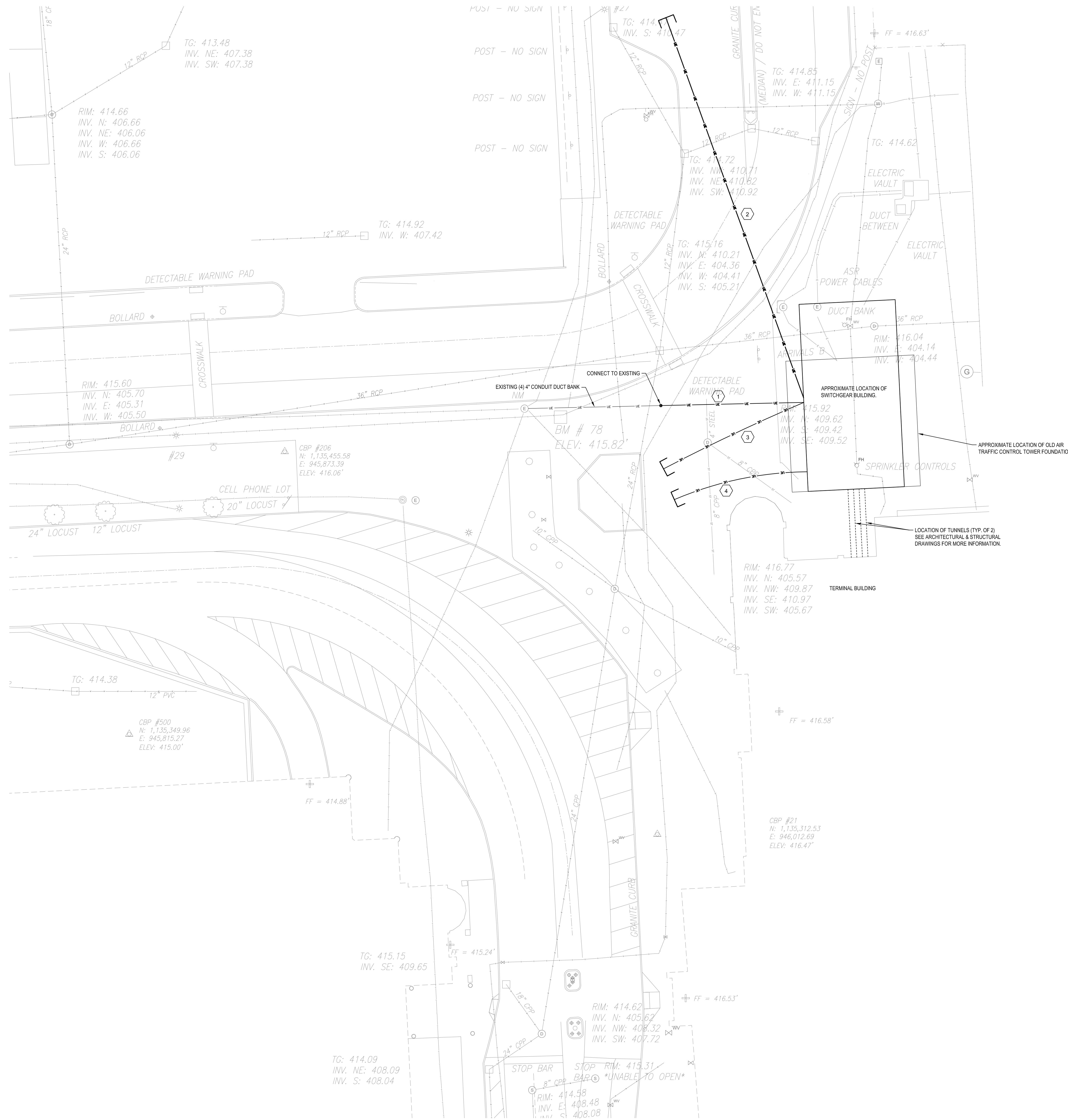
GENERAL NOTES FOR LIGHTNING PROTECTION

- LIGHTNING PROTECTION SYSTEM INSTALLATION SHALL BE IN ACCORDANCE WITH NFPA 780, UL 96 AND LP-175 STANDARDS.
- ACTUAL JOBSITE CONDITIONS MAY REQUIRE SLIGHT ALTERATIONS IN AIR TERMINAL LOCATIONS. VERIFY CHANGE WITH ENGINEER.
- NO BEND OF CONDUCTORS SHALL FORM AN ANGLE OF LESS THAN 90 DEG NOR SHALL HAVE A RADIUS OF BEND LESS THAN 8" BARE COPPER MATERIAL SHALL NOT BE INSTALLED ON ALUMINUM SURFACES AND ALUMINUM MATERIAL SHALL NOT BE INSTALLED ON COPPER SURFACES.
- AIR TERMINALS SHALL BE SPACED EVERY 20' OF MAXIMUM AROUND THE ROOF PERIMETER AND/OR ALONG ROOF RIDGES. AIR TERMINALS SHALL BE LOCATED WITHIN 2' OF OR OUTSIDE CORNERS AND AIR TERMINALS SHALL BE SPACED EVERY 50' OF MAXIMUM ON CENTER ROOF AREAS, WHERE INDICATED.
- THE BUILDING STEEL SHALL BE GROUNDED EVERY 60' AROUND THE PERIMETER OF THE BUILDING. BUILDING STEEL SHALL BE BONDED AT THE BASE. THE ROOF PERIMETER CABLE SHALL BE ATTACHED TO THE BUILDING STEEL AT 100' INTERVALS ALONG THE PERIMETER OF THE ROOF. COORDINATE WITH THE ROOFING CONTRACTOR.
- ALL LIGHTNING PROTECTION CONDUCTORS SHALL BE FASTENED AND SECURED EVERY 3'-0" MAXIMUM.
- BOND ALL METAL BODIES WITHIN 1' ELEVATION OF THE MAIN LIGHTNING CONDUCTORS SUCH AS CHIMNEY FANS, ROOF VENTS, METAL COOLING TOWERS, HVAC UNITS, LADDERS, RAILINGS, ANTENNAS, SKYLIGHTS, METAL STACKS, AND ANY OTHER LARGE METAL BODY WHOSE HEIGHT EXCEEDS OF THE AIR TERMINAL IN USE, UNLESS PROTECTED BY HIGHER ROOF ELEVATION.
- ADHESIVE COMPOUNDS TO BE PROVIDED BY THE CONTRACTOR. THE ADHESIVE COMPOUND SHALL BE COMPATIBLE WITH THE ROOFING SYSTEM. ROOF PENETRATIONS SHALL BE COORDINATED WITH AND APPROVED BY OWNER AND OTHER TRADES. CONTRACTOR SHALL ENSURE THAT ALL ROOF PENETRATIONS ARE SECURED.

WIRING DEVICE SYMBOLS

	DUPLEX RECEPTACLE
	X-D-DEDICATED
	E-RELAYED, SEE MOUNTING HEIGHT FOR DETAIL
	T-TIMER
	F-SWITCH WITH PILOT LIGHT
	LIGHT SWITCH - LOW VOLTAGE
	X-D-DIMMER
	N-MOMENTARY
	OS-INTEGRAL OCCUPANCY SENSOR
	K-KEY OPERATED
	P-WEATHER PROOF
	C-WEATHER PROOF
	T-TAMPER RESISTANT
	TS-TOUCH RESISTANT
	U-RECEPTACLE WITH USB CONNECTORS
	SS-SURGE SUPPRESSION
	QUAD RECEPTACLE
	WEATHER PROOF WHILE IN USE COVER
	H-HOSPITAL GRADE
	P-PLUG LOAD CONTROLLED
	C-WEATHER RESISTANT
	TS-TOUCH RESISTANT
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1 ELECTRICAL SITE PLAN - PHASE 0
E01-01 SCALE: 1/16" = 1'-0"

GENERAL NOTES:

- BOLD LINE WEIGHTS INDICATE NEW EQUIPMENT. THIN LINE WEIGHTS INDICATE EXISTING.
- CONDUIT BELOW GRADE TO BE NON-METALLIC AND CONCRETE ENCASED.

KEYED NOTES:

- PROVIDE NEW CONDUIT DUCT BANK CONSISTING OF (4) 4" CONDUITS. CONNECT TO EXISTING CONDUIT DUCT BANK AT LOCATION INDICATED. CONTRACTOR TO VERIFY THE FIELD LOCATION OF END OF DUCT BANK.
- PROVIDE (2) 4" CONDUITS FOR POWER CONNECTION FROM SWITCHGEAR IN SWITCHGEAR BUILDING TO LOCATION INDICATED AND STUB & CAP CONDUITS FOR CONNECTION IN FUTURE PHASE. SEE SHEETS E60-2 & E60-10 FOR MORE INFORMATION. PROVIDE (2) 2" CONDUITS FOR DATA CONNECTION FROM MDF IN SWITCHGEAR BUILDING TO LOCATION INDICATED AND STUB & CAP CONDUITS FOR CONNECTION IN FUTURE PHASE. SEE SHEETS E60-0 & E60-11 FOR MORE INFORMATION. PROVIDE (2) 2" CONDUITS FOR FIRE ALARM CONNECTION FROM FACU IN SWITCHGEAR BUILDING TO LOCATION INDICATED AND STUB & CAP CONDUITS FOR CONNECTION IN FUTURE PHASE. SEE SHEETS E60-0 & E60-11 FOR MORE INFORMATION.
- PROVIDE (4) 4" CONDUITS FOR POWER CONNECTION FROM SWITCHGEAR IN SWITCHGEAR BUILDING TO LOCATION INDICATED AND STUB & CAP CONDUITS FOR CONNECTION IN FUTURE PHASE. SEE SHEETS E60-0 & E60-20 FOR MORE INFORMATION. PROVIDE (2) 2" CONDUITS FOR DATA CONNECTION FROM MDF IN SWITCHGEAR BUILDING TO LOCATION INDICATED AND STUB & CAP CONDUITS FOR CONNECTION IN FUTURE PHASE. SEE SHEETS E60-0 & E60-11 FOR MORE INFORMATION. PROVIDE (2) 2" CONDUITS FOR FIRE ALARM CONNECTION FROM FACU IN SWITCHGEAR BUILDING TO LOCATION INDICATED AND STUB & CAP CONDUITS FOR CONNECTION IN FUTURE PHASE. SEE SHEETS E60-0 & E60-11 FOR MORE INFORMATION.
- PROVIDE (4) 4" CONDUITS FOR POWER CONNECTION FROM SWITCHGEAR IN SWITCHGEAR BUILDING TO LOCATION INDICATED AND STUB & CAP CONDUITS FOR CONNECTION IN FUTURE PHASE. SEE SHEETS E60-2 & E60-30 FOR MORE INFORMATION. PROVIDE (2) 2" CONDUITS FOR DATA CONNECTION FROM MDF IN SWITCHGEAR BUILDING TO LOCATION INDICATED AND STUB & CAP CONDUITS FOR CONNECTION IN FUTURE PHASE. SEE SHEETS E60-0 & E60-11 FOR MORE INFORMATION. PROVIDE (2) 2" CONDUITS FOR FIRE ALARM CONNECTION FROM FACU IN SWITCHGEAR BUILDING TO LOCATION INDICATED AND STUB & CAP CONDUITS FOR CONNECTION IN FUTURE PHASE. SEE SHEETS E60-0 & E60-11 FOR MORE INFORMATION.

PROJECT

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Perkins & Will
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PROJECT MANAGEMENT & PLANNING

ARCHITECT

ACCOUNTING

LIGHTING DESIGN

SIGNAGE

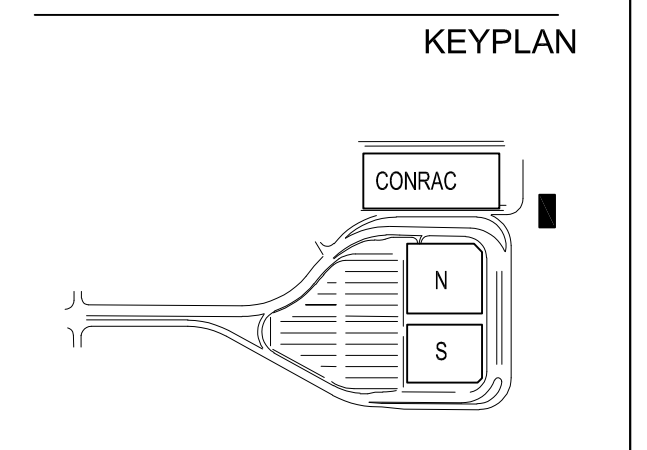
LANDSCAPE

MEFPF

POPPI DESIGN GROUP
CERTIFICATE OF AUTHORIZATION: 018115

KEYPLAN

PROJECT PHASE 05/03/23



ISSUE CHART

Revision Number	Revision Date

Scale: AS NOTED

Date: 03/31/23	Project Manager: REG
Drawn By: MFW	Checked By: REG
Job Number: 22186.00	TITLE

ELECTRICAL SITE PLAN-PHASE 0

SHEET NUMBER

E01-01

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GENERAL NOTES:

1.

KEYED NOTES:

- PROVIDE 3 TYPE S LUMINAIRES ON THE EAST WALL AND 3 TYPE S LUMINAIRES ON THE WEST WALL OF THE BASEMENT FLOOR OF THE BUILDING. SEE SHEET E01-00 FOR LUMINAIRE SCHEDULE.
- PROVIDE 3 TYPE S LUMINAIRES ON THE EAST WALL AND 3 TYPE S LUMINAIRES ON THE WEST WALL OF THE FIRST FLOOR OF THE BUILDING. SEE SHEET E01-00 FOR LUMINAIRE SCHEDULE.
- PROVIDE BATTERY CHARGER FOR BATTERY BANK. PROVIDE NEW CONDUIT FROM PANEL LP-1 TO BATTERY CHARGER FOR POWER CONNECTION.



Landside Design Study
1000 Col Eileen Collins Blvd
Syracuse, New York 13212

Syracuse Regional Airport Authority
1000 Col Eileen Collins Blvd
Syracuse, New York 13212

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STRUCTURAL, ROADWAY DESIGN
TYLin
32 Old Slip, 10th Fl.
New York, NY 10005

ACCOUNTING
Currie & Brown
12 East 49th Street, 11th Fl.
New York, NY 10017

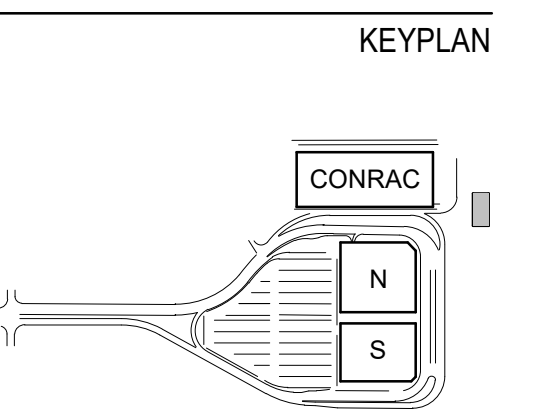
LIGHTING DESIGN
Cline Bettridge Bernstein
116 East 27th Street, 4th Fl.
New York, NY 10010

SIGNAGE
Airspace
41 Flatbush Ave.
Brooklyn, NY 11217

LANDSCAPE
EDR
217 Montgomery St., Suite 1100
Syracuse, NY 13202



SCHEMATIC DESIGN 04/28/23



ISSUE CHART

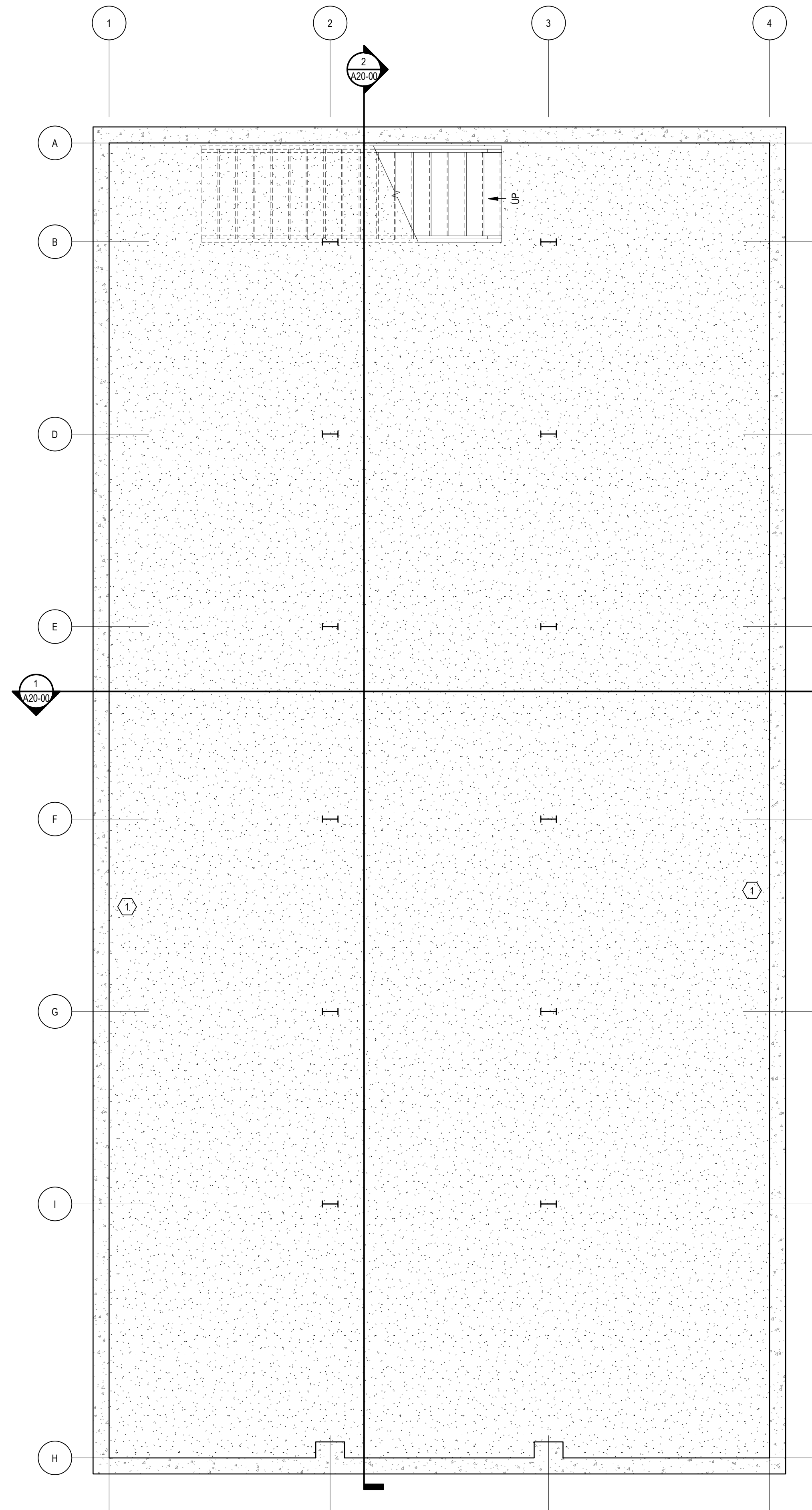
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Scale: AS NOTED

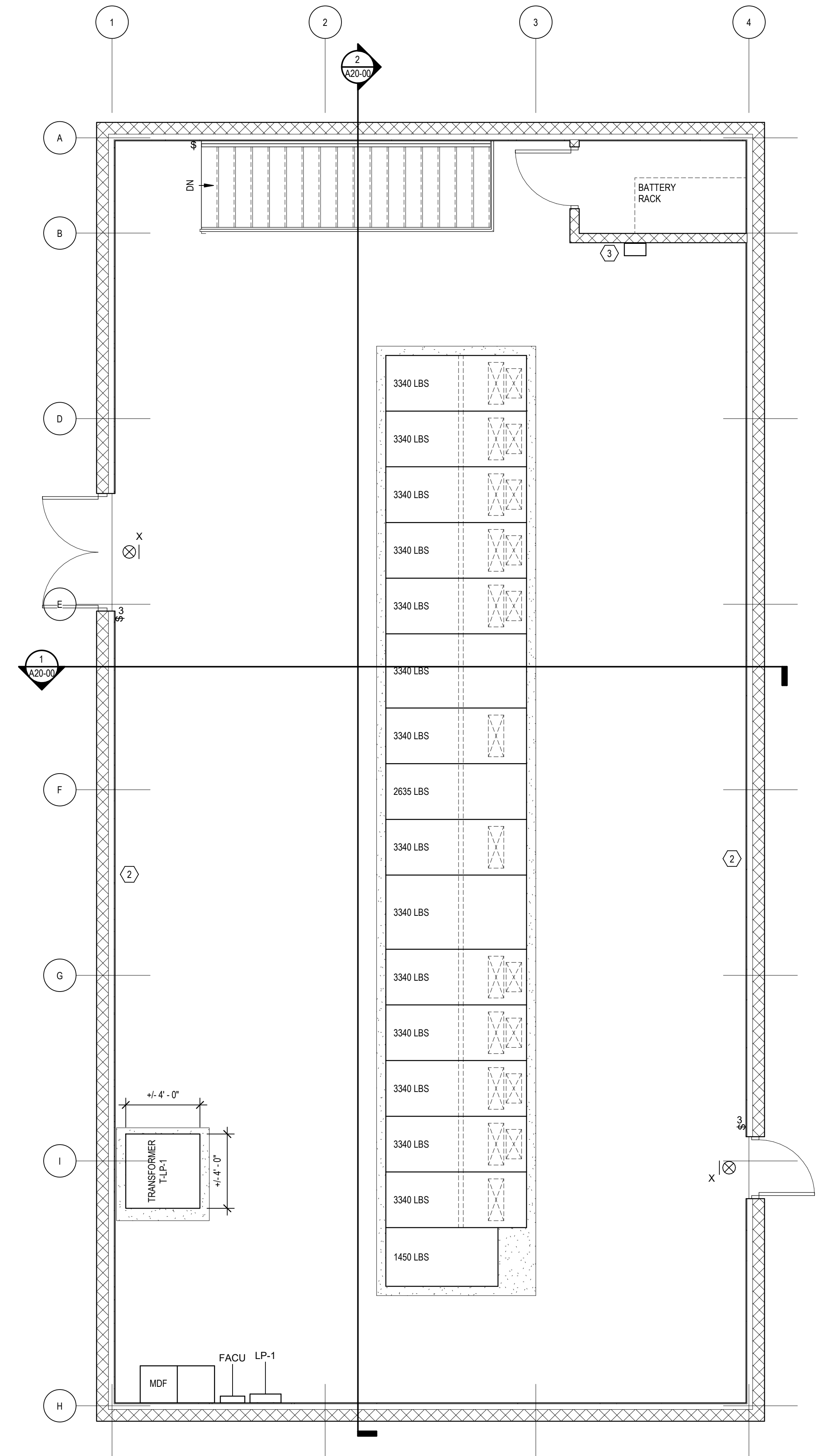
Date: 04/28/23	Project Manager: REG
Drawn By: MRW	Checked By: REG
Job Number: 22198.00	TITLE

PLAN VIEWS FOR SWITCHGEAR BLDG.

SHEET NUMBER
E11-01



2 BASEMENT ELECTRICAL FLOOR PLAN
1/4" = 1'-0"

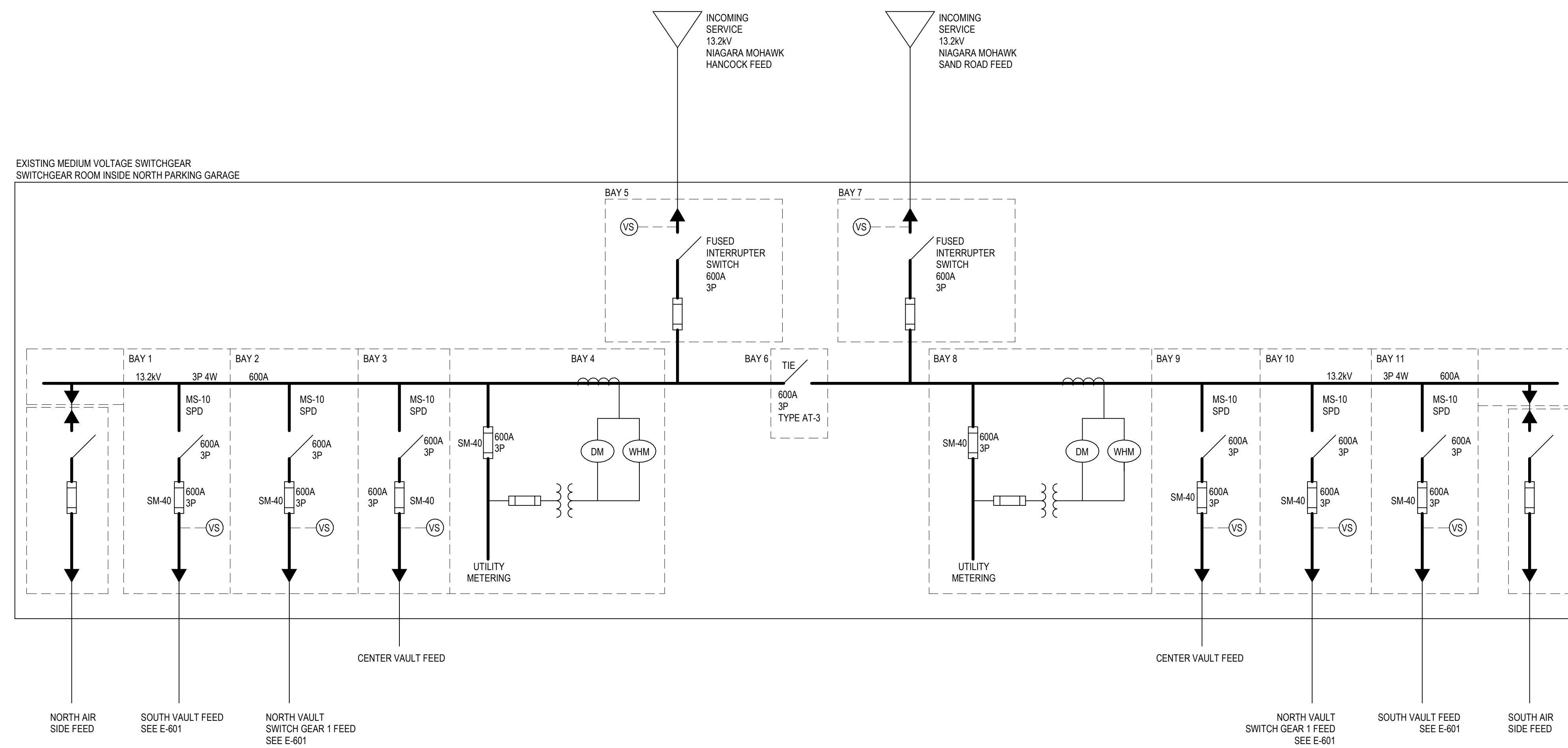


1 FIRST FLOOR ELECTRICAL PLAN
1/4" = 1'-0"



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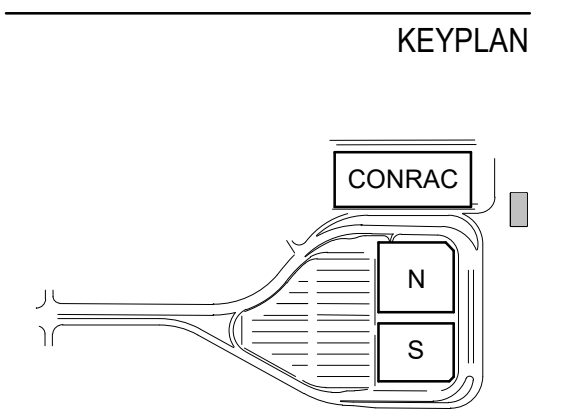
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1 MEDIUM VOLTAGE SINGLE LINE - EXISTING
 NTS

LEGEND:	
(X)	INSTRUMENTATION & METERING X = AMMETER (SCALE TO MATCH CURRENT TRANSFORMER) AS = AMMETER SWITCH CS = BREAKER CONTROL SWITCH DM = DEMAND METER IL = INDICATING LIGHTS VM = VOLTMETER (SCALE TO MATCH POTENTIAL TRANSFORMER) VS = VOLTMETER SWITCH WHM = WATT HOUR METER
(R)	RELAY # 25 = SYNCHRONIZING RELAY 27 = UNDERVOLTAGE RELAY S1 = INSTANTANEOUS OVERCURRENT RELAY S1 = AC TIME OVERCURRENT RELAY 62 = TIME DELAY RELAY
▼	TERMINATION POINT
(P)	PROTECTION DEVICE # 83 = AUTOMATIC SELECTIVE CONTROL AND TRANSFER RELAY
(B)	POWER BREAKER, DRAWOUT VACUUM TYPE. xxA = AMPERES, 4P = POLES # 52 = AC CIRCUIT BREAKER
(BC)	BATTERY CHARGER
(SA)	SURGE ARRESTER 15KV, 12.7KV MCOV, 10KV DUTY CYCLE
(+)	DC BATTERY, SIZE AS INDICATED

SCHEMATIC DESIGN 04/28/23



ISSUE CHART	
Revision Number	Revision Date

Scale: AS NOTED	Project Manager:
Date: 04/28/23	REG
Drawn By: MFRV	Checked By: REG
Job Number: 22198-00	TITLE

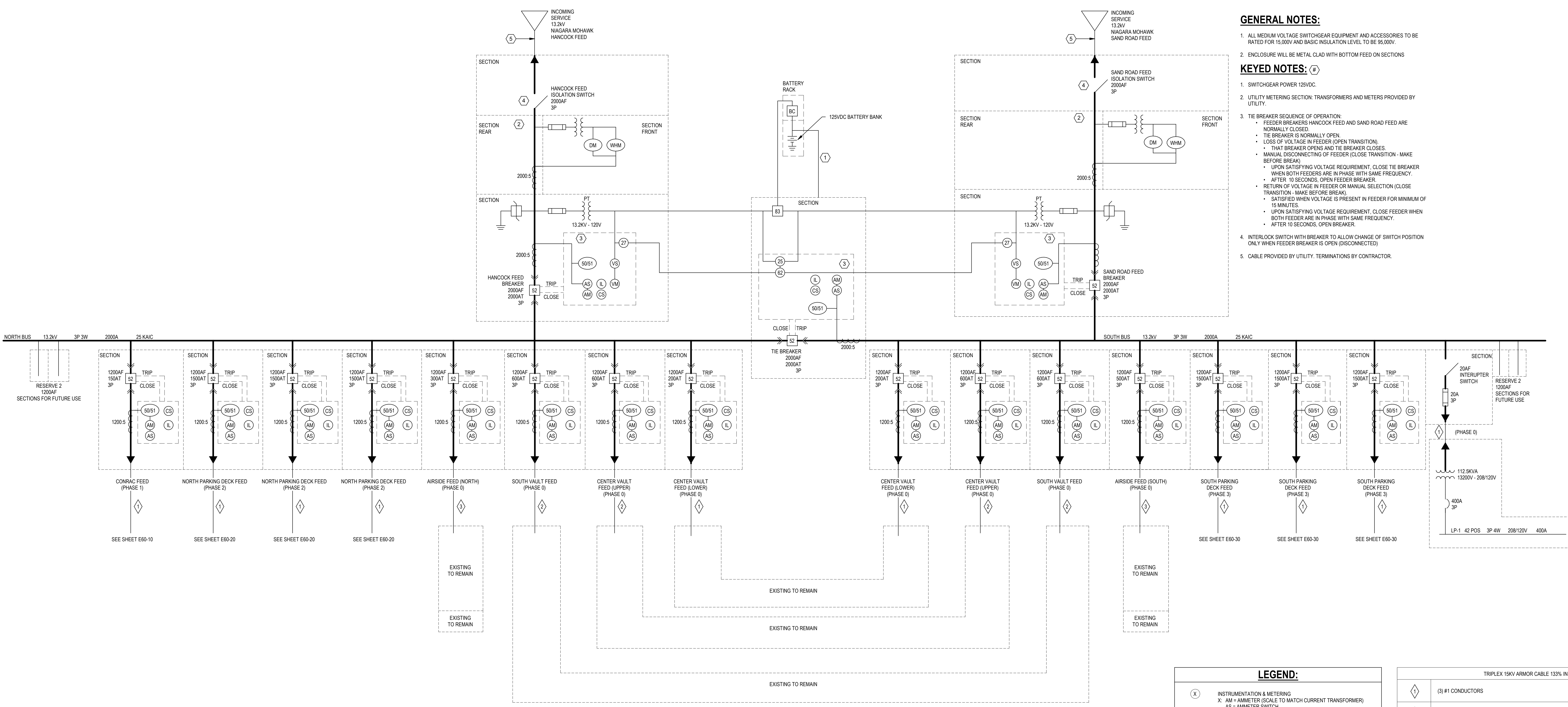
ELECTRICAL MEDIUM VOLTAGE SINGLE LINE DIAGRAM - EXISTING

SHEET NUMBER
E60-01

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SCHEMATIC DESIGN 04/28/23



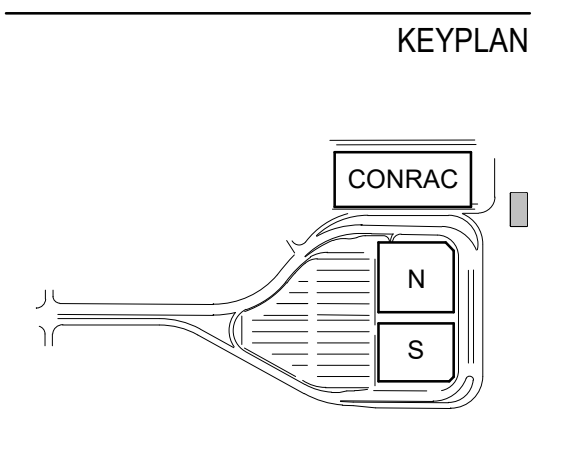
- GENERAL NOTES:**
- ALL MEDIUM VOLTAGE SWITCHGEAR EQUIPMENT AND ACCESSORIES TO BE RATED FOR 15,000V AND BASIC INSULATION LEVEL TO BE 96,000V.
 - ENCLOSURE WILL BE METAL CLAD WITH BOTTOM FEED ON SECTIONS.
 - THE BREAKER SEQUENCE OF OPERATION:
 - FEEDER BREAKERS: HANCOCK FEED AND SAND ROAD FEED ARE NORMALLY CLOSED.
 - IF BREAKER IS NORMALLY OPEN.
 - LOSS OF VOLTAGE IN FEEDER (OPEN TRANSITION) THAT BREAKER OPENS AND THE BREAKER CLOSSES.
 - MANUAL DISCONNECTING OF FEEDER (CLOSE TRANSITION - MAKE BEFORE BREAK).
 - UPON SATISFYING VOLTAGE REQUIREMENT, CLOSE THE BREAKER WHEN BOTH FEEDERS ARE IN PHASE WITH SAME FREQUENCY.
 - AFTER 10 SECONDS, OPEN FEEDER BREAKER.
 - RETURN OF VOLTAGE IN FEEDER OR MANUAL SELECTION (CLOSE TRANSITION - MAKE BEFORE BREAK).
 - UPON SATISFYING VOLTAGE REQUIREMENT, CLOSE FEEDER WHEN BOTH FEEDERS ARE IN PHASE WITH SAME FREQUENCY.
 - AFTER 10 SECONDS, OPEN BREAKER.
 - INTERLOCK SWITCH WITH BREAKER TO ALLOW CHANGE OF SWITCH POSITION ONLY WHEN FEEDER BREAKER IS OPEN (DISCONNECTED).
 - CABLE PROVIDED BY UTILITY. TERMINATIONS BY CONTRACTOR.
- KEYED NOTES:**
- SWITCHGEAR POWER 12VDC.
 - UTILITY METERING SECTION: TRANSFORMERS AND METERS PROVIDED BY UTILITY.

LEGEND:

(X)	INSTRUMENTATION & METERING AM = AMMETER (SCALE TO MATCH CURRENT TRANSFORMER) AS = AMMETER SWITCH CS = BREAKER CONTROL SWITCH DM = DEMAND METER IL = INDICATING LIGHTS VM = VOLTMETER (SCALE TO MATCH POTENTIAL TRANSFORMER) VS = VOLTMETER SWITCH WHM = WATT HOUR METER
#	RELAY 25 = SYNCHRONIZING RELAY 27 = UNDERVOLTAGE RELAY 50 = INSTANTANEOUS OVERCURRENT RELAY 51 = AC TIME OVERCURRENT RELAY 62 = TIME DELAY RELAY
▼	TERMINATION POINT
#	PROTECTION DEVICE S3 = AUTOMATIC SELECTIVE CONTROL AND TRANSFER RELAY
⚡	POWER BREAKER, DRAWOUT VACUUM TYPE x# = AMPERES, #F = POLES # S2 = AC CIRCUIT BREAKER
BC	BATTERY CHARGER
⚡	SURGE ARRESTER 15KV, 12.7KV MCOV, 10KV DUTY CYCLE
+	DC BATTERY, SIZE AS INDICATED

TRIPLEPLEX 15KV ARMOR CABLE 133% INSULATION	
⊠	(3) #1 CONDUCTORS
⊠	(3) #750 KCMIL CONDUCTORS
⊠	(3) #410 CONDUCTORS

1 MEDIUM VOLTAGE SINGLE LINE - NEW
 NTS



ISSUE CHART

Revision Number	Revision Date

Scale: AS NOTED

Date: 04/28/23	Project Manager: REG
Drawn By: M_RV	Checked By: REG
Job Number: 22198.00	

TITLE
SINGLE LINE FOR SWITCHGEAR

SHEET NUMBER
E60-02

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GENERAL NOTES

- 1. DO NOT SHUT DOWN ANY MECHANICAL, PLUMBING, FIRE PROTECTION, NATURAL GAS, ELECTRICAL, OR RELATED SYSTEMS WITHOUT BUILDING OWNERS PRIOR WRITTEN APPROVAL. FOLLOW ALL OWNER REQUIREMENTS AND SHUT DOWN PROCEDURES AS WELL AS ALL REQUIREMENTS OF THIS PROJECT.
2. IF REQUIRED, PROVIDE SHUT-DOWNS AND TESTS DURING OFF HOURS TO AVOID DISRUPTION OF BUILDING SYSTEMS. COORDINATE ALL SHUT-DOWN REQUIREMENTS PRIOR TO SUBMITTING BID (INCLUDE ALL REQUIRED DURING OFF HOURS IN BID).
3. PROVIDE ALL WORK IN COMPLIANCE WITH ALL LOCAL, STATE AND FEDERAL CODES. OBTAIN ALL REQUIRED PERMITS.
4. PROVIDE ALL REQUIRED EXCAVATION, BACKFILL, AND COMPACTION FOR ALL UNDERGROUND WORK.
5. FIELD VERIFY EXACT LOCATION, DEPTH, COMPOSITION AND CONDITION OF ALL PIPING, VALVES AND SYSTEMS AS REQUIRED FOR WORK OF THE CONTRACT.
6. PROVIDE CUTTING, CORING AND PATCHING OF ALL WALLS, SLABS AND DECKS AS REQUIRED FOR WORK SHOWN. COORDINATE ALL WORK WITH OWNER AND GENERAL CONTRACTOR AND ALL TRADES.
7. PROVIDE SCHEDULE 40 BLACK STEEL PIPE SLEEVES FOR ALL UNDERGROUND PIPING PASSING THROUGH OR UNDER FOOTINGS, WALLS, FOUNDATION WALLS, SLABS FLOORS AND/OR UNDERGROUND STRUCTURES. REFER TO THE PROJECT SPECIFICATIONS FOR ADDITIONAL REQUIREMENTS.
8. WHERE PIPING IS LOCATED OVER FOOTINGS AND/OR OTHER UNDERGROUND STRUCTURES, ROLL DOWN AS REQUIRED TO SYSTEMS NOTED. PROVIDE ALL REQUIRED OFFSETS, FITTINGS AND CONNECTIONS.
9. CONNECT TO SITE PIPING OUTSIDE BUILDING AS SHOWN. PROVIDE ALL REQUIRED OFFSETS, FITTINGS AND CONNECTIONS. FIELD VERIFY EXACT LOCATION, DEPTH AND COMPOSITION OF SITE SERVICES AND COORDINATE ALL WORK WITH SITE CONTRACTOR.
10. COORDINATE ALL OUTSIDE AIR INTAKE LOCATIONS WITH PLUMBING CONTRACTOR. ALL VENT TERMINATIONS ABOVE ROOF SHALL BE A MINIMUM 25'-0" AWAY FROM ANY HVAC OUTSIDE AIR INTAKE (ROOFTOP UNIT, LOUVER, ETC.).
11. REFER TO ARCHITECTURAL DRAWINGS AND THE PROJECT SPECIFICATIONS FOR ANY PROJECT PHASING REQUIREMENTS.
12. THE PIPING INDICATED ON THESE PLANS ARE DIAGNOSTIC. ALL WORK SHALL BE COORDINATED WITH ALL OTHER TRADES PRIOR TO INSTALLATION. CONTRACTOR SHALL COORDINATE ROUTING OF ALL PIPING WITH EXISTING CONDITIONS AND SHALL PROVIDE ANY NECESSARY OFFSETS, REROUTING, TEES, ELBOWS, ETC. REQUIRED FOR A COMPLETE AND COORDINATED INSTALLATION.
13. THE CONTRACTOR SHALL OBTAIN AND PAY ALL FEES RELATED TO PERMITTING, INSPECTIONS, TAP-ON FEES, ETC.
14. CONTRACTOR SHALL COORDINATE AND PROVIDE ALL NECESSARY PIPING FITTINGS, PIPING, MISCELLANEOUS ITEMS REQUIRED FOR A COMPLETE INSTALLATION OF ALL MECHANICAL RELATED ITEMS.
15. ALL WORK SHALL BE COORDINATED WITH THE EQUIPMENT.
16. ALL MECHANICAL & PIPING SYSTEMS SHALL BE SUPPORTED AS REQUIRED BY THE STATE AND LOCAL CODE REQUIREMENTS AND PER MANUFACTURERS RECOMMENDATIONS.
17. ALL PIPING PENETRATIONS THROUGH NEW, EXISTING WALL, OR FLOOR SHALL BE SEALED TO EQUAL THE RATING OF THE NEW, EXISTING WALL OR FLOOR.
18. THE MECHANICAL SYSTEM(S) SHALL BE TESTED AS REQUIRED BY STATE AND LOCAL CODE OR BY THE REQUIREMENTS OF THE LOCAL INSPECTOR.
19. THE BACKFLOW PREVENTION DEVICE SHALL BE INSTALLED PER STATE AND LOCAL CODE & PER AUTHORITY HAVING JURISDICTION REQUIREMENTS.

MECHANICAL LINETYPE LEGEND

Table with 2 columns: Linetype and Description. Includes entries for ARCHITECTURAL BACKGROUND, EXISTING PIPING/DUCTWORK TO REMAIN, EXISTING PIPING/DUCTWORK TO BE REMOVED, PIPING/DUCTWORK TO BE PROVIDED, HEATING WATER SUPPLY, HEATING WATER RETURN, LOW PRESSURE STEAM, LOW PRESSURE CONDENSATE, MEDIUM PRESSURE STEAM, MEDIUM PRESSURE CONDENSATE, CHILLED WATER SUPPLY, CHILLED WATER RETURN, CHILLED GLYCOL SUPPLY, CHILLED GLYCOL RETURN, REFRIGERANT (SUCTION AND LIQUID), REFRIGERANT SUCTION, REFRIGERANT LIQUID, HEAT PUMP LOOP SUPPLY, HEAT PUMP LOOP RETURN.

MECHANICAL SYMBOLS LEGEND

Table with 2 columns: Symbol and Description. Includes symbols for DISCONNECTION, POINT OF CONNECTION, PIPE TURNED UP/DOWN, BRANCH OFF TOP/BOTTOM OF PIPE, VALVE (GENERIC, SPECIFIC), STRAINER, UNION, FLANGE, PRESSURE GAUGE, THERMOMETER, PIPE BREAK, THERMOSTAT, PNEUMATIC THERMOSTAT, SENSOR, HUMIDISTAT, CARBON DIOXIDE SENSOR, REGISTER OR GRILLE, DIFFUSER, SUPPLY/RETURN AIR FLOW ARROWS, LOUVERED DOOR, UNDERCUT DOOR, DUCT SECTIONS (SUPPLY, RETURN, EXHAUST), VOLUME DAMPER, TURNING VANES.

MECHANICAL ABBREVIATIONS

Table of mechanical abbreviations including: PERCENT, AIR CONDITIONING, ALTERNATING CURRENT, AIR CONDITIONING UNIT, ACCESS DOOR, AMERICANS WITH DISABILITIES ACT, ABOVE FINISHED GRADE, ANNUAL FUEL UTILIZATION EFFICIENCY, AUTHORITY HAVING JURISDICTION, AIR HANDLING UNIT, ALTERNATE, AMPERE, AMERICAN NATIONAL STANDARD INSTITUTE, AIR PRESSURE DROP, APPROXIMATE, AVERAGE, BRAKE HORSEPOWER, BUILDING, BOTTOM OF, BASEMENT, BRITISH THERMAL UNIT, CAPACITY, CUBIC FEET PER HOUR, CUBIC FEET PER MINUTE, CHILLED WATER RETURN, CHILLED WATER SUPPLY, CEILING, CLEAR, COMPRESSOR, COOLING, COMBUSTION, CONCRETE, CONDENSER (HEATING, COOLING, ETC.), CONNECTION, CONTINUOUS, CUBIC INCH, VALVE FLOW COEFFICIENT, DRY BULB, DECIBEL, DIRECT CURRENT, DEGREE, DEMOLITION, DIAMETER, DRAWING, EXHAUST AIR, ENTERING AIR TEMPERATURE, ELECTRICAL CONTRACTOR, EQUIVALENT DIRECT RADIATION, ELEVATION, EQUAL, EXTERNAL STATIC PRESSURE, ESTIMATED, EXISTING TO REMAIN, EXHAUST (E, E2, E3, INS, ORI), ENTERING WATER TEMPERATURE, EXISTING, EXPANSION, EXTERIOR, FAHRENHEIT, FREE AREA, FINISHED, FLOOR, FULL LOAD AMPERES, FIRE PROTECTION CONTRACTOR, FEET PER MINUTE, FEET PER SECOND, FLOW SWITCH, FOOT, FUTURE, FACE VELOCITY, GRILL, GAUGE, GALLON, GENERAL CONTRACTOR, GALLONS PER DAY, GALLONS PER HOUR, GALLONS PER MINUTE, GRAINS, HEAD, MERCURY, HORIZONTAL, HORSEPOWER, HIGH PRESSURE STEAM, HOUR, HEATING VENTILATING AND AIR CONDITIONING, HEATING WATER RETURN, HEATING WATER SUPPLY, HERTZ, FREQUENCY, DIAMETER, INSIDE, INCH, INSULATION, INTERIOR, IRON PIPE SIZE, KILOWATT, KILOWATT-HOUR, LEAVING AIR TEMPERATURE, POUNDS.

MECHANICAL ABBREVIATIONS

Table of mechanical abbreviations including: LINEAR FEET, LOCATION, LOW PRESSURE STEAM, LOCKED ROTOR AMPERES, LEAVING WATER TEMPERATURE, MATERIAL, MAXIMUM, BTU PER HOUR (THOUSAND), MECHANICAL CONTRACTOR, MINIMUM CIRCUIT AMPERES, MECHANICAL, MANUFACTURER, MINIMUM, MISCELLANEOUS, MAXIMUM OVERCURRENT PROTECTION, MEDIUM PRESSURE STEAM, MOUNTING, NOT APPLICABLE, NORMALLY CLOSED, NOT IN CONTRACT, NORMALLY OPEN, NOT POSSIBLE, OUTDOOR AIR, ON CENTER, DIAMETER, OUTSIDE, ON DEMAND WATER HEATER, OPENING, OPPOSITE HAND, OPEN SITE, OFF TOP, ORANGE, PLUMBING CONTRACTOR, PHASE (ELECTRICAL), PLUMBING, PARTS PER MILLION, PAIR, PRESSURE, POUNDS PER SQUARE FOOT, POUNDS PER SQUARE INCH, PSI ABSOLUTE, PSI GAUGE, THERMAL RESISTANCE, REFRIGERANT (Z, Z2, ETC), RETURN AIR, RADIATION, RECEIVER, RECIRCULATION, REFERENCE, RELATIVE HUMIDITY, RUNNING LOAD AMPERES, ROUGH OPENING, RIGHT OF WAY, REVOLUTIONS PER MINUTE, ROOF TOP UNIT, SUPPLY AIR, CFM STANDARD CONDITIONS, SEASONAL ENERGY EFFICIENCY RATIO, SIMILAR, STATIC PRESSURE, SPECIFICATION, SUPPLY, SQUARE, SQUARE FOOT, SQUARE INCH, STEEL, STANDARD, SUCTION, THERMOSTAT, THROW AWAY, TO BE DETERMINED, TEMPERATURE CONTROL CONTRACTOR, TEMPERATURE DIFFERENCE, TEMPERATURE, TSP OF DAMPER SWITCH, TOTAL STATIC PRESSURE, TYPICAL, HEAT TRANSFER COEFFICIENT, UNLESS OTHERWISE NOTED, VOLT, VACUUM, VARIABLE, VARIABLE AIR VOLUME, VELOCITY, VENTILATION, VENT, VERTICAL, VARIABLE FREQUENCY DRIVE, VERIFY IN FIELD, VOLUME, WATT, WITH, WITHOUT, WET BULB, WET BULB TEMPERATURE, WHITE, WATER PRESSURE DROP, WEIGHT, 12" WELDED WIRE MESH.

PROJECT SYRACUSE HANCOCK INTERNATIONAL AIRPORT Landside Design Study 1000 Col Eileen Collins Blvd Syracuse, New York 13212 Syracuse Regional Airport Authority 1000 Col Eileen Collins Blvd Syracuse, New York 13212

PROJECT MANAGEMENT & PLANNING Landrum & Brown 110 William St., 20th Fl. New York, NY 10038 ARCHITECT

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ACCOUNTING TYLin 32 Old St., 10th Fl. New York, NY 10005

LIGHTING DESIGN Currie & Brown 12 East 49th Street, 11th Fl. New York, NY 10017

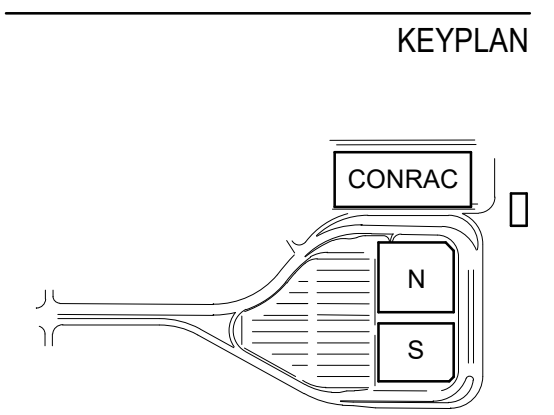
LANDSCAPE Cline Bettridge Bernstein 116 East 27th Street, 4th Fl. New York, NY 10016

SIGNAGE Airspace 41 Flatbush Ave. Brooklyn, NY 11217

LANDSCAPE EDR 217 Montgomery St., Suite 1100 Syracuse, NY 13202

MEFPF POPPI DESIGN GROUP CERTIFICATE OF AUTHORIZATION: 018110 KEYPLAN

SCHEMATIC DESIGN 04/28/23



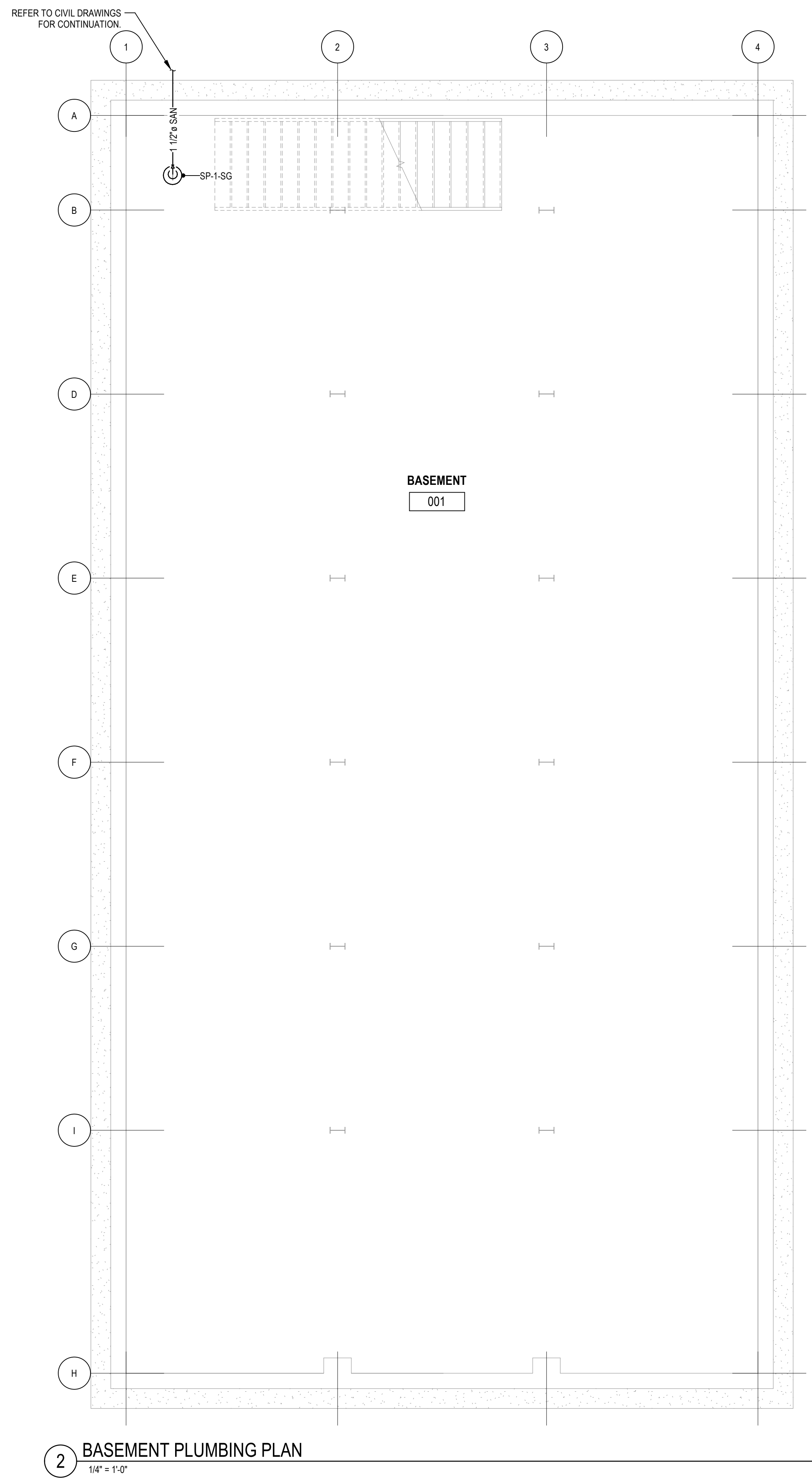
ISSUE CHART table with columns for Revision Number and Revision Date.

Scale: AS NOTED Date: 04/28/23 Project Manager: REG Drawn By: BS Checked By: BS Job Number: 22198-00 TITLE

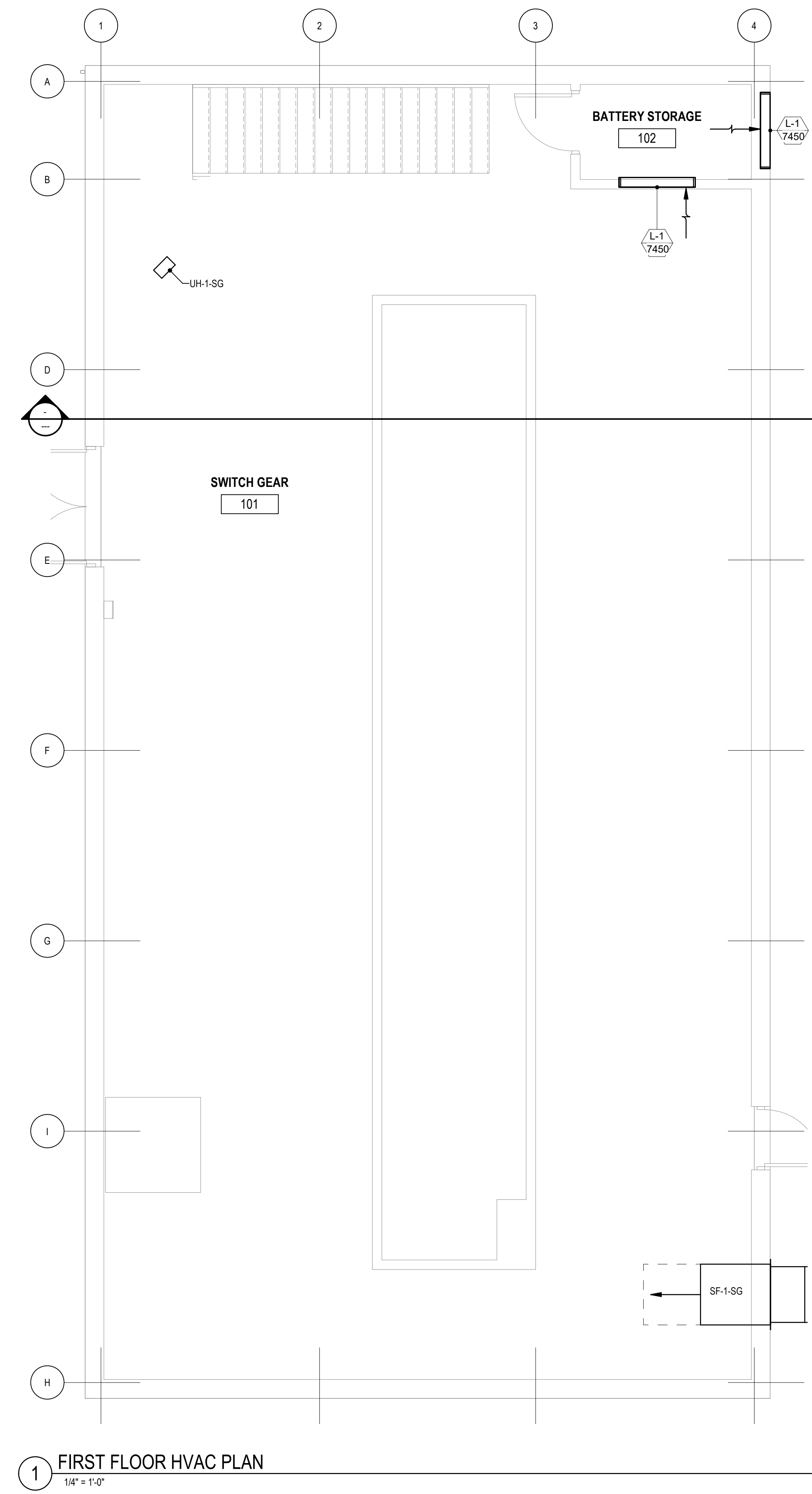
HVAC & PLUMBING NOTES AND LEGENDS

SHEET NUMBER M00-00

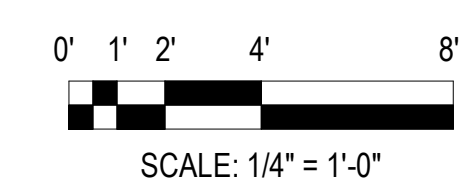
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2 BASEMENT PLUMBING PLAN
1/4" = 1'-0"



1 FIRST FLOOR HVAC PLAN
1/4" = 1'-0"



Landside Design Study
1000 Col Eileen Collins Blvd
Syracuse, New York 13212

Syracuse Regional Airport Authority
1000 Col Eileen Collins Blvd
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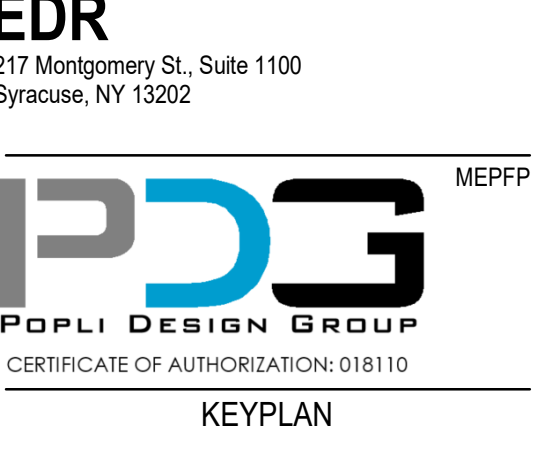
ACCOUNTING
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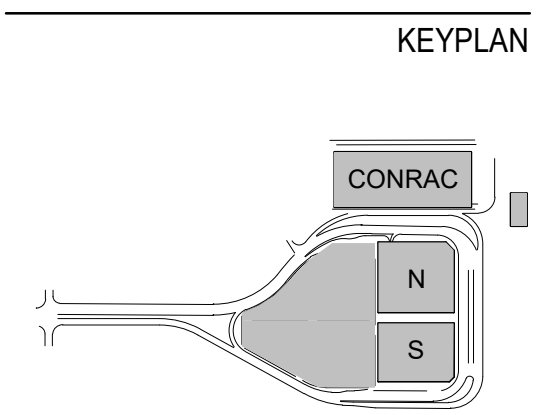
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Cline Bettridge Bernstein
116 East 27th Street, 4th Fl.
New York, NY 10010

LANDSCAPE
Airspace
41 Flatbush Ave.
Brooklyn, NY 11217

MEPPP
EDR
217 Montgomery St., Suite 1100
Syracuse, NY 13202



SCHEMATIC DESIGN 04/28/23



ISSUE CHART

Revision Number	Revision Date

Scale: AS NOTED

Date: 04/28/23	Project Manager: REG
Drawn By: _____	Checked By: _____
Author: _____	Checker: _____
Job Number: 22198-00	TITLE

SWITCHEAR BLDG. HVAC & PLUMBING PLANS

SHEET NUMBER
M11-01



Landside Design Study
 1000 Col Eileen Collins Blvd
 Syracuse, New York 13212

Syracuse Regional Airport Authority
 1000 Col Eileen Collins Blvd
 Syracuse, New York 13212

PROJECT MANAGEMENT & PLANNING

Landrum & Brown
 110 William St., 20th Fl.
 New York, NY 10038

ARCHITECT

Perkins & Will
 1250 Broadway, Suite 200
 New York, NY 10007

Foit Albert Associates
 295 Main Street, Suite 200
 Buffalo, New York 14203

STRUCTURAL, ROADWAY DESIGN

TYLin
 32 Old Slip, 10th Fl.
 New York, NY 10005

ACCOUNTING

Currie & Brown
 12 East 49th Street, 11th Fl.
 New York, NY 10017

LIGHTING DESIGN

Cline Bettridge Bernstein
 116 East 27th Street, 4th Fl.
 New York, NY 10010

SIGNAGE

Airspace
 41 Flatbush Ave.
 Brooklyn, NY 11217

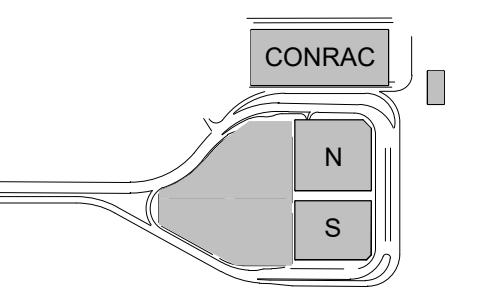
LANDSCAPE

EDR
 217 Montgomery St., Suite 1100
 Syracuse, NY 13202



SCHEMATIC DESIGN 04/20/23

KEYPLAN



ISSUE CHART

Revision Number	Revision Date

Scale: AS NOTED	Project Manager:
Date: 04/20/23	REG
Drawn By:	Checked By:
Author:	Checker:
Job Number: 22198-00	TITLE

HVAC & PLUMBING SCHEDULES

SHEET NUMBER

M60-01

SUMP PUMP SCHEDULE																	
MARK	QTY	LOCATION	TYPE	PUMP				BASIN			ELECTRICAL			NOTES			
				ENCL. TYPE	HP	RPM	GPM	HEAD (FT)	SOLIDS HANDLING	MATERIAL	DIA. (IN)	DISCHARGE SIZE (IN)	V		PH	HZ	MFR.
SP-1-SG	1	SWITCHGEAR ROOM	PERMANENT SPLIT CAPACITOR	PLASTIC	0.25	3450	32	18.00	3/8" MAX	CAST IN PLACE CONCRETE	1'-0"	1 1/2"	100	1	60	ZOELLER	WATER ROOM-40

ELECTRIC UNIT HEATER SCHEDULE												
MARK	QTY	LOCATION	TYPE	FAN		ELECTRICAL		WEIGHT (LB)	MFR.	MODEL	NOTES	
				CFM	KW	V	PH					HZ
UH-1-SG	1	SWITCHGEAR ROOM	ELECTRIC	650	7.5	280	3	60	38	QMARK	MUH078	1

NOTES:
 1. PROVIDE WITH MANUFACTURER'S UNIT MOUNTED THERMOSTAT

FAN SCHEDULE														
MARK	QTY	SERVICE LOCATION	BRD SCREEN	TYPE	FAN		MOTOR		ESP	MOTOR	MFR.	MODEL	NOTES	
					CFM	HP	DRIVE	HP						BHP
SF-1-SG	1	SWITCHGEAR ROOM	YES	SIDEWALL SUPPLY FAN	BELT	7450	1.5	1.1	917	5	208	3	GREENHECK	SBS-2430 1 THRU 7

NOTES:
 1. PROVIDE WITH WALL HOUSING
 2. PROVIDE WITH 90 DEGREE WEATHER HOOD.
 3. PROVIDE WITH BACKDRIFT DAMPER
 4. PROVIDE LINE VOLTAGE THERMOSTAT
 5. FURNISH AND INSTALL MANUAL MOTOR STARTER AND DISCONNECT WITH THERMAL OVERLOAD PROTECTION
 6. COORDINATE WITH ELECTRICAL CONTRACT TO CONNECT TO POWER AND CONTROL WIRING
 7. HVAC CONTRACT SHALL FURNISH AND INSTALL UNIT AND ALL CONTROL EQUIPMENT, INCLUDING SENSORS, LOW VOLTAGE WIRING AND CONDUIT.

LOUVER SCHEDULE										
MARK	LOCATION	SIZE	DEPTH	CFM	APD (IN W/O)	FA (SQFT)	TYPE	BRD SCREEN	MFR.	MODEL

Request for Proposal

Switchgear Procurement RFP# 2023-14

Exhibit F

Procurement Lobbying Form

PROCUREMENT LOBBYING FORM

1. Bidder/Offerer certifies that it understands and agrees to comply with the procedures of the Syracuse Regional Airport Authority relative to permissible contacts as required by State Finance Law Section 139-j (3) and Section 139-j (6) (b).

Contractor DISCLOSURE OF PRIOR NON-RESPONSIBILITY DETERMINATIONS
Pursuant to Procurement Lobbying Law (SFL §139-j)

2. Has any governmental entity made a finding of non-responsibility regarding the individual or entity seeking to enter into this procurement contract in the previous four years?

_____ Yes _____ No

If “Yes” to the above question, please answer the following question: (Make Notations Clear)

(a) Was the basis for the finding of non-responsibility due to a violation of State Finance Law §139-j?

_____ Yes _____ No

(b) If “Yes,” was the basis for the finding of non-responsibility due to the intentional provision of false or incomplete information to a governmental entity?

_____ Yes _____ No

If “Yes” to any of the above questions, please provide details regarding the finding of non-responsibility:

Governmental Entity: _____

Date of Finding of Non-Responsibility: _____

Basis of Finding of Non-Responsibility (attach additional sheets as necessary)

3. Has any governmental entity terminated or withheld a procurement contract with the above-named individual or entity due to the intentional provision of false or incomplete information?

_____ Yes _____ No

If “Yes” to the above question, provide details:

Governmental Entity: _____

Date of Termination or Withholding of Contract: _____

Basis of Termination or Withholding: (add additional pages if necessary)

4. Bidder/Offerer certifies that all information provided to the Syracuse Regional Airport Authority with respect to State Finance Law Section 139-k is complete, true, and accurate.

Name of

Bidder/Offerer: _____

Bidder’s/Offerer’s Business Address:

Bidder’s/Offerer’s Signature:

Date:

Request for Proposal

Switchgear Procurement RFP# 2023-14

Exhibit G

Iran Divestment Statement and Compliance Certification

SECTION 03 - PROPOSAL

IRANIAN ENERGY SECTOR DIVESTMENT STATEMENT

1. Contractor/Proposer hereby represents that said Contractor/Proposer is in compliance with New York State General Municipal Law Section 103-g entitled "Iranian Energy Sector Divestment", in that said Contractor/Proposer has not:

(a) Provided goods or services of \$20 Million or more in the energy sector of Iran including but not limited to the provision of oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied natural gas for the energy sector of Iran; or

(b) Acted as a financial institution and extended \$20 Million or more in credit to another person for forty-five days or more if that person's intent was to use the credit to provide goods or services in the energy sector in Iran.

2. Any Contractor/Proposer who has undertaken any of the above and is identified on a list created pursuant to Section 165-a (3)(b) of the New York State Finance Law as a person engaging in investment activities in Iran, shall not be deemed a responsible bidder pursuant to Section 103 of the New York State General Municipal Law.

3. Except as otherwise specifically provided herein, every Contractor/Proposer submitting a bid/proposal in response to this Request for Bids/Request for Proposals must certify and affirm the following under penalties of perjury:

(a) "By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief, that each bidder is not on the list created pursuant to NYS Finance Law Section 165-a (3)(b)."

4. Except as otherwise specifically provided herein, any Bid/Proposal that is submitted without having complied with subdivision (a) above, shall not be considered for award. In any case where the Bidder/Proposer cannot make the certification as set forth in subdivision (a) above, the Bidder/Proposer shall so state and shall furnish with the bid a signed statement setting forth in detail the reasons, therefore. The Owner reserves its rights, in accordance with General Municipal Law Section 103-g to award the Bid/Proposal to any Bidder/Proposer who cannot make the certification, on a case-by-case basis under the following circumstances:

(1) The investment activities in Iran were made before April 12, 2012, the investment activities in Iran have not been expanded or renewed after April 12, 2012, and the Bidder/Proposer has adopted, publicized, and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or

(2) The Owner has made a determination that the goods or services are necessary for the Owner to perform its functions and that, absent such an exemption, the Owner would be unable to obtain the goods or services for which the Bid/Proposal is offered. Such determination shall be made by the Owner in writing and shall be a public document.

5. Bidder or Proposer shall sign and notarize the attached "Certification of Compliance with the Iran Divestment Act" form with your proposal.

SECTION 03 - PROPOSAL

CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

As a result of the Iran Divestment Act of 2012 (the "Act"), Chapter 1 of the 2012 Laws of New York, a new provision has been added to State Finance Law (SFL) § 165-a and New York General Municipal Law § 103-g, both effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list of "persons" who are engaged in "investment activities in Iran" (both are defined terms in the law) (the "Prohibited Entities List"). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act's effective date at which time it will be posted on the OGS website.

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, each Bidder/Contractor, any person signing on behalf of any Bidder/Contractor and any assignee or subcontractor and, in the case of a joint bid, each party thereto, certifies, under penalty of perjury, that once the Prohibited Entities List is posted on the OGS website, that to the best of its knowledge and belief, that each Bidder/Contractor and any subcontractor or assignee is not identified on the Prohibited Entities List created pursuant to SFL § 165-a(3)(b).

Additionally, Bidder/Contractor is advised that once the Prohibited Entities List is posted on the OGS Website, any Bidder/Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to this solicitation must certify at the time the Contract is renewed, extended, or assigned that it is not included on the Prohibited Entities List.

During the term of the Contract, should the Owner receive information that a Bidder/Contractor is in violation of the above-referenced certification, the Owner will offer the person or entity an opportunity to respond. If the person or entity fails to demonstrate that he/she/it has ceased engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the Owner shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages or declaring the Bidder/Contractor in default.

The Owner reserves the right to reject any bid or request for assignment for a Bidder/Contractor that appears on the Prohibited Entities List prior to the award of a contract and to pursue a responsibility review with respect to any Bidder/Contractor that is awarded a contract and subsequently appears on the Prohibited Entities List.

I, _____, being duly sworn, deposes and says

that he/she is the _____ of the _____ Corporation and that neither the Bidder/Contractor nor any proposed subcontractor is identified on the Prohibited Entities List.

SIGNED

SWORN to before me this

_____ day of _____, 20__

Notary Public: _____

(This form must be completed and submitted with the Proposal.)

Request for Proposal

Switchgear Procurement RFP# 2023-14

Exhibit H

Bid Proposal Sign Off Sheet

BID/PROPOSAL SIGN-OFF SHEET

By signing below the respondent is certifying that:

1. All information provided herein is true and correct to the best of their knowledge.
2. The respondent has read and understands the specifications in their entirety and that the response is made in accordance therewith, and;
3. The respondent possesses the capabilities, resources, and personnel necessary to provide efficient and successful service to the Authority, and;
4. The respondent agrees to all terms and conditions as provided within the specifications.

Name/Title of Authorized Person Submitting Bid

Firm or Corporation Making Bid

Address

Telephone Fax

Email Address for Contact Person (Remit to address (if different than above))

Signature of Authorized Person Submitting Bid

Request for Proposal

Switchgear Procurement RFP# 2023-14

Exhibit I

Pricing Proposal Sheet

LS Price for metal clad switchgear:

(In words)

\$ _____

(In numbers)

Optional Field Service:

(In words)

\$ _____

(In numbers)

Recommended Spare Parts:

(In words)

\$ _____

(In numbers)