

# REQUEST FOR PROPOSALS

## ELECTRICAL SYSTEMS MAINTENANCE

The City of North Augusta will be accepting bids from electrical contractors to perform work involving the maintenance, repair, and minor modification of electrical systems within the City's facilities.

### **A. SCOPE**

Contractor shall provide all labor, tools, test equipment, and related materials required.

### **B. QUALIFICATIONS**

#### 1. Training and Experience Requirements:

Qualified service personnel (those actually performing the work) shall have extensive technical training obtained through graduation from an accredited technical school and/or military training program and a minimum of five (5) years commercial experience in the maintenance, troubleshooting, testing, and repair of electrical systems as follows:

- a. 120/240 volt single-phase service & control circuits
- b. 240/480 volt three-phase power supply systems
- c. 120 volt emergency lighting
- d. 120 volt exit lighting
- e. 120 volt normal lighting
- f. General electrical systems including heating & cooling system controls
- g. Repair & replacement of breakers, disconnects, switches, receptacles, GFCI's, lighting, and control transformers

#### 2. Licensing Requirements:

Contractor shall provide documentation that all state and local licensing requirements have been met.

#### 3. Insurance Requirements:

- a. **Compensation Insurance:** The contractor shall procure and shall maintain during the life of this contract, including the entire period of the contractor's warranty, workmen's compensation insurance for all of the employees to be engaged in work on the project under this contract, and in any case any such work is subject, the contractor shall require the

subcontractor similarly to provide workmen's compensation insurance for all of the employees to be engaged in such work unless such employees are covered by the protection afforded by the contractor's workmen's compensation insurance. In case any class of employees engaged in hazardous work on the project under this contract is not protected under the workmen's compensation policy for the protection of such of his employees not otherwise protected.

- b. **Public Liability, Property Damage, and Automobile Liability Insurance:** The contractor shall take out, and maintain during the life of this contract, including the entire period of the contractor's warranty, such comprehensive general liability insurance including products and completed operations. XC and U, and the ISO broad form general liability endorsement for its equivalent thereof and automobile liability insurance as shall protect him and any subcontractor performing work covered by this contract from claims for property damage, which may arise from operations under this contract, whether directly or indirectly employed by either of them. The owner shall be listed as an additional insured. The amount of such insurance shall be as follows:

- 1) **Bodily Injury Insurance** in an amount not less the \$500,000 for bodily injury, including accidental death, to any one person, and subject to the same limit for each person, in an amount not less than \$1,000,000 on account of one accident.
- 2) **Property Damage Insurance** in an amount not less the \$500,000 for any one damage claim, and in an aggregate amount up to \$1,000,000 during a period of twenty-four (24) months.

## C. INSTRUCTIONS TO BIDDERS

### 1. Intent

It is the intent of this Request for Proposal to establish the specifications for Electrical Systems Maintenance service for certain municipal buildings. The specifications contained herein are intended to provide vendors with sufficient information to enable them to prepare an acceptable response to the request.

2. Inquiries

All inquiries relating to this Request for Proposal should be addressed to:

Mark Timmerman, Supt.  
Department of Building Standards  
100 Georgia Avenue  
North Augusta, SC 29841  
Phone: (803) 441-4226  
[mtimmerman@northaugusta.net](mailto:mtimmerman@northaugusta.net)

3. Important Dates

Request for Proposal released to vendors	September 14, 2020
Deadline for bid submission	September 28, 2020
Vendor Selected	September 30, 2020
Electrical Systems Maintenance to begin	October 1, 2020 to September 30, 2022

4. Submission Date and Location

All proposals must be submitted to Mark Timmerman, Supt. of Building Standards, by 5:00 p.m. on Monday, September 28, 2020, in an envelope clearly marked "Proposal for Electrical Systems Maintenance".

Submit proposals by mail to:

Submit hand-delivered proposals to:

Mark Timmerman, Supt.  
Dept. of Building Standards  
City of North Augusta  
P. O. Box 6400  
North Augusta, SC  
29861-6400

Mark Timmerman, Supt.  
Dept. of Building Standards  
City of North Augusta  
100 Georgia Avenue  
North Augusta, SC 29841

The City of North Augusta will not be responsible for late mail deliveries, and no proposals will be accepted after 5:00 p.m. on September 28, 2020.

5. Rejection of Proposals

The City of North Augusta reserves the right to reject any or all bids and to waive any bid formalities.

## **D. VENDOR SELECTION AND ADMINISTRATION**

### 1. Review and Evaluation Process

The City will select a vendor on the basis of greatest benefits to the City of North Augusta, not necessarily on the basis of the lowest price. The vendor selected must have the necessary resources to provide for an effective and timely electrical maintenance service to the City of North Augusta. The vendor's references, capabilities, vendor commitment, and quality of proposal will be weighted heavily.

### 2. Contract Length

The City of North Augusta expects to enter into a **24-month** contract with the selected vendor. The contract may be subject to the City's cancellation at any time with a 30-day written notice if the requirements of the contract are not being met by the vendor. The contract may be renewed for one additional 12-month period upon agreement of both parties.

### 3. Price Quotations

Prices quoted by vendors should be firm prices, not subject to increases during the term of the contract.

### 4. Notification of Vendor Selection

All vendors who submit proposals in response to this Request for Proposal will be notified in writing of the result of the selection process.

### 5. Vendor Incurred Costs

All costs incurred in the preparation and presentation of this proposal in any way whatsoever shall be wholly absorbed by the vendor. All responses to the Request for Proposal shall become the property of the City of North Augusta unless requested otherwise by the vendor at the time of submission. Any material submitted by the vendor that is considered as confidential in nature must be clearly marked as such.

# ELECTRICAL SYSTEMS SERVICE

## PROPOSAL

We, the undersigned, hereby propose to provide electrical systems service for the City of North Augusta, in strict accordance with the specifications, at the following rates:

LABOR:

Description	Regular Hourly Rate	Overtime Hourly Rate	Night & Weekend Hourly Rate	Holiday Hourly Rate
Electrician				
Electrician Helper				
Each Additional Electrician				
Each Additional Helper				

MATERIALS:

Materials shall be provided at cost plus \_\_\_\_\_ % with documentation provided.

SUBMITTED BY:

Company: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

Address:

\_\_\_\_\_  
\_\_\_\_\_

Telephone #: \_\_\_\_\_

e-mail address: \_\_\_\_\_