

City of Monticello
REQUEST FOR PROPOSAL (RFP)
ELECTRICAL REPAIR/SERVICES CONTRACT

The City of Monticello is soliciting proposals from Licensed Electricians that are experienced in repairs and services for electric and data for commercial, industrial, and residential facilities.

If you have any questions, you may call the City of Monticello at 763-295-2711 or stop at the Monticello City Hall. The full Request for Proposal can be downloaded from the City's website at www.ci.monticello.mn.us.

To submit a Request for Proposal, the submission must be **sealed and plainly marked "RFP for Electrical Repair/Services Contract" on the outside of the mailing envelope as well as the inside sealed envelope**, addressed to: City of Monticello, 505 Walnut Street, Suite 1, Monticello, MN 55362. Proposals will be accepted until **{time} {date}**.

The City of Monticello reserves the right to reject any or all Proposals, to waive technical specifications or deficiencies, and to accept any Proposal that it may deem to be in the best interest of the City.

Continue on succeeding pages for the complete bid.

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The Licensed Electrician, hereinafter referred to as “Contractor,” will be required to perform services specified herein. The Contractor will be expected to enter into a service contract with the City of Monticello, hereinafter referred to as “Owner,” consistent with the terms of this RFP and Contractor’s submitted proposal.

During the course of a year, the City of Monticello requires electrical repair and services for its municipal facilities including, but not limited to, City Hall, Community Center, Public Works complex, Parks shelters and grounds, Deputy Registrar/Help Center building, Library, Fire Hall, FiberNet Central Office, and Prairie Center offices. Some work is of a scheduled nature and other work is of an emergency nature. Service shall be provided by the Contractor on an as needed basis. By seeking proposals from contractors, the City does not represent that it will utilize the successful bidder’s services any guaranteed number of times over the course of the year.

As part of the service contract, Contractor will be required to meet the Insurance Requirements included with this RFP.

The Contractor agrees to be the City’s Electrical Contractor for maintenance work including, but not limited to, industrial and commercial electrical work, industrial and commercial data work, and motors and motor controls to be performed at municipal facilities.

The Contractor understands that any job, including material and labor, exceeding five thousand dollars (\$5,000) shall be subject to the City’s Purchasing Policy requirements. The City reserves the right to place out for bid or solicit quotes from other vendors for any job that is estimated to go over this amount.

The Contractor must comply with all local and State laws, rules, and regulations for an electrician; possess a valid State of Minnesota Master Electrician’s License; and provide their state contractor licensing information.

The City of Monticello prefers that the Contractor be “on call” on a 24-hour basis for any emergency that may occur, including holidays. Response time to emergencies and routine requests is expected to be timely, and proposals will be reviewed based in part on the Contractor’s ability to provide such “on call” service and by written commitment to respond timely to both scheduled and emergency situations.

It shall be the responsibility of the Contractor to supply all necessary tools and equipment to perform the work as requested to the extent that supplies, materials and parts are required to perform the work. The Contractor shall be responsible for obtaining such supplies, materials and parts if not provided by the City of Monticello. Such supplies, materials and parts shall be of good quality and the cost of such shall be billed as reflected in the bid document.

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The Contractor shall invoice the City within 30 days of a completed service call at the rates agreed to in the contract. The City shall make payment within 30 days of receipt of invoice.

The City of Monticello shall retain the right to terminate the contract with seven (7) days notice should the Contractor fail to perform work in a professional manner or perform the work within the demands and time constraints established by the City of Monticello. Failure to maintain an Electrician's License, state contractor's license, and/or insurance coverage is grounds for immediate termination of the Contract. The City reserves the right to utilize another electrician if Contractor fails to respond timely to an emergency.

The contract could be terminated upon mutual agreement between the Owner and the Contractor, provided that at least 30 days notice is given by either party prior to termination.

Contractor will be required to indemnify the City against all suits, claims, judgments, awards, loss, cost or expense (including attorney's fees without limitation) arising in any way out of the Contractor's performance or non-performance of its obligations under the Service Contract. Contractor will defend all such actions with counsel satisfactory to Owner at its own expense, including attorney's fees, and will satisfy any judgment rendered against Owner in such action.

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SUBMITTAL REQUIREMENTS

Proposals shall include the following:

1. Completed Statement of Qualifications, included in this document.
2. Completed References form, containing at least three (3) professional references, including current contact name and phone number for similar contracts.
3. Completed Proposal Form, included in this document.
4. Copy of electrician's license for all electricians who may be assigned work under the contract.
5. Copy of State Contractor's license.

Contractor may submit such additional information as it deems necessary or helpful to the City's evaluation process.

EVALUATION CRITERIA

Proposals will be evaluated using the following criteria:

1. Qualifications of bidding Contractor's electricians.
2. Contractor's reputation for timely, quality performance.
3. Rates
4. Contractor's willingness to commit to timely service.
5. Ability to provide 24-hour "on call" emergency service.

By submitting a proposal, the Contractor authorizes the City to undertake such investigation as may be necessary to verify the Contractor's qualifications and reputation, including compliance with current city ordinances. The Contractor may be requested to execute a release(s) in favor of third parties who have information relative to the Contractor's qualifications and reputation. Refusal to execute a release may result in disqualification.

The City may, at its discretion, select a Contractor outright or select a finalist(s) for interviews.

LENGTH OF SERVICE CONTRACT

The Service Contract will remain in effect until one (1) year from the date of award. Upon the mutual agreement of both parties, the Service Contract may be renewed in one year increments at the rates submitted in the proposal for a total period not to exceed three (3) years.

SELECTION

Upon selection, the Contractor will receive a service contract and will be expected to execute the contract within ten (10) business days of receipt. A completed W-9 shall accompany the executed contract.

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STATEMENT OF QUALIFICATIONS

All questions must be answered and the data given must be clear and comprehensive. This statement must be notarized. Add separate sheets or attachments, as necessary. **This section must be submitted with Proposal.**

1. Name of Contractor
2. Name of Business (if different than #1)
3. Form of Entity
4. Permanent Main Office and Mailing addresses and pertinent contact information (phone, email, etc)
5. When Organized
6. Where Organized
7. How many years have you been engaged in the Electrical Repair/Service business under your present name; also state names and dates of previous business names, if any.
8. In the last five years, has Contractor ever been terminated from a contract or project? If so, explain situation.
9. In the last five years, has Contractor ever been party to litigation related to the Contractor's work? If so, explain situation.
10. Please identify the number of licensed electricians and helpers available to work under this contract:
_____ Number of electricians _____ Number of helpers
11. List the most important contracts entered into by the Contractor in the last year; identify contracting party and term of contract.
12. List your key personnel available for this contract.

The City of Monticello reserves the right to request from finalist(s) the latest financial statements as well as to request such additional information as may be reasonably necessary to determine whether the Contractor should be awarded the service contract.

NOTARY

Contractor _____ of Business _____
hereby acknowledges that questions and statements contained in this document are true and correct.

Sworn before me this _____ day of _____, 20____.

BY _____

(Notary stamp)

TITLE _____

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REFERENCES

Reference #1

Contact Name _____

Business Name _____

Business Address _____

Contact Phone _____ Contact Fax _____

Contact Email _____

Other Information (describe):

Reference #2

Contact Name _____

Business Name _____

Business Address _____

Contact Phone _____ Contact Fax _____

Contact Email _____

Other Information (describe):

Reference #3

Contact Name _____

Business Name _____

Business Address _____

Contact Phone _____ Contact Fax _____

Contact Email _____

Other Information (describe):

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PROPOSAL FORM

Electrical Repair/Service Contract Rates

- A) LICENSED ELECTRICIAN – Hourly Cost \$_____ per hour
- B) APPRENTICE/HELPER – Hourly Cost \$_____ per hour
- C) CONSULTANT (if applicable) \$_____ per hour
- D) TRAVEL TIME/EXPENSE: \$_____ per hour
- or Flat Rate: \$_____ per trip
- E) MATERIALS COST:
- Mark-up _____% (expressed as percentage over cost)
- Discount _____% (explain circumstances when this would apply)
- F) OTHER (describe, if any)

Availability

- 1) Can the Contractor provide 24-hour “on call” emergency coverage? (Y/N)
- 2) Response time to an emergency call? _____
- 3) Response time for non-emergency request for service? _____
- _____

Submission Acknowledgement

Contractor Signature _____

Print Name _____

Title _____

Business Name _____

Date _____

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INSURANCE REQUIREMENTS

Insurance shall be in such form as will protect the Contractor from all claims and liabilities for damages for bodily injury, including accidental death, and for property damage, which may arise from operations under this contract, whether such operations by himself or anyone directly or indirectly employed by Contractor.

Amount of Insurance

- A) Comprehensive General Liability: Bodily Injury or Property Damage - \$1,000,000 each occurrence and general aggregate
- B) Automobile and Truck Liability: Bodily Injury or Property Damage - \$1,000,000 each occurrence and general aggregate

*Comprehensive General Liability coverage and Automobile and Truck Liability coverage may be met with a combination of coverage including excess and umbrella liability coverage.

Type of Insurance for Contractor

- A) Full Workers Comprehensive Insurance: Coverage for all people employed by the Contractor to perform work under this contract. This insurance shall be in the amount of \$500,000 for each accident, illness or disease or such other amount that may be required by the most current laws of the State of Minnesota, whichever is greater.
- B) Comprehensive General Liability Insurance: Covering bodily injuries and property damage and also including coverage for:
 - 1) Injury to or destruction of wires, pipes, conduits, and similar property located below the surface of the ground, whether public or private.
 - 2) Collapse of or structural injury to any building or structure except those on which work under this Contract is being performed.
 - 3) Contractual liabilities related to bodily injury and property damage.
- C) Automobile and Truck Liability Insurance: Covering bodily injury and property damage relating to operation of all motor vehicles and equipment, whether or not owned by the Contractor, being operated in conjunction with work under this contract.
- D) Product and Completed Operations Insurance: Coverage to be included in the amounts specified above for Comprehensive General Liability.

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Evidence of Insurance

The City of Monticello shall be listed as an Additional Insured on the certificates of insurance. The Contractor shall submit Certificates of Insurance to the Owner at the time of execution of the Service Contract.

Written notice shall be given to the City of Monticello at least thirty (30) days prior to cancellation or non-renewal of such insurance coverage.

As evidence of insurance coverage, the Owner may, in lieu of actual policies, accept official written statements from the insurance company certifying that all the insurance policies specified are in force for the specified period of the contract.