

Request for Proposals
Electrical Services



Mineral County Development Authority
87 N Main Street
Keyser, WV 26726

Project Type: Electrical Contractor Services

Proposals Due By: April 17, 2017

Executive Director: Kevin Clark

Contact Information: Office: 304-788-2233

Mobile: 304-257-8924

Email: kclark@mineraleda.com

1 Scope of Work

The Mineral County Development Authority is requesting proposals from qualified, licensed, and full-time electricians to provide on call services for the Old Anchor Glass Building located on 598 Waxler Road, Keyser, West Virginia. The contractor will provide electrical repairs, upgrades, installations, and replacements on this facility on an as-needed basis. The contract period will run for one year starting May 2017-May 2018.

The purpose of this Request for Proposal (RFP) is to provide interested vendors the necessary information for preparing quotes for Electrical Services that will meet the Development Authority's specific needs. The purpose of the RFP is to award a contract that guarantees response time and rates for the Development Authority.

2 Proposal Requirements

Respondents should provide complete and current information for all categories. The response to this RFP shall include the following information:

- a. A fee schedule including an hourly rate, material markup price, and any other fees and conditions or documents associated with electrical work
- b. A list of no less than two municipal or corporate references from customers for whom you have performed frequent or ongoing electrician's services in the past.
- c. A proposed arrive on-site response time for non-emergency, urgent, and emergency electrical needs. The MCDA defines emergency as "high health risk or danger or injury or loss of life" and urgent as "risk of property damage or long term health risk."

3 General Requirements

- a. All work shall comply in every respect with the Building Laws, City Regulations, Code Requirements (City, State, or International).
- b. The selected Contractor shall have and keep in effect during the term of this contract, Commercial General Liability Insurance, Business Automobile Liability Insurance and Workers Compensation Insurance. A copy of insurance certifications shall be submitted to the MCDA.

- c. The contractor shall obtain and pay for all licenses as may be necessary or required for the completion of the work. The contractor shall complete all building permits as required.
- d. All repair work will be left in a clean safe and workable condition.
- e. Contractor shall ONLY repair, replace, upgrade or install work that is instructed.
- f. If there are any questions regarding the work that is to be done, it will be the responsibility of the contractor to contact the Executive Director and request clarifications before proceeding.
- g. No single job shall exceed \$5,000.00 under the terms of this contract. It is up to the expertise of the Contractor to estimate initial cost of each individual job or project and provide a verbal estimate to the MCDA representative.
- h. It will be required that the Contractor diagnoses the problem and makes the necessary repairs as soon as possible.
- i. The Contractor must work as quickly and efficiently as is possible. All repairs are to be first class quality.
- j. The Development Authority reserves the right to terminate the contract with a 30 day written notice.
- k. By executing this contract, the Contractor represents that he has familiarized himself with the local conditions under which the work is to be performed.
- l. In the event of accidental site damage, it will be the responsibility of the Contractor to return the site to its original condition at no cost to the Authority.
- m. If temporary repairs are needed due to an emergency, the Contractor is instructed to do so at the direction of the Executive Director.
- n. It will be the responsibility of the Contractor to leave the area in a clean, "broom swept" state. Contractor must remove all debris generated while making repairs, replacements, or installations.
- o. Contractor is an independent contractor. The manner in which the services are performed shall be controlled by the Contractor; however, the nature of the services and the results to be achieved shall be specified by the Development Authority. The Contractor is not to be deemed an employee or agent of the Development Authority and has no authority to make any binding commitments or obligations on behalf of the Authority except as expressly provided herein.

Response Information

Mineral County Development Authority is not obligated to enter into any contract on the basis of any submittal in response to this RFP. MCDA reserves the right to request additional information from any contractor submitting under this RFP if it is deemed that such information is necessary to further evaluate the contractor's qualifications. MCDA reserves the right to interview any contractor submitting under this RFP. Contractors shall be responsible for all costs associated with the contractor's submittal and are not reimbursable.

Mineral County Development Authority reserves the right to reject all submissions, reissue a subsequent RFP, terminate, restructure, or amend this procurement process at any time.

Submission Requirements

A. Responses to this RFP shall be submitted in accordance with the following requirements:

1. The proposal shall include one (2) copies in a sealed envelope clearly marked on the outside, with the Proposer's name, and "Proposal for Electrical Contractor"
2. Qualification packages must be received at the address below **no later than 5:00 pm on April 17, 2017**. Late Qualifications will not be accepted.
3. Qualification packages shall be addressed to:
Mineral County Development Authority
87 N Main Street, Suite 1
Keyser, WV 26726

4 RFP Schedule

Event/Activity	Date
Distribution of RFP	3/31/17
Proposals Due	4/17/17
Board Review and Approval	4/18/17

BID PROPOSAL: Vendor Information & Signature Page

Vendor Electrical License #: _____

Vendor EIN #: _____

Vendor Name: _____

Vendor Ownership: _____

Years in Business: _____

Vendor Address: _____

Vendor Phone Number: _____

Vendor Fax Number: _____

Number of Employees: _____

Management person is responsible for direct contact with the Development Authority and the services required for this Request for Proposal (RFP)

Name:

Title:

Phone Number:

Email Address:

Signature of authorized representative

Date

BID PROPOSAL Rates & Hours

ON-CALL ELECTRICAL SERVICES

RATES

Regular Hourly Rates Monday-Friday (8am to 5pm) _____per hour

After Hours Rate Monday – Friday _____per hour

Weekend Rate _____per hour

Holiday Rate _____per hour

Markup of materials above vendor cost _____%

Other fees or charges _____

ON-CALL RESPONSE TIME

Regular hours Monday – Friday
_____minutes/hrs

Urgent (risk of property damage or long term health risk)
_____minutes/hrs

Emergency (high risk or danger of injury or loss of life)
_____minutes/hrs

Number of employees available for emergency calls _____

REFERENCES

Please list a minimum of two corporate or municipal customers for whom you have performed frequent or ongoing services.

Name of Company	Contact Name	Phone Number

Types of Work licensed to provide:

Low Voltage Installations _____

Fiber optic/voice data _____

CCTV _____

Security Maintenance _____

Other:

_____	_____
_____	_____
_____	_____