



FY 16-17
CITY OF HANAHAN

REQUEST FOR PROPOSALS
ON-CALL ELECTRICAL SERVICES
Solicitation COH - #072716

PROJECT TYPE: **Electrical Contractor Services**
PROPSALS DUE BY: August 16, 2016
PM CONTACT INFORMATION: David Kornahrens, IT

I. Scope of Work

The City of Hanahan is requesting proposals from qualified, licensed, full-time electricians to provide on-call services for all City owned buildings, facilities, and sites. The Contractor will provide *electrical repairs, upgrades, installations, and replacements for components* of City facilities and infrastructure on an **as-needed** basis during the contract period of July 1, 2016 – June 30, 2017.

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 City's specific needs. The purpose of the RFP is to award a contract that guarantees response time and rates for the City of Hanahan. The total authorized expenditure limitation under this Contract shall not exceed Twenty Thousand and no/cents (\$20,000.00) **per fiscal year**. Contractor is not authorized to exceed \$1,000.00 per individual job without authorized purchase order. Contact for approval will be David Kornahrens with approval from City Administrator.

*****The contract will not guarantee a certain amount of hours or annual sum paid.***

II. 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 City 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."

III. Administrative Issues

- I. Submit three (2) copies of the response to this RFP. The maximum number of pages addressing the contract shall be four (4). This total does not include the bid proposal documents or resumes. Limit resumes to a maximum of two pages per individual. Sealed proposals shall be clearly marked and delivered to:

City of Hanahan
Municipal Complex
1255 Yeamans Hall Road
Hanahan, SC 29410
Attn: Kitty Farias, Purchasing Agent
Please label package: **On-Call Electrical**

IV. General Requirements

- a. All work shall comply in every respect with the Building Laws, City Regulations, Code Requirements (City, State, or International).
- b. The successful contractor shall have or obtain a City of Hanahan business license.
- c. 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 City.
- d. 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. Building permit inspection fees will be the responsibility of the City.
- e. All equipment, materials, etc. specified to be removed from the site shall become the property of the contractor, unless otherwise stated.
- f. All repair work will be left in a clean safe and workable condition.
- g. Contractor shall ONLY repair, replace, upgrade or install work that is instructed.
- h. If there are any questions regarding the work that is to be done, it will be the responsibility of the contractor to contact the designated City representative and request clarifications before proceeding.
- i. 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 an estimate to the City representative. The City of Hanahan reserves the right to change contract limit if deemed necessary during the fiscal year.***
- j. It will be required that the Contractor diagnose the problem and makes the necessary repairs as soon as possible.
- k. The Contractor must work as quickly and efficiently as is possible. All repairs are to be of quality.
- l. The City reserves the right to terminate the contract with a thirty (30) day written notice.
- m. By executing this contract, the Contractor represents that he has familiarized himself with the local conditions under which the work is to be performed.
- n. 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 City.

- o. If temporary repairs are needed due to an emergency, the Contractor is instructed to do so at the direction of the City’s designated representative.
- p. All permanent repairs must be made as soon as is possible. This must be done as a minimum within five (5) days after the problem has been diagnosed and approval to proceed has been given.
- q. 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.
- r. 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 City. The Contractor is not to be deemed an employee or agent of the City and has no authority to make any binding commitments or obligations on behalf of the City except as expressly provided herein.

V. Evaluation Criteria

Evaluation criteria to be applied in reviewing the proposals may include but is not limited to:

- ✓ Proposed fee Schedule
- ✓ Quality of references
- ✓ Response times

VI. Sole Point of Contact

Contractor questions regarding this RFP should be directed to David Kornahrens, IT Manager and Building Maintenance, City of Hanahan.

dkornahrens@cityofhanahan.com -- No other City personnel are to be contacted.

Ph: 843-708-9517

VII. RFP Schedule

Event/Activity	Date
Distribution of RFP	July 27, 2016
Proposals Due	August 16, 2016
Evaluation & Review Completed	August 17, 2016
City Manager Approval	August 18, 2016
Notification to Contractor	August 19, 2016

BID PROPOSAL----Vendor Information & Signature Page

Vendor CCB #: _____

Vendor EIN #: _____

Vendor Name: _____

Vendor Ownership: _____

Vendor Address: _____

Years in Business: _____

Management person responsible for direct contact with the City and the services required for this Request for Proposal (RFP):

Name _____

Title: _____

Phone/Facsimile Number: _____

Email Address: _____

**

Signature of authorized representative *Date*

Type or print officer's name: _____

*****Signature indicates Agreement of Contract for bid winner.***

BID PROPOSAL---Rates & Hours

ON-CALL ELECTRICAL SERVICES

FY 20__ – 20__

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 _____

_____ minutes/hrs.

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 _____

BID PROPOSAL----References

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:
