

ANNUAL SPECIALTY ELECTRICAL MAINTENANCE CONTRACT
RFP #2017.08.011



CITY OF MILTON
August 1, 2017

The City of Milton will receive Bids at **2:00 p.m. (local time) on August 22, 2017** for **Annual Specialty Electrical Maintenance RFP #2017.08.011** for all City operated utility facilities. These facilities include but is not limited to: The Waste Water Treatment Plant and supporting equipment, Water Wells and supporting equipment, Lift Stations Controls, Stand-by Generators, SCADA Systems, Compressed Natural Gas (CNG) Pumping Station and other electrical controls and needs as may be required.

The CONTRACT will provide for a set hourly labor rate for various personnel shown. The cost of parts/materials purchased by the CONTRACTOR will be shown separately with a maximum mark-up not to exceed 20% over the parts/materials invoice amount. For certain items of larger value, the CITY may elect to purchase the item directly and have the item installed by the CONTRACTOR. With any item purchased by the CITY, the CITY understands that the CONTRACTOR will not be held responsible for any warranty associated with the product itself.

Prior to each repair or task requested, the CONTRACTOR may be required to provide a written estimate for the proposed work to be performed. The CITY will follow the approved Purchasing Policy as to staff's approval limits and/or if additional quotes or bids may be required. The CITY will provide access to any and all equipment manuals, plans, specifications, records and/or any other materials that may be helpful for the CONTRACTOR to perform work task.

The CONTRACT will only be awarded to those companies who are properly insured and licensed to do electrical work in both the City of Milton and Santa Rosa County. A current copy of the insurance (liability & workers compensation) and licenses will be required prior to approval of the CONTRACT and an updated copy must be supplied to the CITY each year thereafter. Successful contractor shall provide the City with the following documents, which can be found on the Purchasing website:

- a) Public Entity Crime Form
- b) Non Collusion Affidavit
- c) Certificate of Non Discrimination
- d) Drug Free Workplace
- e) Conflict of Interest Disclosure Form
- f) W-9 Form

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The CONTRACT will be for one (1) year and will automatically renew annually unless notified in writing by either party 30 days in advance. The CONTRACT will be re-advertised at least once every five (5) years. The first CONTRACT period will be from the date of the CONTRACT AWARD to September 30, 2018. For each year thereafter, it will be October 1st to the following September 30th.

The City of Milton reserves the right to reject any one proposal, or all proposals, or any part of a proposal, to waive any informality in any proposal, and to award the CONTRACT as deemed to be in the best interest of the CITY. This CONTRACT may be terminated without clause, by either party, with a 30 day written notification.

BID	NORMAL RATE	AFTER HOURS/ WEEKEND RATE
Journeyman Electrician:	\$ _____ / hour	\$ _____ / hour
Electrician Helper:	\$ _____ / hour	\$ _____ / hour
Laborer:	\$ _____ / hour	\$ _____ / hour
Minimum Service Charge/Time:	\$ _____ for _____ hour(s), including mileage	
Mileage:	\$ _____ / mile	

The undersigned agrees to the above terms and Conditions:

CONTRACTOR: Name & Address:

_____ Company Representative Signature	_____ Date
_____ Email	_____ Phone

Accepted: CITY of MILTON

_____ By	_____ Date
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