



REQUEST FOR PROPOSALS

2024-2026 CITY OF GRAND LEDGE ON-CALL COMMERCIAL ELECTRICAL SERVICES

DATE:	February 7, 2024
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PROPOSAL DUE DATE:

Tuesday, March 5, 2024, at 1:00 PM

PROPOSAL DELIVERY LOCATION:

City of Grand Ledge

ATTN: Ameer King, Assistant City Manager

310 Greenwood Street, Grand Ledge, Michigan 48837

CONTACT:

Ameer King, Assistant City Manager

517-622-7925

aking@cityofgrandledge.com

Contents

Request for Proposal (RFP).....	3
Introduction:.....	3
Selection Timetable:	3
Submittal of Proposal:.....	3
Minimum Qualifications:	4
Specifications:	5
Delivery of Services:.....	5
Qualifications of the Firm:	5
Evaluation Process:.....	6
Conflict of Interest:	6
Subcontracting:	7
Labor Laws and Equal Employment Opportunity:.....	7
Indemnification and Hold Harmless:	7
Insurances:	7
General Notes:	8
Contract Type/Term:.....	8
Billing Process:	9
Bidders Proposal	10
Addendum to Bidders Proposal	11

Request for Proposal (RFP)

2024-2026 CITY OF GRAND LEDGE – ON-CALL COMMERCIAL ELECTRICAL SERVICES

Introduction:

The City of Grand Ledge is requesting sealed bid proposals for commercial electrical services with an *optional* addendum for commercial electrical services specific to Abrams Municipal Airport. The successful Electrician will provide all equipment, material, and labor for electrical services and repairs on City of Grand Ledge owned and managed properties, including City Hall, Public Service Garage, Wastewater Treatment Facilities, and downtown street lighting.

- In addition, for qualified electricians, an addendum is available to provide airport lighting equipment and materials covered by the Federal Aviation Administration (FAA) specifications for Abrams Municipal Airport, owned and managed by the City of Grand Ledge. Submitting the addendum is optional.

Qualified electricians may choose to respond to either one or both bids. The City may award one or two contracts dependent upon the bid responses. The City of Grand Ledge does not guarantee a minimum value of the contract(s). Companies with demonstrated experience in commercial electrical services with an interest in making their services available to the City of Grand Ledge are invited to respond to the RFP. The submitted proposals will be used as a basis for awarding work.

Project Goal: Provide a source(s) for on-call commercial electrical services for multiple city-owned/managed facilities and projects within the City of Grand Ledge.

Selection Timetable:

Release RFP	Wednesday, February 7, 2024
RFP Due Date	Tuesday, March 5, 2024, at 1:00 PM
Tentative Bid Award	Monday, March 11, 2024

Submittal of Proposal:

Respondents shall submit three (3) paper copies of RFP response in a package that is sealed and clearly labeled “RFP – 2024-2026 Commercial Electrical Services.” Or RFP responses may be emailed as one document saved as a PDF to, aking@cityofgrandledge.com with “RFP – 2024-2026 Commercial Electrical Services” in the subject line.

Proposals, and any questions related to the RFP, may be directed to:

Amee King, Assistant City Manager
310 Greenwood Street, Grand Ledge, Michigan 48837
517-622-7925
aking@cityofgrandledge.com

The bid price shall not include an allowance for State Sales Taxes or Federal Excise Tax. The City, upon request, will provide the successful bidder(s) with properly executed tax exemption certificates or tax exemption numbers. All other taxes required by law shall be paid by the successful Contractor(s).

Any proposal may be withdrawn or modified by written request, provided such request is received by the City at the above address prior to the date and time established for receipt of proposals. Proposals not so withdrawn shall constitute a firm offer to provide the services contained therein and shall remain firm for acceptance for sixty (60) days.

The cost of preparing a response to this RFP, including site visits, is the Contractor's sole responsibility and will not be reimbursed by the City of Grand Ledge.

The City reserves the right to reject any or all proposals, to award the contract(s) to other than the low bidder, to accept any or all alternatives, to waive irregularities and/or informalities and, in general, to make the award in any manner deemed by it, in its sole discretion, to be in the best interest of the owner.

Minimum Qualifications:

1. **Corporate Profile:** Describe on one page the background of your company and why it is qualified to provide the requested services for the City of Grand Ledge.
2. **Project Team:** A list of all personnel within your organization who will be involved with the project, in what capacity, the geographic office location of each, and an estimate of the number of hours of involvement each will have. A summary of the qualifications of those individuals, including years of experience, must be included. Resumes for key person(s) are required.
3. **Experience:** Provide evidence of similar experience that demonstrates your ability to successfully provide the services requested in this RFP. Include names and contact information from three (3) past projects for reference purposes.
4. **Cost:** A fee structure must be submitted with a not-to-exceed amount for the services as indicated above (see attached Bidder's Proposal and Addendum to the Bidder's Proposal).

Specifications:

Service & Repair Requirements

1. Panel Upgrades and Repair
 2. Troubleshooting and Testing
 3. Wiring
 4. Electrical Installation and Repair
 5. Downtown Street Lights – Requires a 40' Lift
 6. Motor control center
 7. VFD install and programming
- OPTIONAL:*
8. Airport lighting equipment and materials covered by FAA specifications shall be approved under the Airport Lighting Equipment Certification Program described in Advisory Circular 150/5345-53, current version.

Delivery of Services:

- Contractors responding to this bid must be able to provide service 24 hours a day, 7 days a week, 365 days a year, including holidays, for the duration of the agreement.
- The City of Grand Ledge expects the Contractor(s) to give “priority” service to any call for electrical repairs. Response times, including a commitment to Emergency Response times, must be stated on the Bidder’s Proposal and addendum to the Bidder’s Proposal (attached). Electrical failure in some City facilities is a matter of public safety; therefore, reliable emergency response capabilities are critical.
- Service will be performed in a variety of City locations. All unique requirements and regulations for each location shall be strictly followed by the Contractor and the Contractor’s employees.

Qualifications of the Firm:

The City of Grand Ledge may award one or two contracts for Commercial Electrical Services to the individual(s) or firm(s) that, in its sole opinion, is/are the most capable of providing the range of services described and anticipated by this RFP and is in the long-term best interest of the City and its residents.

The City of Grand Ledge reserves the right to:

- investigate the qualifications of all firms under consideration including any information furnished by potential candidates
- reject any or all proposals
- modify the proposal
- establish evaluation criteria determined to be in the best interest of the City
- issue a subsequent RFP
- conduct interviews of potential firms prior to selection
- use other contractors as deemed necessary

Note: This RFP does not commit the City of Grand Ledge to negotiate a contract(s), nor does it obligate payment for any cost incurred in the preparation and submission of the proposal.

Evaluation Process:

Proposals will be evaluated through consideration of several factors. The review of all documents submitted will be in accordance with the following criteria:

- Experience and references of contractor
- Proposed cost
- Ability to execute contract in accordance with City policies and in full compliance with all applicable laws, ordinances, and regulations
- The proponent's familiarity with the City and Tri-County area
- Other factors deemed relevant by the City Manager, Assistant City Manager, and Public Services Superintendent
- The City reserves the right, in its absolute discretion, to reject any or all proposals, to waive irregularities, informalities and/or non-conformities in any submission, to select the proponent and proposal deemed to be in the best interests of the City, and to negotiate with the selected proponent(s).

The above criteria will be used to evaluate the submittals. Following a review of the submittals, a firm(s) will be selected, and a recommendation will be given to the City Council.

The Contractor(s) must demonstrate its ability to deliver competitive rates for the noted services. If for any reason, a proponent cannot commence activities within 30 days of the contract being executed, the City may unilaterally terminate the contract and negotiate with other proponents.

Conflict of Interest:

The respondent warrants that to the best of its knowledge and belief and except as otherwise disclosed it does not have any organizational conflict of interest. Conflict of interest is defined as a situation in which the nature of work under this solicitation and the firm's organizational, financial, contractual, or other interests are such that:

1. Respondent may have an unfair competitive advantage; or
2. The respondent's objectivity in performing the work solicited may be impaired. In the event the respondent has an organizational conflict of interest as defined herein, the respondent shall disclose such conflict of interest fully in the proposal submission.
 - a. The respondent agrees that if after award it discovers an organizational conflict of interest with respect to this solicitation it shall make an immediate and full disclosure in writing to the City Manager that shall include a description of the action which the respondent has taken or intends to take to eliminate or neutralize the conflict. The City

may, however, disqualify the respondent or if a contract has been entered into with the respondent, terminate said contract, in its sole discretion.

- b. In the event the respondent was aware of an organizational conflict of interest before the award of a contract and intentionally did not disclose the conflict to the City Manager the City may disqualify the respondent.

Subcontracting:

In the execution of the Contract, it may be necessary for the selected firm to sublet part of the work to others. The selected firm will be fully responsible to the City of Grand Ledge for the acts and omissions of subcontractors and of all persons whether directly or indirectly employed by the selected firm. Nothing in the contract shall create any contractual relationship between any subcontractor and the City of Grand Ledge. The selected firm shall not assign, transfer, convey, or otherwise dispose of the contract, or any part thereof, or the firm's right, title, or interest in the same or any part thereof, without the previous written consent of the City of Grand Ledge. The selected firm shall not assign any of the money due or become due and payable under the contract, without previous written consent of the City of Grand Ledge.

Labor Laws and Equal Employment Opportunity:

The selected firm(s) and subcontractors must abide by Federal, State, and local regulations pertaining to equal employment, and shall obey and abide by all the laws of the State of Michigan relating to the employment of labor and public work and all ordinances and requirements of the City of Grand Ledge regulating or applying to public improvements.

Indemnification and Hold Harmless:

The selected firm(s) agrees to indemnify and hold harmless the City of Grand Ledge and their officers, employees, and agents from all liability, loss, or damage as a result of claims, actions, suits, causes of action, proceedings, costs, expenses, judgments and liabilities of any kind whatsoever arising out of selected firm's performance of the contractual work. It is further agreed that the selected firm shall have the responsibility to the City of Grand Ledge for the proper performance of its professional services in conformity with the customary and usual result of the failure of such performance, provided such damages suffered by the City of Grand Ledge as a result of the failure of such performance, provided such damages are caused by the selected firm's error, omission or negligent act, or the error, omission or negligent act of its officers, agents, or employees. No compensation will be paid to the selected firm for the services required to correct work arising out of the selected firm's errors or omissions. Additionally, the selected firm shall be responsible for any payment to other consultants/Contractors to correct work arising from the selected firm's errors and omissions.

Insurances:

The selected firm(s) shall procure and maintain during the life of the contract the following insurance coverage from a company or companies licensed to sell insurance in Michigan with an A+ A.M. Best

rating, or equivalent: Workers Compensation in compliance with Michigan law; Comprehensive General Liability Insurance in the amount of \$1,000,000 each occurrence for Bodily Injury Liability and Property Damage Liability.

The insurance required shall be written for the greater of limits not less than the limits of liability specified or required by the law OR primary coverage of \$1,000,000 per occurrence. Insurance on an occurrence basis coverage shall be maintained without interruption from the date of commencement of operations under the contract until the date herein specified that coverage is no longer required. It is understood and agreed by naming the City of Grand Ledge as additional insured, coverage afforded is considered to be primary and any other insurance the City of Grand Ledge may have in effect shall be considered secondary and/or excess.

All certificates of insurance must be forwarded to the City of Grand Ledge prior to commencement of any work. Required insurance policies shall not be changed or canceled without ninety (90) days prior written notice to the City of Grand Ledge.

General Notes:

1. By State Law, NO SMOKING shall be allowed on any project site. Personnel caught smoking will be removed from the project.
2. Contractor's personnel are expected to maintain a high-quality professional attitude while on site. Contractors shall be subject to such rules and regulations for the conduct of the work as the City of Grand Ledge may establish. Possession or consumption of alcoholic beverages or drugs or noxious behavior on site is strictly prohibited. Violations of any of the above will result in the removal of the individual and employer from the project and they will be held liable for any damages that may result due to their actions.
3. All personnel will be required to always provide identifying information while on site.
4. If given access to the Grand Ledge Police Department, all personnel must be lien certified (online course), provide fingerprints through Live Scan fingerprinting, and are subject to a background investigation.

Contract Type/Term:

The City of Grand Ledge is contemplating the award of a fixed hourly rate contract(s) to be billed monthly. The contract(s) will be for one (1) base year and with an option to renew for up to two (2) additional years. The City makes no guarantees as to the total amount of compensation that the Contractor(s) may earn and reserves the right to limit the number of services the City requests the Contractor(s) provide. The City reserves the right to use any other means it may desire or determine for the purpose of electrical services throughout the City.

Billing Process:

Payment for services rendered will be made upon invoices received. Invoices received after the 7th day of each month may not be processed until the following month.

EXCEPTION: Non routine installations or repairs must be approved by the Assistant City Manager or City Manager or Public Services Superintendent PRIOR to any service being performed. Payment will not be made under this contract(s) for such services unless prior approval is obtained.

Existing Conditions:

Fully licensed electricians with demonstrated experience in commercial electrical services with an interest in making their services available to the City of Grand Ledge are invited to respond to this RFP. “Contractor” means the companies or individuals that submit proposals in response to this RFP. It is understood that the selected Contractor acting as an individual, partnership, corporation, or other legal entity, is state-licensed and certified in accordance with title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA) (12 U.S.C. 3331 et seq.) and capable of providing the specified services. The Contractor(s) shall be financially solvent and each of its members if a joint venture, its employees, agents, or sub-consultants of any tier shall be competent to perform the services required under this RFP document.



Bidders Proposal

NOTE: If not interested in responding to this portion of the RFP, please leave this page blank.

City of Grand Ledge 2024 - 2026 On-Call Commercial Electrician

		2024 Rate	2025 Rate	2026 Rate
A.	Cost per hour for repairs/maintenance during normal business hours (7:00 AM to 6:00 PM)	\$		
B.	Cost per hour for repairs/maintenance outside of normal business hours (including weekends and holidays)	\$		
C.	Discount from manufacturer's CURRENT published list price for materials and equipment. (Documentation of Contractor's cost will be required, if applicable.)	\$		
D.	Indicate response time for service calls during normal business hours:			
	Indicate response time for URGENT service calls during normal business hours:			
	Indicate response time for URGENT service calls outside of normal business hours:			

E.	Bidder OWNS a 40' lift for street light work (circle correct response)	YES	NO
	If 40' lift is NOT owned, bidder shall describe how a 40' lift would be accessed for street light work:		

This bid is submitted in response to the City of Grand Ledge RFP for 2024-2026 On-Call Commercial Electrician by:	
Company Name:	
Print Name:	
Authorized Signature:	
Date:	



Addendum to Bidders Proposal

NOTE: This addendum is not required. If not qualified/interested in responding to this portion of the RFP, please leave this page blank.

City of Grand Ledge

2024-2026 On-Call Commercial Electrician for Abrams Municipal Airport

		2024 Rate	2025 Rate	2026 Rate
A.	Cost per hour for repairs/maintenance during normal business hours (7:00 AM to 6:00 PM)	\$		
B.	Cost per hour for repairs/maintenance outside of normal business hours (including weekends and holidays)	\$		
C.	Discount from manufacturer’s CURRENT published list price for materials and equipment. (Documentation of Contractor’s cost will be required, if applicable.)	\$		
D.	Indicate response time for service calls during normal business hours:			
	Indicate response time for URGENT service calls during normal business hours:			
	Indicate response time for URGENT service calls outside of normal business hours:			

This Addendum bid is submitted in response to the City of Grand Ledge RFP for 2024-2026 On-Call Commercial Electrician for Abrams Municipal Airport by:	
Company Name:	
Print Name:	
Authorized Signature:	
Date:	