



Town of Clayton REQUEST FOR PROPOSALS

RFP #700-ELEC-2025-04

Project Title: On-Call Electrical Maintenance and Repair Services

Issue Date: September 9, 2024

Due Date: September 23, 2024 at 2:00pm ET

Issuing Department: Facilities

Direct all inquiries concerning this RFP to:

Tim Robbins

Public Works Director

111 East Second Street

Clayton, NC 27528

(919)553-5002 x6540

trobbsins@townofclaytonnc.org

1 INTRODUCTION

1.1 Purpose

The Town of Clayton is seeking one or more qualified firm(s) with which to contract for the following services: **On-Call Electrical Maintenance and Repair Services.**

The purpose of this RFP is to award a contract to firm/firms that guarantee response time and rates for a period of one (1) year from the date of the executed agreement. Town of Clayton will reserve the right to renew all proposals for up to 2 subsequent years. Prior to renewal, contractors will be asked to submit revised rates to hold firm for the next year. All rate proposal increases associated with renewal shall not exceed 10% and are subject to negotiation prior to acceptance. Either party reserves the right to refuse renewal of the agreement.

The Town of Clayton (hereby referred to as “the Town” or “Clayton”) is seeking proposals from a NC Intermediate (I) Licensed electrician (herby referred to as “contractor””) to provide on-call service for emergency and scheduled maintenance and repairs at various locations in town including, but not limited to town facilities, parks, and locations near public rights of ways. Work may be needed during regular business hours (Monday through Friday, 8am to 5pm) and emergencies during nights, weekends, and state holidays.

A detailed scope of services is provided in Section 4 of this solicitation. Information related to this solicitation, including any addenda, will be posted to the North Carolina eVP Portal.

Pre-Proposal Conference

A MANDATORY PRE-PROPOSAL CONFERENCE for all prospective Proposers is scheduled for September 16, 2024 at 10:00 am at OPS 653 NC. 42 W Clayton NC, 27520 .

Attendance at this conference is a requirement for consideration of a Proposer’s Proposal.

1.2 RFP Timeline

Provided below is a list of the anticipated schedule of events related to this solicitation. The Town of Clayton reserves the right to modify and/or adjust this schedule to meet the project's needs. All times shown are Eastern Time (ET):

RFP Process	Date and time
RFP Release Date	9/9/2024
Mandatory pre-proposal meeting	7 days from Release
Deadline for submissions	7 days from preproposal

1.3 Submittal Requirements and Contact Information

Proposals must follow the format as defined in Section 4-7 and be addressed and submitted as follows:

<u>DELIVERED BY US POSTAL SERVICE</u>	<u>DELIVERED BY ALL OTHER MEANS</u>
Town of Clayton Attn: Tim Robbins PO Box 879 Clayton, NC 27528 RFP No. 700-ELEC-2025-04 On-Call Electrical Maintenance and Repair Services	Town of Clayton Attn: Tim Robbins 111 E. Main Street Clayton, NC 27520 RFP No. 700-ELEC-2025-04 On-Call Electrical Maintenance and Repair Services

Proposals must be enclosed in a sealed envelope or package and clearly marked with the name of the submitting company, the *RFP number* and the *RFP Title*. Proposers must submit one (1) signed original

Proposals received after the RFP deadline above will not be considered and will be returned unopened to the return address provided on the submission envelope.

2 PROPOSAL EVALUATION

2.1 Evaluation Criteria

This is not a bid. There will not be a public opening. Proposals will be evaluated based solely on the following criteria:

Criteria	Maximum Points Possible
Project Approach	50
References	20
Cost Proposal	30

3 SCOPE OF SERVICES

Awarded Contractor shall provide services, all as set forth in this RFP and more particularly described in this Section 4.

The Town seeks information regarding procurement of a qualified, licensed and full-time Electrician for on-call service for emergency and scheduled maintenance and repairs at various locations in town including, but not limited to town facilities, parks, and locations near public rights of ways on customer side of service delivery point. Work is expected to be needed during regular business hours (Monday through Friday, 8am to 5pm) and emergencies during nights and weekends.

Services are anticipated to include, but not limited to, electrical repairs, emergency response, and installation beyond the scope of Town of Clayton maintenance personnel.

It is anticipated that most work requests will be repair services. Each response shall be limited by a not to exceed amount of \$2500.00 unless approved by the individual requesting work or supervisor.

Contractor will be expected mobilize to the site within 12 hours of each request for response for any repair work that requires immediate attention. Planned maintenance or repair work that does not need immediate response can be scheduled with the Town. Priority scheduling is still required, but work times can be negotiated. Contractor shall work diligently toward completion of any work that is initiated. Cost estimates utilizing proposed rates may be requested for planned maintenance or repair work.

Delivery of Service

Contractors responding to this bid must provide services at any time throughout the year for the agreement's duration. It is expected that the Contractor give priority service (within 12 hrs.) to any call for electrical repairs.

Mobilization shall be paid as a single trip charge per response request. Port to port hourly rate billing for technician, helper, and/or equipment will not allowed. Hourly rate billing will be calculated on time that qualified personnel and/or equipment is on-site.

Regular On-Call Response will be paid for work performed during Town business hours (Monday-Friday, 8:00-5:00). Emergency On-Call Response will be paid for work performed outside of Town business hours as well as on official State holidays.

Technician should be equipped with standard electrical tools and supplies during any response. The individual should be capable of assessing and performing work in accordance with North Carolina electrical Code. Helper should be made available if needed, and should provide service while on-site to qualify for hourly rate payment.

All work must comply with state and local regulations. Technician or Technician+Helper will be paid per hour only when on-site providing service. If assigned work requires local building permit, contractor shall be responsible for obtaining permit. Fee will be reimbursable by the Town.

Excavation equipment must be available if needed. Machine can be classified as a backhoe, mini-excavator, or trencher with digging attachment. Machine must be capable of digging up to 4 ft deep in typical soils. This item will be paid per hour if needed for the response.

Price for materials will be paid in the amount of vendor invoice price plus proposed percentage increase. Stock items shall be billed at replacement cost plus proposed percentage increase. All vendor invoices must be provided for parts and/or materials used in a response upon request.

4 PROJECT APPROACH

(Provide the number of service technicians with tools and trucks available to respond, and list of special equipment identified in this Request for Proposal that is in your firm's fleet and available to respond. Provide a summary of how your company typically receives calls and dispatches for emergency work requests, including your firm's policy for response in regard to elapsed time.)

5 NC Intermediate (I) Electrical LICENSE

(Include License)

6 COST PROPOSAL

Instructions

Use this form to provide a cost for the project knowing that many basic assumptions need to be made, that the cost estimate is not a binding fee but will only be used for general information purposes and that the exact scope of work and fees will be negotiated during the contract process with the selected Contractor.

ALL COST PROPOSALS SHALL BE SIGNED AND DATED SHALL BE SUBMITTED WITH THE SUBMITTED PROPOSAL.

<u>DESCRIPTION</u>	<u>PROPOSAL</u>
Mobilization Trip charge per response	
Regular On-Call Response Per hour rate for one (1) electrical technician	
Regular On-Call Response Per hour rate for one (1) helper	
Emergency On-Call Response Per hour rate for one (1) electrical technician	
Emergency On-Call Response Per hour rate for one (1) helper	
Excavation Equipment Per hour rate for machine	
Price for Materials Percent increase for vendor invoice	

7 APPENDIX I

References

Offeror **must** supply at least (3) three Governmental Agency or Private Company references for which electrical services have been performed during the past (5) five years. Offerors are cautioned to provide accurate reference information.

OFFEROR: _____

CITY, STATE, ZIP: _____

Reference #1

Agency or Firm Name: _____

Business Address _____

City: _____ State: _____ Zip Code: _____

Phone Number: (____) _____ Fax Number: (____) _____

Email Address: _____

Reference #2

Agency or Firm Name: _____

Business Address _____

City: _____ State: _____ Zip Code: _____

Phone Number: (____) _____ Fax Number: (____) _____

Email Address: _____

Reference #3

Agency or Firm Name: _____

Business Address _____

City: _____ State: _____ Zip Code: _____

Phone Number: (____) _____ Fax Number: (____) _____

Email Address: _____