

Request for Proposal (RFP) - Updated

Project Title: Electrical Upgrades for G.W. Carver Elementary, D.S. Johnson Elementary, and Tarboro High Schools

Issued by: Edgecombe County Emergency Services

Date of Publication: January 23, 2025

Pre-Bid Conference: February 6, 2025 at 10:00 AM at 201 Saint Andrew St, Room 260, Tarboro NC, 27886. **Must be present at the Pre-Bid Conference to be eligible to submit a proposal.**

Written Questions Deadline: February 28, 2025 by 2:00 PM

Proposals Due: March 7, 2025 by 2:00 PM

Project Completion Date: October 1, 2025

Introduction:

Edgecombe County Emergency Services invites qualified contractors to submit a proposal for electrical upgrades at G.W. Carver Elementary, D.S. Johnson Elementary, and Tarboro High Schools. These upgrades will involve the installation of manual transfer switches, wiring, and other associated electrical work, as detailed below. The contractor will be responsible for the installation and associated work for each location as outlined in the scope of work for each site.

Scope of Work:

For G.W. Carver Elementary:

1. **Installation of 400amp Manual Transfer Switch:** Provide pricing for adding a 400amp manual transfer switch for a mobile generator.
 2. **New Wiring:** Install new wiring from the existing gutter to the transfer switch and from the transfer switch to the existing 400amp disconnect.
 3. **Power Company Fees:** Include all necessary fees associated with the power company for the installation of the transfer switch.
 4. **Work Schedule:** All work should be completed during normal working hours, from 7:00 am to 3:30 pm, Monday through Friday.
 5. **Permit Fees:** The price should include all permit fees associated with the work.
-

For D.S. Johnson Elementary:

1. **Installation of 400amp Manual Transfer Switch:** Provide pricing for adding a 400amp manual transfer switch for a mobile generator.
2. **New Wiring:** Install new wiring from the existing gutter to the transfer switch and from the transfer switch to the existing 400amp disconnect.

3. **Power Company Fees:** Include all necessary fees associated with the power company for the installation of the transfer switch.
 4. **Work Schedule:** All work should be completed during normal working hours, from 7:00 am to 3:30 pm, Monday through Friday.
 5. **Permit Fees:** The price should include all permit fees associated with the work.
-

For Tarboro High:

1. **Installation of 400amp Manual Transfer Switch:** Provide pricing for adding a 400amp manual transfer switch for a mobile generator.
 2. **Conduit and Wiring:** Add conduit and wire from the existing junction box in the ceiling of the existing electrical room to the 400amp transfer switch.
 3. **Power Company Fees:** Include all necessary fees associated with the power company for the installation of the transfer switch.
 4. **Work Schedule:** All work should be completed during normal working hours, from 7:00 am to 3:30 pm, Monday through Friday.
 5. **Permit Fees:** Permit fees are **not** included in the price for Tarboro High.
-

Proposal Requirements:

Interested contractors must submit the following as part of their proposal:

1. **Detailed Cost Breakdown:** Provide an itemized list of costs for labor, materials, power company fees, and permits (as applicable).
 2. **Timeline:** Outline the expected project timeline, including the start and completion dates.
 3. **Work Schedule:** Confirm the contractor's availability to perform the work during normal working hours (7:00 am to 3:30 pm, Monday through Friday).
 4. **Qualifications:** Provide information on the contractor's experience, qualifications, and any relevant certifications or licenses.
 5. **References:** Include at least two (2) references from similar projects completed in the past 12 months.
 6. **Insurance:** Provide proof of liability insurance and workers' compensation coverage.
-

Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

1. **Compliance with Scope of Work:** Ensure that the proposal addresses all requirements outlined in the scope of work.

2. **Cost:** Reasonableness of the price in comparison to the scope of work and industry standards.
 3. **Experience and Qualifications:** The contractor's ability to demonstrate experience in completing similar projects on time and within budget.
 4. **Timeline:** The contractor's ability to meet the project schedule and complete the work within the stated time frame.
 5. **References and Reputation:** Positive feedback from references and overall reputation for quality work and professionalism.
-

Submission Instructions:

All proposals must be submitted **by 2:00 PM on March 7, 2025**, to:

Edgecombe County Emergency Services
Attn: Daniel Webb
201 St. Andrew St.
Tarboro, NC 27886

Questions:

For any questions regarding this RFP, please contact Daniel Webb, Edgecombe County Emergency Services Coordinator, at danielwebb@edgecombeco.com or (252) 641-7806.

Terms and Conditions:

- The contractor shall be responsible for obtaining all necessary permits and approvals from the local authorities, unless specified otherwise in the scope of work.
 - All work must be performed in compliance with local building codes and industry standards.
 - The successful contractor will be required to sign a formal contract with Edgecombe County Emergency Services, outlining the terms, scope of work, and payment schedule.
 - Edgecombe County Emergency Services reserves the right to reject any or all proposals and to negotiate terms with the selected contractor.
-

We look forward to receiving your proposal and appreciate your interest in working with us on these important upgrades.

Sincerely,

Daniel Webb
Emergency Services Coordinator
Edgecombe County