

Request for Proposal

MSAD 55
On Call Electrical Services
137 South Hiram Road
Hiram, ME 04041

Article 1. Introduction

MSAD 55 requests that your company make a proposal for on call and general electrical maintenance services for Sacopee Valley Elementary School, Sacopee Valley Middle School, and Sacopee Valley High School. The following proposal request will outline the project goals and detail the format for your proposal. Please read the timeline carefully. In order for your proposal to be considered, your proposal must meet our deadlines stated in Section 2.03.

Section 1.01 Location

This proposal is for on call and general electrical maintenance services at Sacopee Valley Elementary School at 213 South Hiram Road, Hiram, Maine; Sacopee Valley Middle School at 137 South Hiram Road, Hiram, Maine; and at Sacopee Valley High School at 115 South Hiram Road in Hiram, Maine.

Tour of the areas is available upon request.

Section 1.02 Management

Mark Howland, Facilities Director will be managing this contract.

Section 1.03 Contact Information

Please contact Mark Howland, Facilities Director for questions about the proposal submission and contract details:

Phone: 207-625-2490 ext. 1141

Fax: 207-625-7065

Email: mhowland@sad55.org

Article 2. Project

Section 2.01 Mission

For the length of the contract, the Contractor will complete all on call and general electrical maintenance services for MSAD 55.

Section 2.02 Project Specification and Contractor Requirements

The Contractor shall be responsible for furnishing all supervision, labor, equipment, tools supplies, facilities, and services required to perform the Work including quality control, all required documentation at the conclusion of the project, warranting its work and performing all other work indicated in the Contract. The purchasing of materials will be

the responsibility of the Owner. Disposal of materials is the responsibility of the Contractor.

As work arises, the Owner will assign work to the Contractor. This work will include, but not limited to, general electrical maintenance and on call electrical services.

When the Owner determines that an Assignment is an emergency, the Contractor shall have the ability to have a qualified electrician on site within three (3) hours after notification.

The Contractor shall have the ability to install single and or 3 phase drops to include aerial or lateral.

The Contractor shall have the ability to work effectively with minimum supervision.

The Contractor shall adhere to all Electrical Codes and OSHA requirements and have the knowledge and willingness to do so.

The Contractor shall supply all necessary Personnel Protective Equipment needed to perform job duties and comply with established safety guidelines and procedures.

The Contractor will be paid by the hour for each hour work is performed at the contract unit price per hour.

Contractors must submit proof of Maine Master Electrician License.

Contractors must have Criminal History Records Check (CHRC) approval by the Maine Department of Education before work commences. There is a fee for this approval.

Section 2.03 Timeline

In order to complete our mission, we have set the following timetable. This timetable is subject to change by the managers of this project:

Deadline for Proposals Friday, June 16, 2017 at 3:00 pm

This contract commences on July 1, 2017 or when executed, whichever is the latest, and expires on June 30, 2018. At the Owner's discretion and upon mutual agreement with the Contractor, the contract may be extended for time and money, under all the terms of this contract, at the bid prices up to three (3) additional one (1) year periods.

Article 3. Proposal

Section 3.01 Summary of Proposal

a. Expectations

Contract will be awarded based on the information presented in the proposals received. We will award contract based on the proposal expected to be the most beneficial to our project based on a variety of factors. MSAD 55 reserves the right to award more than one contract and to refuse any contract without obligation to MSAD 55 or to the company offering the proposal. MSAD 55 also reserves the right to reject any or all bids.

There will be no bid bonds, performance bonds, or payment bonds required.

b. Proposal Deadline

All proposals must be submitted in a sealed envelope marked "On Call Electrical Services" to MSAD 55's Superintendent's Office at 137 South Hiram Road in Hiram, Maine by Friday, June 16, 2017 at 3:00 pm to be considered for their contribution to this project.

c. Proposal Format

MSAD 55 requires that you include the following information in your proposal. Proposals should adequately address the details of the proposed contract.

1. Contractor Summary
Include a brief summary of your company.
2. Expected Results
Use this section to agree to execute the Contract.
3. Price
Use this section to include the Price Per Hour for Electrical Services.
4. Insurance
Please provide a certificate of insurance with MSAD 55 named as the insured party.
5. Licensing
Please provide a copy of your Maine Master Electrician License and approved Criminal History Records Check (CHRC) from the Maine Department of Education.
6. Examination and Investigations
Use this section to acknowledge the review of the specifications.

Proposal Form

Contractor: _____

Project: MSAD 55
On Call Electrical Services
115 South Hiram Road
Hiram, ME 04041

Project Owner: MSAD 55
137 South Hiram Road
Hiram, ME 04041

Article 1. Contractor Summary

Contractor Name: _____

Mailing Address: _____

Primary Contact: _____

Phone: _____ Cell Phone: _____

Email: _____

Article 2. Expected Results

I agree to execute a Contract for the above named Project commencing on July 1, 2017 or when executed, whichever is the latest, and expires on June 30, 2018.

Article 3. Price

I propose, as Contractor, to furnish all the labor required to complete the above named project and to execute the project in strict conformity with all plans, request for proposal, and other specifications provided by MSAD 55. Also, all laws, statutes, ordinances, rules, or regulations of any governmental agencies or public authorities relating to the Project will be followed.

Price of electrical service is \$ _____ per hour.

Article 4. Insurance

Upon issuance of contract, I will provide a certificate of insurance with MSAD 55 named as the insured party.

Article 5. Licensing

Upon issuance of contract, I will provide a copy of my State of Maine Master Electrician License. I understand that if I am awarded the contract, I will need to provide the Project Owner with an approved Criminal History Records Check (CHRC) from the Maine Department of Education.

Article 6. Examination and Investigations

I do hereby acknowledge that I have carefully examined the specifications for the Project that have been provided by the Project Owner and reviewed all documentation that has been issued in connection with the Project.

Finally, I have fully examined the work site where the Project will be carried out and have considered all conditions or limitations that exist or that may develop affecting the Project. I make this proposal on the basis of the above examinations, inspections, and determinations and not on the basis of any representations or promises that the Project Owner or an agent of the Project Owner has made to me.

Signature of Bidder

Date