

REQUEST FOR PROPOSAL

TOWN OF MORAGA ELECTRICAL SERVICES

The Town of Moraga is seeking proposals for electrical services on an as-needed basis or an emergency “on-call basis”. This is a three-year contract with an option to extend an additional two years, at the Town’s discretion. All bid proposals must be received sealed on May 13, 2019, by 2:00 p.m. deadline at Public Works/ Engineering Department, 329 Rheem Blvd, 2nd floor, Moraga CA, 94556.

1) Introductions

1.1) Proposed Solicitation

The Town of Moraga, hereinafter referred to as the “Town,” is soliciting proposals for Electrical Services for all Town buildings, departments, and sites. Qualified firms, hereinafter referred to as “Vendors,” which meet the requirements set forth in this Request for Proposal are encouraged to participate. The scope of services required to assist the Town are: renovations, remodels, and maintenance of existing facilities. It will also include, but not limited to the following: high and low voltage power, distribution, lighting, conduit, panels, and equipment connections.

2) Instructions

2.1) Purpose

The purpose of this Request for Proposal (RFP) is to provide interested Vendors the necessary information for preparing proposals for Electrical Services that will meet the Town’s specific needs. The purpose of the RFP is to award a contract that will guarantee response time and rates for the Town. The contract will not guarantee a certain amount of hours or annual sum paid. It is the intent of the Town to establish a contract that will extend through three years with an option to extend through two additional years. Either party can cancel the contract within 30 days of written notice, in accordance with the Town’s on-call contract provisions.

2.2) Proposed Submission

All proposals shall be delivered, sealed, via US Mail, in person, or express courier to the attention of Kyle Salvin, Maintenance Manager at 329 Rheem Blvd., Public Works/ Engineering Department. The Town shall receive proposals no later than 2:00pm, May 13th; 2019. Submissions after this deadline will not be accepted. **PROPOSALS WILL NOT BE ACCEPTED BY FACSIMILE OR ELECTRONIC MAIL.**

Note: Vendors must submit Intent to Submit a Proposal statement in order to view responses to all questions received.

2.3) Questions Related to RFP

In order to avoid any potential confusion, and to minimize the burden on Town staff, the Town requires that all procedural questions relating to this RFP, contract, insurance and bond requirements be submitted along with the Intent to Submit Proposal statement to Public Works/Engineering Department at publicworks@moraga.ca.us **by April 29th, 2019 by 5:00 pm deadline. Answers to all questions will be addressed on May 6th, 2019 via e-mail.**

Note: Questions submitted after April 29, 2019 will not be accepted.

Any vendors found to be soliciting other members of the Town staff or officials during this RFP process may be disqualified from any further consideration.

3) Conditions & Requirements

3.1) Hourly Labor Rate

Labor pricing quoted by Vendor will be firm prices not subject to increase during the term of the contractual agreement with the Town. Vendor's quoted labor pricing shall include any state and federal tax and employees salaries, benefits, and overhead.

3.2) Evaluation Criteria

The various significant factors that will be considered in the evaluation of Proposals are summarized below. The Town final selection will not be dictated by any single factor, including price. The relative importance of these factors involves judgment on the part of the Town's RFP evaluation committee and will include both objective and subjective analysis. A Vendor may be eliminated from the consideration for the failure to comply with any of the requirements depending upon the critical nature of such requirements.

3.2.1) Proper submission and completeness of RFP: (10%)

3.2.2) Ability to provide services: (30%) Appendix A, C, and D

3.2.3) Charges/Rates for Services: (30%) Appendix B

3.2.4) References: (30%) Appendix C

3.3) Right to Request Additional Information

During the evaluation process, the RFP evaluation committee and the Town reserve the right, where it may serve the best interest of the Town, to request additional information and clarification from the Vendors.

3.4) Right to Reject Any or All Proposals

The Town reserves the right to reject any or all proposals, to waive technicalities, or formalities, and to accept any quote deemed in the best interest of the Town. When two or more Vendors are deemed equal, the Town reserves the right to make the award to one of the two Vendors.

3.5) Contracts

It is recognized that the formal basis of any agreement between the Town and the Vendor is a contract rather than a proposal. In submitting proposals, Vendors must indicate that they are prepared to enter into a contract containing all the information submitted in their proposals. The proposal will become part of the contract between the Town and the successful vendor.

3.6) Rights to Submitted Material

All proposals, inquiries, responses, or correspondence related to or in reference to this RFP, and all reports, charts, displays, schedules, exhibits, and other documentation submitted by the Vendor will become the property of the Town and a matter of public record.

3.7) Insurance Requirements

Type of Coverage	Minimum Liability Limits	
General Liability Including: Comprehensive Form	Personal Injury	\$2,000,000
	Bodily Injury	\$2,000,000
	Property Damage or Combined Single Unit (CSL)	\$2,000,000
Automobile Liability Including: All Owned Vehicles (Private Passenger/Commercial); Hired/Leased Vehicles; Non-Owned or Borrowed Vehicles	Property Damage or Combined Single Unit (CSL)	\$2,000,000
	Bodily Injury	\$2,000,000
Workers' Compensation Including: U.S.L.&H., where applicable and Employer's Liability	Written in accordance with the laws of the State of California and providing coverage for any and all employees of Consultant.	

The Contractor shall, before commencing work under this contract, arrange for the delivery for a certificate of insurance completed by its insurance carrier, agent or broker certifying that at least the minimum insurance coverages as required above are in effect and specifying whether the liability coverages are written on an occurrences form or claims-made form, that the coverages will not be canceled or changed without thirty (30) days advance written notice to:

Kyle M. Salvin
Public Works/Parks Maintenance Manager
Town of Moraga
329 Rheem Blvd.
Moraga, CA 94556

3.8) Additional Services

The general service requirements described the minimum work to be accomplished. Upon final selection of the Vendor, the scope of service may be modified and refined during negotiations with the Town.

3.9) Litigation

Please describe any pending litigation your company is currently involved in, if any. Also describe any litigation your company may be involved in during the previous three years.(See Appendix C) Failure to answer truthfully may result in disqualification of your proposal and will be considered a breach of contract after execution of contract if awarded.

4.0) Department of Industrial Relations Requirements

- Vendor **shall** be registered with the Department of Industrial Relations (DIR) before bidding on Public Works projects.
- Vendor shall have worker's compensation coverage for any employees and only use subcontractors who are registered Public Works contractors.
- Vendor shall have State License Board license.
- Vendor shall not have delinquent unpaid wage or penalty assessments owned to any employee or enforcement agency.
- Vendor shall not be under state or federal department.
- Vendor and Vendor's subcontractor are required to submit certified payroll records (CPR's) to labor commissioner using DIR's electronic certified payroll reporting system.
- All workers employed on Public Works projects must be paid the prevailing wage determined by the Director of Industrial Relations.

4.1) Registration Requirements and Compliance Monitoring.

A contractor or subcontractor shall not be qualified to submit a proposal, unless currently registered and qualified to perform public works pursuant to Labor Code Section 1725.5. It is not a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public works pursuant to Section 1725.5 at the time the contract is awarded. Any proposal submitted without proof that the proposer and any listed subcontractor(s) are currently registered and qualified to perform public works pursuant to Labor Code Section 1725.5, shall not be accepted by the Town. This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations (California Labor Code Section 1771.4).

5.0) Required Submittals

5.1) Vendor Summary

Submit a completed Litigation and References Sheet (see Appendix A)

5.2) Rate Schedule

Submit a completed Rate Schedule to the Town of Moraga (see Appendix B)

5.3) Litigation and References

Submit a completed Litigation and References Sheet (see Appendix C)

5.4) Additional Attachments

Respond to each of the items asked for in Appendix C where appropriate (see Appendix D)

5.5) D.I.R. Registration Number

Submit Department of Industrial Relations registration number (see Appendix E)

6.0) Terms of Agreement

The term of this agreement or contract shall be for three (3) years. While the agreement will be for three (3) years, the Town has the option to renew the fourth and fifth year upon mutual agreement of the Town and Vendor.

7.0) RFP SCHEDULE

<u>EVENT/Activity</u>	<u>DATE</u>
Distribution of RFP	4/15/2019
Intent to Submit Proposal with Question related to RFP, Contract, and Insurance/Bond (Vendor must submit intent to view Answers)	4/29/2019
Answers to Questions	5/6/2019
Final Date for Receipt of Proposal	5/13/2019
Select and Notify Vendors	5/24/2019
Submit Signed Contract and Insurance	5/29/2019
Town Council Approval	6/12/2019
Submit Bond (10 days after TC approval)	6/24/2019
Contract Execution dependent on receiving vendor bond, insurance and signed contract	TBD
Work Authorization/Notice to Proceed	TBD

8.0) Specifications

Electrical Services

The successful proposal will, at a minimum, provide the following, to meet the specific needs of The Town of Moraga.

- Provide troubleshooting and repair for all electrical equipment at all Town sites,
- Provide replacement and new installation, as needed,
- Provide recommendations for new equipment as needed, and
- Provide emergency on-call services for after hours and weekends with a four (4) hour response time.

**Emergency on-call for after hours and weekends shall be a priority when evaluating proposals for these services.*

Appendix A
Ability to Provide Services
Vendor Summary

Vendor Name _____

Vendor Parent or Ownership _____

Vendor Company
Address _____

Vendor Telephone Number: _____ Fax Number: _____

Number of employees _____

Number of employees able to respond to afterhours call-out _____ (maximum 4-hour response time)

Management person responsible for direct contact with the Town and the services required for this Proposal.

Name: _____

Title: _____

Telephone Number: _____

Email Address: _____

Appendix B

(If necessary attach additional sheet)

Miscellaneous Rates (Calendar year 2019)

Regular Hourly Rates	_____ /hour	_____
		<i>(employee classification)</i>
Regular Hourly Rates	_____ /hour	_____
		<i>(employee classification)</i>
After Hours and Weekends	_____ /hour	_____
		<i>(employee classification)</i>
After Hours and Weekends	_____ /hour	_____
		<i>(employee classification)</i>
Holiday Rates	_____ /hour	_____
		<i>(employee classification)</i>
Holiday Rates	_____ /hour	_____
		<i>(employee classification)</i>

Miscellaneous Rates (Calendar year 2020)

Regular Hourly Rates	_____ /hour	_____
		<i>(employee classification)</i>
Regular Hourly Rates	_____ /hour	_____
		<i>(employee classification)</i>
After Hours and Weekend	_____ /hour	_____
		<i>(employee classification)</i>
After Hours and Weekends	_____ /hour	_____
		<i>(employee classification)</i>
Holiday Rates	_____ /hour	_____
		<i>(employee classification)</i>
Holiday Rates	_____ /hour	_____
		<i>(employee classification)</i>

Miscellaneous Rates (Calendar year 2021)

Regular Hourly Rates	_____ /hour	_____
		<i>(employee classification)</i>
Regular Hourly Rates	_____ /hour	_____
		<i>(employee classification)</i>
After Hours and Weekends	_____ /hour	_____
		<i>(employee classification)</i>
After Hours and Weekends	_____ /hour	_____
		<i>(employee classification)</i>
Holiday Rates	_____ /hour	_____
		<i>(employee classification)</i>
Holiday Rates	_____ /hour	_____
		<i>(employee classification)</i>

Markup of supplies above vendor cost _____ %

**Appendix C
Litigation and References**

Is your company involved in any current litigation? _____
(If yes, please attach a letter briefly describing the litigation)

Has the company been involved in any litigation in the last three years? _____
(If yes, please attach a letter briefly describing the litigation)

References

(Please provide at least three references)

Name of Company and Contact Person:

Phone Number:

Professional Organizations:

Please list any professional organizations your company is a member of.

Appendix C continued

Certification of Quote to the Town of Moraga

1. This vendor has carefully reviewed its quote and understands and agrees that the Town is not responsible for any errors or omissions on the part of the vendor and that the vendor is responsible for these errors.

2. It is understood and agreed that the Town reserves the right to accept or reject any or all proposals and waive any informality or irregularity in any quote received by the Town.
3. The quote includes all of the commentary, figures and data required by the Request for Proposal.
4. The vendor has carefully read and understands all of the items contained in Section 3, Conditions and Requirements

Name of Vendor: _____

By (Authorized Signature) _____ Date _____

Title: _____

Address: _____

Telephone Number _____ Fax Number _____

Email Address _____

(Required information. Proposals submitted without certification of quote will be considered incomplete.)

Appendix D

Additional Attachments

(Required information. Proposals submitted without additional attachments will be considered incomplete.)

1. Include a copy of your business license or occupation tax certificate.
2. Include a copy of your state master license.
3. Documentation regarding your insurance policy for no less than \$2,000,000.
4. If your company is currently or has been involved in any litigation over the past three year, a letter must be attached that briefly describes the litigation.(Also, see Appendix C)

Appendix E

Department of Industrial Relations registration number _____