

**Town of Cairo**  
**REQUEST FOR PROPOSAL (RFP)**  
**ELECTRICAL REPAIR/SERVICES**

The Town of Cairo is soliciting proposals from Licensed Electricians with HVAC certification and solar thermal training that are experienced in repairs and services for electric and data for commercial, industrial, and residential facilities.

If you have any questions, you may call the Town of Cairo at 518-622-9515 or email [highwaysuper@townofcairo.com](mailto:highwaysuper@townofcairo.com)

To submit a Request for Proposal, the submission must be **sealed and plainly marked “RFP for Electrical Repair/Services” on the outside of the mailing envelope**, addressed to: Town of Cairo, PO Box 728, Cairo, NY 12413. Proposals will be accepted until 3:00pm, January 10, 2017

The Town of Cairo reserves the right to reject any or all Proposals, to waive technical specifications or deficiencies and to accept any Proposal that it may deem to be in the best interest of the Town.

Continue on succeeding pages for the complete bid.

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The Licensed Electrician hereinafter referred to as “Contractor”, will be required to perform services specified herein.

During the course of a year, the Town of Cairo requires electrical repair and services for its municipal facilities. Some work is of a scheduled nature and other work is of an emergency nature. Service shall be provided by the Contractor on an as needed basis. By seeking proposals from contractors, the Town does not represent that it will utilize the successful bidder’s services any guaranteed number of times over the course of the year.

The Contractor must comply with all local and State laws, rules, and regulations for an electrician; possess a valid State of New York Master Electrician’s License; and provide their state contractor licensing information.

The Town of Cairo prefers that the Contractor be “on call” on a 24-hour basis for any emergency that may occur, including holidays. Response time to emergencies and routine requests is expected to be timely, and proposals will be reviewed based in part on the Contractor’s ability to provide such “on call” service.

It shall be the responsibility of the Contractor to supply all necessary tools and equipment to perform the work as requested. The contractor shall be responsible for obtaining any and all supplies, materials and parts if not provided by the Town of Cairo. Such supplies, materials, and parts shall be of good quality and the cost of such shall be billed as reflected in the bid document.

The Contractor shall invoice the Town within 30 days of a completed service call at the rates submitted in this bid packet.

Contractor will be required to submit form W-9, Worker’s Comprehensive Insurance, General Liability Insurance in the amount of \$1,000,000.00 naming the Town of Cairo as additional insured. Contractor will be required to indemnify the Town against all suits, claims, judgments, awards, loss, cost or expense (including attorney’s fees without limitation) arising in any way out of the contractor’s performance or non-performance of its obligations.

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**SUBMITTAL REQUIREMENTS**

Proposals shall include the following:

1. Completed References form, containing at least three (3) professional references, including current contact name and phone number for similar contracts.
2. Completed Proposal Form, included in this document.
3. Copy of electrician's license for all electricians who may be assigned work under the contract.
4. Copy of State Contractor's license.

Contractor may submit such additional information as it deems necessary or helpful to the Town's evaluation process.

**EVALUATION CRITERIA**

Proposals will be evaluated using the following criteria:

1. Qualifications of bidding Contractor's electricians.
2. Contractor's reputation for timely, quality performance.
3. Rates.
4. Contractor's willingness to commit to timely service.
5. Ability to provide 24-hour "on call" emergency service.

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**REFERENCES**

**Reference #1**

Contact Name \_\_\_\_\_

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_

Contact Phone \_\_\_\_\_ Fax \_\_\_\_\_

Contact Email \_\_\_\_\_

**Reference #2**

Contact Name \_\_\_\_\_

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_

Contact Phone \_\_\_\_\_ Fax \_\_\_\_\_

Contact Email \_\_\_\_\_

**Reference #3**

Contact Name \_\_\_\_\_

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_

Contact Phone \_\_\_\_\_ Fax \_\_\_\_\_

Contact Email \_\_\_\_\_

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**PROPOSAL FORM**

**Electrical Repair/Service Rates**

- A. LICENCED ELECTRICIAN –Hourly Cost \$\_\_\_\_\_per hour
- B. APPRENTICE/HELPER-Hourly Cost \$\_\_\_\_\_per hour
- C. TRAVEL TIME/EXPENSE: \$\_\_\_\_\_per hour
- Or Flat Rate: \$\_\_\_\_\_per hour
- D. MATERIALS COST:
- Mark up \_\_\_\_\_% (expressed as percentage over cost)

**Availability**

1. Can the contractor provide 24-hour “on call” emergency coverage? (Y/N)
2. Response time to an emergency call? \_\_\_\_\_
3. Response time for non-emergency request for service? \_\_\_\_\_

**Submission Acknowledgement**

Contractor Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Business Name \_\_\_\_\_

Date \_\_\_\_\_