



**Request for Proposal
Electrical Contractor
Issued: August 15, 2022
Proposals Due: 5pm on September 2, 2022**

Description

The Town of Rolesville is seeking proposals from established vendors who are in the business of electrical contractor work for commercial facilities.

Background

The Town seeks information regarding the hiring of an on-call electrical contractor to complete repairs, maintenance, troubleshooting, and other services at Town of Rolesville buildings and facilities. These facilities include Main Street Park, Redford Place Park, Rolesville Town Hall, Rolesville Public Works Office, Mill Bridge Nature Park, and the Rolesville Police Department. Services are needed during normal business hours (8am-5pm Monday-Friday) and after normal working hours in emergency situations. The Town would like interested companies to give special consideration to the ballfield lights at Redford Place Park, which will require a lift to reach.

Requirements

1. Vendor must certify that all employees of the vendor who work in Town buildings have passed a background check and maintain a clean criminal record.
2. Any damage caused by the vendor or employees will be repaired by the vendor at their expense.
3. Vendor is expected to comply with federal, state, and local laws and regulations.
4. Vendor is expected to follow best practices to maintain confidentiality between vendor and client.

Proposal

Proposals must be filled out using the form below and submitted by the due date. Responses should be complete and unequivocal.

Timeline & Submission

Date of advertisement:	August 15, 2022
Proposal due date:	September 2, 2022
Estimated contract award:	September 9, 2022

Interested vendors must submit a proposal no later than 5 pm on September 2, 2022. Responses may be submitted by mail or via email to:

Eddie Henderson
Project & Facilities Coordinator
Town of Rolesville Parks and Recreation
PO Box 250
Rolesville, NC 27571
eddie.henderson@rolesville.nc.gov

Proposals should be valid for 45 days, and the contractor will begin work immediately after both parties have signed the service agreement.

General Requirements

This solicitation and any subsequent contract shall be awarded consistent with and governed by the laws of the State of North Carolina.

Proposals submitted shall not be subject to public inspection until a contract is awarded.

- The Town reserves the right to reject any or all proposals and to waive any informalities as may be permitted bylaw.
- The Town reserves the right to request oral interviews or request additional information from any or all vendors.
- The Town reserves the right to award a contract based on proposals received without further discussion or negotiation.

All proposals shall be signed by an authorized officer or employee of the submitting organization. The name of the company, contract person, telephone number, fax number, and address shall be included.

The RFP does not commit the Town to award, nor does it commit the Town to pay any cost incurred in the submission of a proposal, or in making necessary studies or designs for the preparation thereof, no procure or contract for service or supplies. Further, no reimbursable cost may be incurred in anticipation of a contract or award.



Electrical Contractor Services Bid Sheet

Town of Rolesville
Request for Proposal

Deadline: 5pm on September 2, 2022

Company Information:

Name: _____

Address: _____

Telephone Number: _____

Website: _____

Qualifications, years in business, staff profile, experience, current full and part time employees, etc.

Authorized Contact Information:

Name: _____

Title: _____

Email Address: _____

Telephone Number: _____

Item	Quote	Notes
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Hourly rate for services, repairs, troubleshooting, etc. during normal working hours	_____	_____
Hourly rate for afterhours services	_____	_____ _____ _____

Estimated Average Response Time: _____

Signature: _____

Date: _____

Return to:

Eddie Henderson
Project & Facilities Coordinator
Town of Rolesville Parks and Recreation
PO Box 250
Rolesville, NC 27571
eddie.henderson@rolesville.nc.gov

Notice:

The Town reserves the right to select individual vendors for each item based on qualifications and ability to perform the type of work outlined. Vendors need not bid on all items in order to be considered for this proposal

