

REQUEST FOR PROPOSAL (RFP)

On-Call Electrical Services

I. INTRODUCTION

Girard Colleges seeks proposals from qualified electrical contractors to provide on-call electrical services. This contract will be divided into two parts:

1. Routine General Electrical Repairs and Maintenance
2. High Voltage Electrical Services (up to 2400 volts)

The successful contractor(s) will be responsible for supplying all labor, equipment, and materials necessary to complete the required services unless stated otherwise.

II. SCOPE OF WORK

Part 1: Routine General Electrical Repairs and Maintenance

The contractor will handle routine general electrical services, including but not limited to:

- Diagnosis and repair of standard electrical issues.
- Installation, replacement, and repair of electrical wiring, outlets, fixtures, and lighting.
- Panel upgrades, breaker replacements, and troubleshooting.
- Preventative maintenance of electrical systems.
- Compliance with all relevant codes, regulations, and standards.
- Response to service requests within a day of notification.

Part 2: High Voltage Electrical Services (up to 2400 volts)

The contractor will be responsible for high-voltage electrical services, which includes:

- Installation, repair, and maintenance of high voltage systems up to 2400 volts.
 - Maintenance and troubleshooting of high voltage equipment, including transformers, switchgear, and related components.
 - Testing, diagnostics, and repair of high voltage distribution systems.
 - Emergency response services for high voltage issues response time within 2 hrs of notification.
 - Adherence to all safety and electrical codes in performing high-voltage work.
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III. CONTRACT TERM

The initial contract term will be for 1 year, with the option to renew for additional years, based on satisfactory performance and mutual agreement.

IV. PROPOSAL REQUIREMENTS

Contractors submitting proposals must provide the following information:

1. **Company Information:**

- Name, address, years in business, and relevant experience.

2. **Qualifications:**

- Licenses, certifications, insurance and specific experience in both routine and high voltage electrical work.

3. **Pricing:**

- Proposals must include separate detailed cost structures for **Routine General Electrical Repairs and Maintenance** and **High Voltage Electrical Services (up to 2400 volts)**. Please include hourly rates for regular business hours, after-hours rates for second and third shifts, and weekend rates for both service categories.

Cost Rate Structure

Provide distinct rates for the following:

1. **Routine General Electrical Repairs and Maintenance**

- **Regular Business Hours:** 8:00 AM – 5:00 PM, Monday through Friday
- **After-Hours:** 5:00 PM – 8:00 AM, Monday through Friday
- **Second and Third Shift Rates:** Specify hourly rates for work performed during second and third shifts.
- **Weekend Rates:** Specify hourly rates for work performed on weekends (Saturday and Sunday).
- **Emergency Response Rates:** If different from regular or after-hours rates, include rates for emergency response services

2. **High Voltage Electrical Services (up to 2400 volts)**

- **Regular Business Hours:** 8:00 AM – 5:00 PM, Monday through Friday
- **After-Hours:** 5:00 PM – 8:00 AM, Monday through Friday
- **Second and Third Shift Rates:** Specify hourly rates for work performed during second and third shifts.

- **Weekend Rates:** Specify hourly rates for work performed on weekends (Saturday and Sunday).
- **Emergency Response Rates:** If different from regular or after-hours rates, include rates for emergency response services within 2 hours of request

3. References:

- A minimum of 2 references for similar service contracts within the past 2 years.

4. Safety Record:

- Details of your company’s safety program, any relevant safety certifications, and any OSHA violations within the past 2 years.

V. EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

1. Contractor’s experience and qualifications in both general electrical and/or high-voltage services.
2. Competitive pricing and cost structure, including regular, after-hours, and weekend rates, as well as separate rate structures for Routine General Electrical Repairs and High Voltage Services.
3. Quality and completeness of the proposal.
4. Contractor’s ability to meet response time requirements.
5. Contractor’s safety record and commitment to safety protocols.
6. Supplier Diversity and Inclusion Program

VI. SITE VISIT & ADDITIONAL INFORMATION

For contractors wishing to conduct a site visit or obtain additional information regarding the scope of work, please contact:

Rich Pavoni
Director of Campus Facilities
rpavoni@girardcollege.edu

Contractors are encouraged to schedule a site visit prior to submitting their proposal to gain a comprehensive understanding of the work required.

VII. SUBMISSION DEADLINE

Proposals must be submitted within 5 days of site visit.

Organization's Name _____

Contact _____

Address _____

Email Address for Electronic Submissions _____

VIII. QUESTIONS

Any questions regarding this RFP should be directed to:

Rich Pavoni

Director of Campus Facilities

O: 215-787-2612

C: 267-439-3644

Preferred Method: rpavoni@girardcollege.edu

Girard College

2101 S. College Avenue

Philadelphia, PA 19121