

ON-CALL ELECTRICAL SERVICES REQUEST FOR PROPOSAL

Background Information: Girard College is an independent, college preparatory boarding school serving academically talented, financially underserved students 1st through 12th grade. Founded in 1848 by Philadelphia philanthropist and entrepreneur Stephen Girard, Girard College was opened to assist orphaned, white males. The school became integrated in 1965 and later began accepting female students in 1984. The school is operated by the Board of Directors of the City Trusts (BODCT), which consists of members appointed by the Mayor of Philadelphia. The school's campus is located on 43 acres in the Fairmount section of Philadelphia and is on the national register of historic places. Founder's Hall, one of four buildings original to the campus and designed by architect Thomas U. Walter, is a national historic landmark. Today, Girard College serves approximately 320 students from the Greater Philadelphia region, Delaware and New Jersey.

Considerations: Girard College 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.

Scope of Work: The scope of work includes the following tasks:

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.

RFP Selection Timetable:

- November 22, 2024—RFP posted
- December 11, 2024 –Responses to RFP Deadline
- December 18, 2024—Final selected company is notified

Process:

Proposal Format and Requirements: Please address the following topics in order in a written proposal. You may submit additional information on your company, but only the proposal itself will be submitted initially to the Selection Committee. Other material will be supplied at their request.

Company Information:

- Company name, address, and contact details.
- Brief company history and relevant experience in similar projects.
- Copies of licenses, certifications, and insurance.
- Safety Record- Details of your company’s safety program, any relevant safety certifications, and any OSHA violations within the past 2 years.
- References- A minimum of 2 references for similar service contracts within the past 2 years

Contract Terms

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

Cost Proposal

- 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: Please provide rates for the following (**for both services**):

Regular Business Hours:

- 8:00 AM – 5:00 PM, Monday through Friday

After-Hours:

- Provide hours, e.g., 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, provide rates for emergency response services within 2 hours of the request.

Evaluation Criteria:

- Contractor's experience and qualifications in both general electrical and/or high voltage services.
- 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.
- Quality and completeness of the proposal.
- Contractor's ability to meet response time requirements

- Contractor's safety record and adherence to safety protocols.
- Supplier Diversity and Inclusion Program

Proposals are due no later than Wednesday, December 11, 2024 (Proposal window closed.)

Proposals to be submitted electronically to: Sumi Blodgett, Director of Business Services
procurement@girardcollege.edu.

All questions must be submitted by email to rpavoni@girardcollege.edu.