

Rolling Plains Management Corporation
118 North First Street
P.O. Box 490
Crowell, Texas 79227

REQUEST FOR PROPOSALS

FOR

ELECTRICIAN

January 28, 2019

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GENERAL RFP SPECIFICATIONS

A. Request

Rolling Plains Management Corporation (RPMC) is requesting proposals from qualified companies/contractors to perform electrical work, including materials and labor, in our service area.

B. Purpose

RPMC offers community services to eligible clients in our twenty-eight county service area. This proposal shall include electrical services agency wide. These agency programs include but are not limited to the Weatherization Assistance Program (WAP). The Weatherization Assistance Program (WAP) is a program designed to assist low-income, elderly, and disabled clients by providing repairs and energy measures to decrease energy consumption in their homes. During the weatherization process electrical upgrades may be required. These repairs are usually limited to the attic wiring and central units. These repairs may contain but not limited to the following:

- Replacement of knob and tube attic wiring with Romex 12-2
- Adding house ventilation fans (As outlined by Ashrae standard 62.2)
- Provide 220v electrical loop for central unit
- Repair/replace service wire
- Provide disconnect for central unit
- Adding breakers for central unit
- Electrical repairs in area offices

C. Deadline for Submission

The deadline for submission of proposals is 5:00 p.m. Friday, February 15, 2019.

D. Submission Requirements

Respondents may submit a proposal to any of the following addresses listed below:

Rolling Plains Management Corporation:

P.O. Box 490
118 N 1st Street
Crowell, Texas 79227

1150 Estates Dr. Suite A
Abilene, Texas 79601

719 Scott Avenue Suite 700
Wichita Falls Texas 76301

GENERAL RFP SPECIFICATIONS

To be considered responsive and receive an evaluation, a bid must fully address all sections of the proposal request. A list of required items is as follows:

- 1) Cover letter – contractor(s) letterhead which includes the Contractor's contact person's name, telephone number, fax number (if available) and e-mail address (if available)
- 2) Bid Form:
 - Schedule A – Integrity and Financial Resources
 - Schedule B – Record of Past Performance, etc.
 - Schedule C – Price
- 3) Electrical Certification (License #, area applicable)
- 4) Description of Company:
 - Number of employees available to work on this contract
 - Number of years in business

E. Contact Person

All questions concerning this bid packet should be directed to Mark Halsell, Weatherization Director. Questions may be mailed to RPMC, P. O. Box 490, Crowell, Texas 79227. Respondents may call (940) 684-1571 for a verbal response.

F. Contract Type

The winning contractor(s) will be offered a contract from February 15, 2019 to December 31, 2019 with Rolling Plains Management Corporation for the electrical repair as specified in this proposal. At the option of Rolling Plains Management Corporation, the contract period can be extended and renewed up to four (4) years.

G. Termination of Contract

The successful contractor agrees to comply with all requirements of the contract as detailed in ATTACHMENT A, General Contractual Requirements for Contractors. In the event contractor is unable to comply with the General Requirements as determined by Rolling Plains Management Corporation, Contractor will be notified in writing of intent by RPMC to terminate the contract.

H. Limitations and Reservations

Rolling Plains Management Corporation reserves the right to accept or reject any and all proposals received as a result of this request, to negotiate with all qualified sources, or to cancel in part or in its entirety this request for proposals, if found to be in the best interest of the needs of RPMC.

GENERAL RFP SPECIFICATIONS

This request for proposals does not commit RPMC to award a contract, to pay any costs incurred for the preparation of proposals or to procure or contract for any services. All proposals will become part of this agency's official files.

RPMC specifically reserves the right to vary the provisions set forth herein anytime prior to the execution of a contract where such variance is deemed to be in the best interest of the needs of RPMC.

If selected for negotiations, contractor(s) may be required to prepare and submit additional information prior to final award selection, in order to reach terms for the provision of services, which are agreeable to both parties.

I. Modifications and Renewals

RPMC reserves the right to negotiate modifications or renewal of weatherization and/or repair services in connection with any executed contract funded through this request for proposals without repeating the bid process for a period of up to four (4) additional years from the original bid initiation.

Modifications and renewals shall be considered based upon the provider's ability to meet RPMC's needs.

J. Signatures

This request for proposal shall be signed by the contractor/company's official authorized to bind that contractor/company and shall contain a statement to the effect that the proposal is a firm bid for a thirty (30) day period from the date that proposal is received by RPMC. The proposal shall also provide the name, address and telephone number of the individual(s) with the authority to negotiate during the period of proposal evaluation.

K. Evaluation Criteria

The selection of contractor(s) is to be made after a careful evaluation of Schedule A, B, and C. The successful contractor(s) must be responsive to the terms of the proposal and must demonstrate that he/she is a responsible bidder.

- a) A responsive bidder is one who submits a complete proposal within the stated time and in accordance with the proposal specifications.
- b) A responsible bidder is one who demonstrates, via his or her responses to the selection criteria, his or her ability to deliver the supplies, equipment or services solicited for procurement.

GENERAL RFP SPECIFICATIONS

L. Protest Rights

All protest or complaints regarding this proposal process shall be referred to the RPMC Executive Committee for resolution.

M. Conflict of Interest/Nepotism

To avoid any real or apparent conflict of interest or nepotism in the procurement of the bid proposal, no RPMC employee, agent, consultant, officer, family member of employees, official of RPMC and who exercises or has exercised any functions or responsibilities with respect to contract decision making process or gain inside information with regard to such activities, may obtain personal or financial interest or benefit, directly or indirectly, from any award connected with this request.

RPMC's employees, officers, and/or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from potential bidders.

N. Subcontracting

The services of any contractor(s) awarded from this RFP must be delivered by the contractor named on the bid. Subcontracting will not be allowed, unless authorization from RPMC is given in writing.

O. Provisions and Requirements

Contractor shall comply with the provisions and requirements of the:

- Workmen's Compensation Act, where applicable;
- Immigration and Reform Act of 1986;
- Clean Air and Water Act.
- Copeland Anti-Kickback Act;
- Davis Bacon Act, where applicable;
- Drug-Free Workplace Act of 1988;
- Rehabilitation Act of 1973;
- Pro Children Act of 1994 (Public Law 103227, Part C Environmental Tobacco Smoke);

Contractor must have a certified renovator on their staff and be listed as a certified renovator firm. Contractor must provide RPMC a copy of all certifications.

Must provide own tools needed to accomplish all work.

**ROLLING PLAINS MANAGEMENT CORPORATION
ATTACHMENT A**

GENERAL CONTRACTUAL REQUIREMENTS FOR CONTRACTORS

- ❖ Must provide all tools needed to accomplish electrical work.
- ❖ Provide and transport materials, tools, and workers/employees to all job sites.
- ❖ All debris from job must be removed and disposed of at contractor's expense.
- ❖ Adhere to all applicable federal, state and local laws and the National Electric Code (NEC).
- ❖ Provide adequate, fully trained, on-site supervision of all work performed under the contract.
- ❖ Provide itemized labor and material invoices with start and finish dates.
- ❖ Must provide proof of and maintain liability insurance in the amount of \$100,000.
- ❖ Must provide current electric license.

SCHEDULE A
Integrity and Financial Resources

A. REFERENCES: (18 pts) Please list two references of suppliers or financial institutions that you have obtained credit from in the past twelve months and who are familiar with your work.

Reference 1:

Name _____
Address _____
Company _____
Phone _____

Reference 2:

Name _____
Address _____
Company _____
Phone _____

These are the questions that will be asked when we contact the references.

1. Would you characterize this person or firm to be fair, honest and responsible?
2. Would you extend credit to this person or firm?
3. Has this person or firm been past due on their payments in the last 6 months?

B. FINANCIAL STATEMENT: (15pts)

Five points (5pts.) will be awarded for a financial statement

One point will be awarded for "No" responses to questions 1-5 (maximum of 5 points). No points will be awarded for references, which cannot be verified, or who indicate that the work performed or staff conduct was unsatisfactory.

1. Are you or have you been involved in a chapter 13 proceeding? _____
2. Are there any liens against your firm? _____
3. Are there any lawsuits against your firm? _____
4. Have any complaints been filed against your firm with the Better Business Bureau? _____
If yes, describe the nature of complaints: _____
5. Would you have any problem waiting thirty (30) days after "final inspection" of a unit to be paid? [] No [] Yes
6. Can you provide a line of credit for up to 30 days? (2pts.) [] No [] Yes
(Attach documentation)

A. REFERENCES: (30 pts.) Please list three (3) references of persons or firms whom you have worked as a contractor to perform electrical work in the past twelve (12) months and who are familiar with your work, excluding Rolling Plains.

Reference 1:

Name _____
Address _____
Phone _____

Reference 2:

Name _____
Address _____
Phone _____

Reference 3:

Name _____
Address _____
Phone _____

These are the questions that will be asked when we contact the reference. Two points will be awarded for each favorable answer (10 Points/Reference). No points will be awarded for references, which cannot be verified, or who indicate that the work performed or staff conduct was unsatisfactory. Listed below are the questions that will be asked of each reference and the point value attached to their response:

1. Was the quality of work of this firm or person satisfactory or poor?
 - If satisfactory, specify in what way.
 - If not satisfactory, specify in what way.
2. Did the firm or person stand behind the products they installed?
 - Replacement of defective materials at no costs?
 - Do they honor manufacturer's warranty?
3. Has this firm or person been timely in completing projects?
4. Has this firm or person's crew operated with professionalism while performing their duties?
5. If the occasion arose, would you subcontract again with this firm or person to do a job for you?

B. General Experience: (5 pts.) 1 point per year will be awarded up to five points (five years) for general experience as a electrical contractor _____

C. MINORITY – OWNED OR WOMAN – OWNED COMPANY: (5pts) Are you a minority owned or woman owned enterprise? _____

**ROLLING PLAINS MANAGEMENT CORPORATION
SCHEDULE C
Prices (50 pts.)**

		Labor	Material
12-2 Romex wire	ft.	_____	_____
220v wire	ft.	_____	_____
220v service wire	ft.	_____	_____
Junction Box	ea.	_____	_____
Unit disconnect for central unit	ea.	_____	_____
Adding central unit breaker	ea.	_____	_____
15 amp single pole breaker	ea.	_____	_____
20 amp	ea.	_____	_____
30 amp	ea.	_____	_____
Ventilation fan (complete installation, Must meet Ashrae 2010 62.2 standard)	ea.	_____	_____
Ceiling Fans (complete installation)	ea.	_____	_____
110v receptacle replacement	ea.	_____	_____
220v receptacle replacement	ea.	_____	_____
Labor	per/hr	_____	_____

**ROLLING PLAINS MANAGEMENT CORPORATION
Electrician Verification**

I understand that I am bidding on an electrical contract administered by Rolling Plains Management Corporation (RPMC). Contractors and subcontractors must not be debarred, suspended, or ineligible according to the US General Services Administration List of Parties Excluded from Federal Procurement or Non Procurement Programs. Verification of contractor eligibility shall be obtained prior to awarding a contract.

I understand that I must carry general liability insurance for \$100,000. This insurance must be applicable to work done in the service area and must be in effect during the entire contract period. Evidence of such insurance must be presented prior to the execution of the contract.

I understand that all work must be completed according to all program guidelines and conform to the National Electric Code (NEC) and any federal, local or state codes that apply.

I understand that I must report only fully completed units to RPMC. I understand that I cannot alter any work without authorization of RPMC.

I agree to provide a charge account (30 day) with no interest charged for late payment. Payments are made on completed jobs that pass final inspection by RPMC.

I understand that I, and/or the materials manufacturer, must provide a one-year warranty on all materials and labor.

I understand that I must complete all work within the time specified in the contract without frequent delays.

I will abide by the Texas Department of Housing and Community Affairs and United States Department of Agriculture regulations pertaining to equal employment opportunity.

I further understand that if work performed is found to be unsatisfactory by RPMC or if the relations between my company, the homeowner or other parties are found to be unsatisfactory, it may result in termination of this or any existing contracts and debarment from future RPMC contracts.

I understand that selected contractor(s) may be required to undergo background and credit verification prior to execution of contract.

I understand that Rolling Plains Management Corporation reserves the right to reject any and or all bids.

I fully understand all the terms and conditions outlined in this proposal and that Rolling Plains Management Corporation reserves the right to reject any and all proposals.

Contractor's Name (Please Print)

Contractor's Signature

Date