Chatham County Purchasing & Contracting Department

1117 Eisenhower Drive, Suite C,
Savannah, Georgia 31406
(912) 790-1618

REQUEST FOR PROPOSALS

RFP NO. 26-0134-2

ANNUAL CONTRACT TO PROVIDE ON CALL ELECTRICIAN SERVICES FOR CHATHAM COUNTY PARKS & RECREATION

PRE-PROPOSAL CONFERENCE: N/A

PROPOSALS RECEIVED BY: 5:00 P.M., NOVEMBER 20, 2026

CHATHAM COUNTY, GEORGIA
OFFICE OF THE PURCHASING DIRECTOR
1117 EISENHOWER DRIVE, SUITE C
SAVANNAH, GEORGIA 31406
(912) 790-1618

DATE: October 19, 2026 **RFP NO.: 26-0134-2**

GENERAL INFORMATION FOR REQUEST FOR PROPOSALS

This is an invitation to submit a proposal to supply Chatham County with services as indicated herein. Proposals shall be submitted on-line on the County's procurement portal https://chathamcountyga.bonfirehub.com/portal up to **5:00 P.M., November 20, 2026**. The Purchasing Director reserves the right to reject any and all proposals and to waive formalities.

Instructions for preparation and submission of a qualification proposal are contained in the Request for Proposal package. Please note that specific forms for submission of a proposal are required.

Any changes to the conditions and specifications must be in the form of a written addendum to be valid; therefore, the Purchasing Director will issue a written addendum to document approved changes. For good and sufficient reason, up to 24 hours before the advertised deadline, the County may extend the response schedule. An addendum will be issued setting forth the new date and time.

Chatham County has an equal opportunity procurement policy. Chatham County seeks to ensure that all segments of the business community have access to providing services needed by County programs. The County affirmatively works to encourage utilization of disadvantaged and minority business enterprises in our procurement activities. The County provides equal opportunity for all businesses and does not discriminate against any persons or businesses regardless of race, color, religion, age, sex, national origin or handicap. The County expects its contractors to make maximum feasible use of minority businesses and qualified minority employees. The terms "disadvantaged business", "minority business enterprise", and "minority person" are more specifically defined and explained in the Chatham County Purchasing Ordinance.

SECTION I
INSTRUCTIONS TO PROPOSERS

1.1 **PURPOSE:** The purpose of this document is to provide general and specific information for use in submitting a qualification proposal to supply Chatham County with services as

described herein. All proposals are governed by the Code of Chatham County, Chapter 4, Article IV, and the laws of the State of Georgia.

1.2 HOW TO PREPARE PROPOSALS: All proposals shall be:

A. Proposers are encouraged to review carefully all provisions and attachments of this document prior to submission. Each proposal constitutes an offer and may not be withdrawn except as provided herein.

1.3 HOW TO SUBMIT PROPOSALS: All proposals shall be:

A. Submitted on-line on the County's procurement portal at: https://chathamcountyga.bonfirehub.com/portal

**** In submitting their proposal, the proposer certifies that he/she has carefully read all related Request for Proposal documents and agrees to comply with all provisions.**

B. If a proposer is unable to submit their proposal on-line, they should notify the procurement contact for the solicitation at least one week prior to proposals being due to receive instructions. The County is seeking to conduct all solicitations on-line. The phone number for Purchasing and Contracting is 912-790-1618.

1.4 HOW TO SUBMIT AN OBJECTION: Objections from Offerors to this Request for Proposals and/or these specifications should be brought to the attention of the County Purchasing Director in the following manner:

A. When a pre-proposal conference is scheduled, the Proposer may object in writing any time prior to or at the pre-proposal conference.

B. When a pre-proposal conference is not scheduled, the Proposer shall object in writing not less than five (5) days prior to the Date for submission.

C. The objections contemplated must pertain to both form and substance of the Request for Proposal documents. Failure to object in accordance with the above procedure will constitute a waiver on the part of the business to protest this Request for Proposal.

1.5 ERRORS IN PROPOSALS: Proposers or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting proposals. Failure to do so will be at the Proposer's own risk.

1.6 STANDARDS FOR ACCEPTANCE OF PROPOSERS FOR CONTRACT AWARD: The County reserves the right to reject any or all Proposals and to waive any irregularities or technicalities in Proposals received whenever such rejection or waiver is in the best

interest of the County. The County reserves the right to reject the Offer of a Proposer who has previously failed to perform properly or complete on time contracts of a similar nature, whom investigation shows is not in a position to perform the contract.

1.7 **PROPOSER:** Whenever the term "Proposer" is used, it shall encompass the "person", "business", "firm", or other party submitting a proposal to Chatham County in such capacity before a contract has been entered into between such party and the County.

1.8 **COMPLIANCE WITH LAWS:** The Proposer shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by Federal, State or County statute, ordinances and rules during the performance of any contract between the Proposer and the County. Any such requirement specifically set forth in any contract document between the Proposer and the County shall be supplementary to this section and not in substitution thereof.

1.9 **CONTRACTOR:** Contractor or subcontractor means any person, firm, or business having a contract with Chatham County. The Contractor of goods, material, equipment or services certifies that the firm will follow equal employment opportunity practices in connection with the awarded contract as more fully specified in the contract documents.

1.10 **LOCAL PREFERENCE:** The Contractor agrees to follow the local preference guidelines as specified in the contract documents, which state "The CONTRACTOR hereby agrees, as part of the consideration to Chatham County for making this Contract, that the CONTRACTOR in the carrying out of this contract will give the citizens of Chatham County preference for employment to perform all labor required by this contract. that the rate of wages to be paid shall not be less than legally required; and that in the purchase of materials to be used in the Work of the Project, preference shall be given to sources from within Chatham County to the maximum extent possible. The CONTRACTOR will cause the forgoing provisions to be inserted in all subcontracts so that provisions will be binding upon each subcontractor.".

1.11 **DEBARRED FIRMS AND PENDING LITIGATION:** Any potential proposer/firm listed on the Federal or State of Georgia Excluded Parties Listing (Barred from doing business) **will not** be considered for contract award. It is the proposer's responsibility to inform the County should the proposer/firm be placed on the Federal or State of Georgia Excluded Parties Listing during the proposal process. Proposers **shall disclose** any record of pending criminal violations (Indictment) and/or convictions, pending lawsuits, etc., and any actions that may be a conflict of interest occurring within the past five (5) years. Any proposer/firm previously defaulting or terminating a contract with the County will not be considered. Successful proposers with whom the County enters into a contract with for goods or services will notify the County if they become debarred during the course of the contract.

** All bidders or proposers are to read and complete the Disclosure of Responsibility

Statement. Failure to do so may result in your solicitation response being rejected as non-responsive.

Bidder acknowledges that in performing contract work for the Board, bidder shall not utilize any firms that have been a party to any of the above actions. If bidder has engaged any firm to work on this contract or project that is later debarred, Bidder shall sever its relationship with that firm with respect to Board contract.

1.12 **PERFORMANCE EVALUATION:** On April 11, 2008, the Chatham County Board of Commissioners approved a change to the County Purchasing Ordinance requiring Contractor/Consultant Performance Evaluations, at a minimum, annually, prior to contract anniversary date.

Should Contractor/Consultant performance be unsatisfactory, the appointed County Project Manager for the contract may prepare a Contractor/Consultant Complaint Form or a Performance Evaluation to the County Purchasing Director.

SECTION II
PROPOSAL CONDITIONS

2.1 **SPECIFICATIONS:** Any obvious error or omission in specifications shall not inure to the benefit of the bidder but shall put the Proposer on notice to inquire of or identify the same to the County.

2.2 **MULTIPLE PROPOSALS:** No Proposer will be allowed to submit more than one offer. Any alternate proposals must be brought to the Purchasing Director's attention during the Pre-proposal Conference or submitted in writing at least five (5) days preceding the date for submission of proposals.

2.3 **OFFERS TO BE FIRM:** The Proposer warrants that terms and conditions quoted in his offer will be firm for acceptance for a period of sixty (60) days from bid date submitted, unless otherwise stated in the proposal. When requested to provide a fee proposal, fees quoted must also be firm for a sixty-day period.

2.4 **COMPLETENESS:** All information required by the Request for Proposals must be completed and submitted to constitute a proper proposal.

2.5 **LIABILITY PROVISIONS:** Where Proposers are required to enter or go into Chatham County property to take measurements or gather other information in order to prepare the proposal as requested by the County, the Proposer shall be liable for any injury, damage or loss occasioned by negligence of the Proposer, his agent, or any person the Proposer has designated to prepare the Offer and shall indemnify and hold harmless Chatham County from any liability arising therefrom. The contract document specifies the liability provisions required of the successful Proposer in order to be awarded a contract with

Chatham County.

2.6 **CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:** By submission of this Offer, the Proposer certifies, and in the case of a joint offer, each party thereto certifies as to its own organization, that in connection with this procurement:

(1) The prices in this offer have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other competitor;
(2) Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by the Proposer prior to opening, directly or indirectly to any other competitor; and
(3) No attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not submit an offer for the purpose of restricting competition.

2.7 **AWARD OF CONTRACT:** The contract, if awarded, will be awarded to that responsible Proposer whose proposal will be most advantageous to Chatham County, price and other factors considered. The Board of Commissioners will make the determination as to which proposal best serves the interest of Chatham County.

2.8 **PROCUREMENT PROTESTS:** Objections and protests to any portion of the procurement process or actions of the County staff may be filed with the Purchasing Director for review and resolution. The Chatham County Purchasing Ordinance – Part 9 – Vendor Disputes shall govern the review and resolution of all protests.

2.9 **QUALIFICATION OF BUSINESS (RESPONSIBLE PROPOSER):** A responsible Proposer is defined as one who meets, or by the date of the acceptance can meet, all requirements for licensing, insurance, and service contained within this Request for Proposals. Chatham County has the right to require any or all Proposers to submit documentation of the ability to perform the service requested.

Chatham County has the right to disqualify the proposal of any Proposer as being unresponsive or unresponsible whenever such Proposer cannot document the ability to deliver the requested service.

2.10 **COUNTY TAX CERTIFICATE REQUIREMENT:** A current Chatham County or municipal business license (within the State of Georgia) is required unless otherwise specified. A firm need not have a Chatham County Business License prior to submitting a proposal. However, a license must be obtained by the successful vendor prior to award of contract.

Please contact the Chatham County Department of Building Safety and Regulatory

Services at (912) 201-4300 for additional information.

NOTE: No contract shall be awarded unless all real and personal property taxes have been paid by the successful contractor and/or subcontractor as adopted by the Board of Commissioners on 8 April 1994.

2.11 INSURANCE PROVISIONS, GENERAL: The selected CONTRACTOR shall be required to procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work, hereunder by the Contractor, his agents, representatives, employees or subcontractor. The cost of such insurance shall be included in the Bid.
It is every Contractor's responsibility to provide the County Purchasing and Contracting Department current and up-to-date Certificates of Insurance and Declaration Sheets for multiple year contracts before the end of each term. **Failure to do so may be cause for termination of contract**.

2.11.1 General Information that shall appear on a Certificate of Insurance:

I. Name of the Producer (Contractor's insurance Broker/Agent).
II. Companies affording coverage (there may be several).
III. Name and Address of the Insured (this should be the Company or Parent of the firm Chatham County is contracting with).
IV. Summary of all current insurance for the insured (includes effective dates of coverage).
V. A brief description of the operations to be performed, the specific job to be performed, or contract number.
VI. Certificate Holder (This is to always include Chatham County).

Chatham County as an "Additional Insured": Chatham County invokes the defense of "sovereign immunity." In order not to jeopardize the use of this defense, the County **is not** to be included as an "Additional Insured" on insurance contracts.

2.11.2 Minimum Limits of Insurance to be maintained for the duration of the contract:

A. **Commercial General Liability:** Provides protection against bodily injury and property damage claims arising from operations of a Contractor or Tenant. This policy coverage includes: premises and operations, use of independent contractor, products/completed operations, personal injury, contractual, broad form property damage, and underground, explosion and collapse hazards. Minimum limits: $1,000,000 bodily injury and property damage per occurrence and annual aggregate.

B. **Worker's Compensation and Employer's Liability:** Provides statutory

protection against bodily injury, sickness or disease sustained by employees of the Contractor while performing within the scope of their duties. Employer's Liability coverage is usually included in Worker's Compensation policies, and insures common law claims of injured employees made in lieu of or in addition to a Worker's Compensation claim. Minimum limits: $500,000 for each accident, disease policy limit, each employee and Statutory Worker's Compensation limit.

C. **Business Automobile Liability:** Coverage insures against liability claims arising out of the Contractor's use of automobiles. Minimum limit: $1,000,000 combined single limit per accident for bodily injury and property damage. Coverage should be written on an "Any Auto" basis.

2.11.3 <u>Special Requirements:</u>

Claims-Made Coverage: The limits of liability shall remain the same as the occurrence basis, however, the Retroactive date shall be prior to the coincident with the date of any contract, and the Certificate of Insurance shall state the coverage is claims-made. The Retroactive date shall also be specifically stated on the Certificate of Insurance.

A. **Extended Reporting Periods**: The Contractor shall provide the County with a notice of the election to initiate any Supplemental Extended Reporting Period and the reason(s) for invoking this option.

B. **Reporting Provisions:** Any failure to comply with reporting provisions of the policies shall not affect coverage provided in relation to this request.

C. **Cancellation:** Each insurance policy that applies to this request shall be endorsed to state that it shall not be suspended, voided, or canceled, except after thirty (30) days prior to written notice by certified mail, return receipt requested, has been given to the County.

D. **Proof of Insurance:** Chatham County shall be furnished with certificates of insurance and with original endorsements affecting coverage required by this request. The certificates and endorsements are to be signed by a person authorized by the insurer to bind coverage on its behalf. All certificates of insurance are to be submitted prior to, and approved by, the County before services are rendered. The Contractor must ensure Certificate of Insurance are updated for the entire term of the County.

E. **Insurer Acceptability:** Insurance is to be placed with an insurer having an A.M. Best's rating of A and a five (5) year average financial rating of not less than V. If an insurer does not qualify for averaging on a five (5) year

basis, the current total Best's rating will be used to evaluate insurer acceptability.

F. **Lapse in Coverage:** A lapse in coverage shall constitute grounds for contract termination by the Chatham County Board of Commissioners.

G. **Deductibles and Self-Insured Retention**: Any deductibles or self-insured retention must be declared to, and approved by, the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retention as related to the County, its officials, officers, employees, and volunteers; or the Contractor shall procure a bond guaranteeing payment of related suits, losses, claims, and related investigation, claim administration and defense expenses.

2.12 **INDEMNIFICATION:** The PROPOSER agrees to protect, defend, indemnify, and hold harmless Chatham County, Georgia, its commissioners, officers, agents, and employees from and against any and all liability, damages, claims, suits, liens, and judgments, of whatever nature, including claims for contribution and/or indemnification, for injuries to or death of any person or persons, or damage to the property or other rights of any person or persons caused by the PROPOSER or its subproposers. The PROPOSER's obligation to protect, defend, indemnify, and hold harmless, as set forth herein above shall include, but not be limited to, any matter arising out of any actual or alleged infringement of any patent, trademark, copyright, or service mark, or any actual or alleged unfair competition, disparagement of product or service, or other business tort of any type whatsoever, or any actual or alleged violation of trade regulations. PROPOSER further agrees to investigate, handle, respond to, provide defense for, and to protect, defend, indemnify, and hold harmless Chatham County, Georgia, at his sole expense, and agrees to bear all other costs and expenses related thereto, even if such claims, suits, etc., are groundless, false, or fraudulent, including any and all claims or liability for compensation under the Worker's Compensation Act arising out of injuries sustained by any employee of the PROPOSER or his subcontractor or anyone directly or indirectly employed by any of them.

The PROPOSER's obligation to indemnify Chatham County under this Section shall not be limited in any way by the agreed-upon contract price, or to the scope and amount of coverage provided by any insurance maintained by the PROPOSER.

2.13 **COMPLIANCE WITH SPECIFICATION - TERMS AND CONDITIONS:** The Request for Proposals, Legal Advertisement, General Conditions and Instructions to Proposers, Specifications, Special Conditions, Proposers Offer, Addendum, and/or any other pertinent documents form a part of the Offeror's proposal and by reference are made a part hereof.

2.14 **SIGNED RESPONSE CONSIDERED AN OFFER:** The submitted Response shall be considered an offer on the part of the Proposer, which offer shall be deemed accepted upon

approval by the Chatham County Board of Commissioners, Purchasing Director or his designee. In case of a default on the part of the Proponent after such acceptance, Chatham County may take such action, as it deems appropriate, including legal action for damages or lack of required performance.

2.15 NOTICE TO PROCEED: The successful proposer shall not commence work under this Request for Proposal until a written contract is awarded and the Purchasing Director or his designee issues a Notice to Proceed. If the successful Proposer does commence any work or deliver items prior to receiving official notification, he does so at his own risk.

2.16 PAYMENT TO CONTRACTOR: Instructions for invoicing the County for service delivered to the County are specified in the contract document.

A. Questions regarding payment may be directed to the Finance Department at (912) 652-7905 or the County's Project Manager as specified in the contract documents.

B. Contractor will be paid the agreed upon compensation upon satisfactory progress or completion of the work as more fully described in the contract document.

C. Upon completion of the work, the Contractor will provide the County with an affidavit certifying all suppliers, persons or businesses employed by the Contractor for the work performed for the County have been paid in full.

D. Chatham County is a tax-exempt entity. Every contractor, vendor, business or person under contract with Chatham County is required by Georgia law to pay State sales or use taxes for products purchased in Georgia or transported into Georgia and sold to Chatham County by contract. Please consult the State of Georgia, Department of Revenue, Sales and Use Tax Unit in Atlanta (404) 656-4065 for additional information.

2.17 LICENSES, PERMITS, AND TAXES: The price or prices for the service shall include full compensation for all fees that the proponent is or may be required to pay. Chatham County is Tax Exempt. The Purchasing & Contracting Office upon request (912) 790-1618 will provide a Tax Exemption Certificate.

2.18 MINORITY – WOMEN BUSINESS ENTERPRISE PARTICIPATION: It is the desire of the County Board of Commissioners to increase the participation of minority (MBE) and women-owned (WBE) business in its contracting and procurement programs. The County is committed to a policy of equitable participation for these firms by setting goals for each contract. Bidder/proposers are requested to include in their proposals a narrative describing their past accomplishments and intended actions in this area. If bidder/proposers are considering minority or women owned enterprise participation in their proposal, those firms, and their specific duties must be identified in their proposal along with the percentage(s) and dollar amount awarded to the MBE/WBE firm. Proposers may

also provide demographic information regarding their employees to show their commitment to equal opportunity. If a bidder/proposer is considered for award, he/she will be asked to meet with the County Staff so that the intended MBE/WBE participation goals can be formalized and included in the subsequent contract.

If the awarded contractor is claiming minority status, the contractor shall apply for certification by Chatham County, Georgia to the Office of Minority Business Coordinator. The Minority Business Coordinator will provide documentation of application status once approved or disapproved by Chatham County. Certification by any other government entity is acceptable if current copy of the certification is provided with this solicitation**.** For information on the program or MBE/WBE contractors/vendors please contact the County's Minority and Women Business Office 1117 Eisenhower Drive, Suite 101, Savannah, Georgia 31406, (912) 652-7860.

SECTION III
GENERAL CONDITIONS

3.1 **DESCRIPTION AND OBJECTIVES:** Chatham County is requesting proposals from qualified companies to provide on call electrician services for the Chatham County Parks & Recreation Department. The County presents this "Request for Proposals" to describe its needs and those criteria which will be used to determine selection of services. The annual contract(s) will be for one (1) year, with the option to renew for four (4) additional one (1) year terms, with a not to exceed (NTE) amount of $100,000 per year, per contract.

3.2 **METHODOLOGY:** The procurement described herein may be conducted in a two-step process.

STEP ONE- ACCEPTANCE AND EVALUATION OF QUALIFICATION PROPOSALS: All technical requirements, unless otherwise specified, must be met by the proponent or such proposal may be disqualified as being non-responsive. Proposals that are deemed incomplete as to substance and content may be returned without consideration. A shortlist of qualified firms will be developed and ranked.

STEP TWO-INTERVIEWS: The evaluation committee **may** request an interview with short-listed firms. If interviews are conducted, they will be scored. It will be at the discretion of the evaluation committee on the number of firms that will interview/present.

3.3 **CONFIDENTIALITY OF DOCUMENTS:** Upon receipt of a proposal by the County, the proposal shall become the property of the County without compensation to the proponent, for disposition or usage by the County at its discretion (except for as provided by Georgia law for proprietary information). The details of the proposal documents will remain confidential until final award or rejection of proposals and/or protected under the restraints of law. Only final points and ranking of proposals will be openly disclosed prior to approval by the Board of Commissioners. Proponent shall have no contact with any

Department Representative or Evaluation Committee Member during and after the evaluation process. Any information contained in the proposal that is considered by the Proponent as "proprietary" to remain confidential shall be clearly identified and justified.

3.4 **CONE OF SILENCE:** Lobbying of Procurement Evaluation Committee members, County Government employees, and elected officials regarding this product or service solicitation, Invitation to Bid (ITB) or Request for Proposal (RFP) or contract by any member of a proposer's staff, or those people employed by any legal entity affiliated with an organization that is responding to the solicitation is strictly prohibited. Negative campaigning through the mass media about the current service delivery is strictly prohibited. Such actions may cause your proposal to be rejected.

3.5 **COMPENSATION:** The County has attempted in SECTION V to provide as much information about the project as possible to enable firms to structure their offer.

3.6 **REJECTING PROPOSALS:** The County reserves the right to reject any or all proposals and is not bound to accept any proposal if that proposal is contrary to the best interest of Chatham County. Similarly, the County is not bound to accept the lowest dollar proposal if the offer is not considered in the County's best interest.

3.7 **COST TO PREPARE RESPONSES:** The County assumes no responsibility or obligation to the respondents and will make no payment for any costs associated with the preparation or submission of the proposal.

3.8 **INQUIRIES:** Direct any questions related to this RFP to Ms. Sabrina Tippett, Assistant Purchasing Director, and submit all questions through the County's procurement portal https://chathamcountyga.bonfirehub.com/portal Messages - Vendor Discussions section. Include the RFP number, page, and paragraph number as a reference to each question. *DEADLINE FOR ALL QUESTIONS IS noted on the procurement portal under Project Details.*

THE ONLY OFFICIAL ANSWER OR POSITION OF CHATHAM COUNTY WILL BE THE ONE STATED IN WRITING.

3.9 **METHOD OF SOURCE SELECTION:** Chatham County is using the Competitive Sealed Proposal method of source selection, as authorized by Part 3 of the Chatham County Purchasing Ordinance for this procurement.

An award, if made, will be made to the responsible offeror whose proposal is most advantageous to Chatham County, taking into consideration factors set forth in this Request for Proposal (RFP). The County will not use any other factors or criteria in the evaluation of the proposals received.

3.10 **EQUAL EMPLOYMENT OPPORTUNITY:** During the performance of this contract, the COMPANY agrees as follows:

The COMPANY will not discriminate against any employee or applicant for employment because of race, creed, color, sex, age, national origin, place of birth, physical handicap, or marital status.

SECTION IV
SPECIAL CONDITIONS

4.1 **PENDING LITIGATION:** Proposals will not be accepted from any company, firm, person, or party, parent subsidiary, against which Chatham County has an outstanding claim, or a financial dispute relating to prior contract performance. If the County, at any time, discovers such a dispute during any point of evaluation, the proposal will not be considered further.

4.2 **EVALUATION FACTORS:** Factors such as proponents' overall capability, specialized experience, reputation, past performance on similar projects, technical competence, and ability to meet program goals will be considered in the award recommendation. Commitment to the level of MBE/WBE firms, contractors and employees will also be considered in the evaluation of proposals.

4.3 **SELECTION PROCESS:** *Proposals will be evaluated initially on the basis of the written document. Thus, the proposal must be complete, concise, and clear as to the intent of the respondent.* Further evaluation may include an oral presentation, which will be scheduled after receipt of the written proposal and approval of the shortlist.

4.4 **CONTRACT:** The term of the contract will be for one (1) year with renewal options for four (4) additional one (1) year terms with a not to exceed (NTE) of $100,000 per year, per contract.

The successful respondent will be expected to execute a contract within 30 days of notice to award. No work shall be performed under the contract until a contract has been fully executed by both parties. A notice to proceed will be issued by Chatham County.

4.5 **PROPOSALS MUST BE RESPONSIVE TO:**

4.5.1 **INTRODUCTION/COVER LETTER:** You should provide at least a one (1) page letter of introduction. The letter should highlight or summarize whatever information you deem appropriate as a cover letter. As a minimum, this section should include the name, address, email address, telephone number and fax number of one (1) contact to whom any correspondence should be directed. This section should include a clear statement of the Proposer's understanding of this RFP and

the contract requirements, and how the Proposer intends to meet the RFP requirements.

4.5.2 EXPERIENCE & QUALIFICATIONS - TOTAL POSSIBLE POINTS: 30

A. Proposer is to provide information that will demonstrate your company's qualifications/ experience. This information is to be provided on RFP Form A provided below.

B. Proposer must submit a listing of all electrical personnel indicating classification (i.e., electrician, helper, etc.) and number in each category. Appropriate documentation, licensing, certifications, etc., is to be submitted with your proposal response. This information is to be provided on RFP Form A provided below.

4.5.3 PROJECT APPROACH, METHODOLOGY, & EQUIPMENT – TOTAL POSSIBLE POINTS: 30

A. Proposer is to provide information that will demonstrate an understanding of the County's needs. Detail your methodology for completing electrical projects and the equipment you currently own/lease. This information is to be provided on RFP Form B provided below.

4.5.4 LOCAL MBE/WBE PARTICIPATION – TOTAL POSSIBLE POINTS: 15

A. Commitment in the level of MBE/WBE business/firms, subcontractors, contractors, and employees. Approach to meeting and exceeding the MBE/WBE requirements. History of Minority-owned, Women-owned business utilization in the past.

4.5.5 PRICING PROPOSAL – TOTAL POSSIBLE POINTS: 15

A. Proposers shall use the proposal pricing from provided. The County reserves the right to request cost and scope clarification at any time throughout the selection process.

4.5.6 REFERENCES: TOTAL POSSIBLE POINTS: 10

A. Proposer shall provide references on RFP Form C provided below. References shall be similar to the County's Scope of Services.

4.5.7 INTERVIEWS/PRESENTATIONS (IF REQUIRED) – TOTAL POSSIBLE POINTS: 30

4.6 **PERFORMANCE & APPROVAL OF SUB-CONTRACTORS:** The proponent will perform the project as an independent contractor and not as an agent or employee of the County. Joint ventures and sub-contractors arrangements are not prohibited; however, the proponent shall secure written permission from Chatham County before subcontracting any part of this service. Such permission should be obtained during the proposal evaluation

stage. Proponents are encouraged to use Minority/Women Business Enterprises and are reminded of reporting requirements when utilizing these arrangements.

4.7 **ASSIGNMENT:** The Proposer shall not assign or transfer any interest of the contract without prior written consent of the County.

SECTION V
SCOPE OF SERVICES

5.1 **GENERAL INFORMATION:** The purpose of this RFP is to solicit proposals from qualified contractors to provide labor, parts and equipment to perform electrical services at various Parks and Recreation locations in Chatham County. This applies to projects less than $25,000 per project. The County reserves the right to solicit separately any job deemed to be in its best interest. The quantity and nature of work will vary throughout the term of this contract. No guarantee is given to the amount of work a contractor will receive over the contract period. The term of the contract will be for one (1) year with renewal options for four (4) additional one (1) year terms with a not to exceed (NTE) $100,000 per year, per contract.

All respondents to this RFP are subject to instructions communicated in this document and are cautioned to completely review the entire RFP and follow instructions carefully. Chatham County reserves the right to reject any or all RFPs and to waive technicalities and informalities at the discretion of the County.

For additional information concerning these specifications, please contact ONLY Ms. Sabrina Tippett, Assistant Purchasing Director, at stippett@chathamcounty.org. Proposers are not to contact any County Department directly.

5.2 **SPECIFICATIONS:**

5.2.1 The terms and conditions of this contract will allow for the Contractor to subcontract work should the need arise; however, all subcontractors must first be approved by the Project Manager.

5.2.2 Contractors' licensing for himself or herself and all of his/her employees that will be performing on the resulting contract must be included with proposal submittal. Contractor is to include a listing of all electrical employees with proposal submission.

5.2.3 The Contractor may be required to do emergency services at times other than normal working hours. The contractor shall be in a position to respond within twenty-four (24) hours if a situation presents itself that an emergency repair is needed as a matter of public safety. This could happen on the weekends, holidays or after 5:00 PM during a traditional work week. Response time for emergency

services shall be one (1) hour for the Memorial Stadium location and one and a half (1 ½) hours for all other parks and recreation facilities.

5.2.4 All "Non-Emergency Work" is to be scheduled within 48 hours of service call. This is to be arranged between Contractor and the Project Manager. A representative of Parks and Recreation will determine repair or replacement work to be completed at each site.

5.2.5 Contractor will be required to troubleshoot and/or diagnose electrical problems and recommend emergency or routine repair programs as requested.

5.2.6 The Contractor will meet with the Project Manager at the job site, negotiate the final scope of service, and provide cost prior to any work commencing. Contractor will provide a detailed scope of services with contracted hourly rates and percentage mark up on material for each individual project.

5.2.7 All work must be done in accordance with the national code, current edition, and all state and local codes.

5.2.8 Contractor shall clean up and remove all debris and rubbish resulting from his or her work. Work site is to be left in a clean and satisfactory order.

5.2.9 Contractor will ascertain from Parks and Recreation representative the availability and cost of necessary parts. County personnel will procure parts as necessary or will designate for the Contractor to supply parts.

5.2.10 Replacement parts furnished must be of the same manufacturer or an equal product.

5.2.11 The County reserves the right to award to a primary and secondary Contractor. The County reserves the right to utilize the secondary Contractor in emergency situations or when the primary supplier has more work than he can reasonably handle.

5.2.12 Chatham County Parks and Recreation currently manages approximately forty-eight (48) parks spread across the County. These parks include six (6) community parks, twelve (12) neighborhood parks, eight (8) sports facilities, six (6) nature preserves, three (3) multi-purpose trails, eleven (11) boat ramps and fishing piers, one (1) community center and one (1) weightlifting center. These parks and facilities include eighty-three (83) total rentable spaces, including seventeen (17) covered pavilions, five (5) community rooms, thirteen (13) multi-purpose fields, seventeen (17) softball/baseball fields, twenty-two (22) tennis courts, eight (8) basketball courts, and one (1) 5,000 seat capacity municipal stadium.

5.2.13 Electrical services may be required at any of these locations and may include, but are not limited to, electrical installation, maintenance, troubleshooting, repairs, lighting, electrical panels, wiring, outlets, and other electrical infrastructure, as needed. Work may be requested at any County park or recreational facility on an as-needed basis.

5.2.14 Contractor is not required to own "specialty equipment" such as boom trucks, bucket trucks, backhoes, cranes, etc. However, the Contractor must have quick access to such equipment when needed to complete a job. All "other equipment" is to be included in the Contractors hourly labor rates. "Other equipment" does not include the above-mentioned equipment. Contractor will immediately notify the Parks & Recreation representative if "specialty equipment" is not covered under this contract and is required to perform a service request.

5.2.15 Completion time of service requests shall be negotiated for each job by the Contractor and the Parks and Recreation representative to determine a reasonable time for service request completion.

5.2.16 Pricing shall be based on hourly labor rates and the cost of materials, parts, and specialty equipment. The County anticipates that the majority of service requests can be completed by a two (2)-person crew consisting of one (1) electrician and one (1) helper. The County reserves the right to review and approve the proposed crew size before work begins.

The Proposer shall provide hourly labor rates for the following classifications and service periods:

- Electrician – Regular working hours
- Electrician – Weekend/holiday hours
- Helper – Regular working hours
- Helper – Weekend/holiday hours

Labor rates shall include all labor costs, insurance, overhead, profit, travel time, mileage, and miscellaneous tools and small equipment necessary to perform the work. No separate charges for these items will be permitted.
The County will honor a minimum billing increment of one (1) hour per service request. Any additional labor shall be billed at the applicable hourly rate.
For materials, parts, and specialty equipment, the Proposer shall specify a percentage markup applied to its actual procurement cost. The Proposer shall provide copies of supplier invoices, receipts, or other appropriate supporting documentation with each invoice submitted to the County to substantiate the costs of materials, parts, and specialty equipment and the applicable markup.

5.2.17 Chatham County will not pay for travel time or mileage. Hourly labor rates shall be billed as follows:

- **Non-Emergency Calls:** Regular working hours are Monday through

Friday, 8:00 a.m. to 5:00 p.m., excluding County-observed holidays. Labor billing shall begin upon the Contractor's arrival at the job site.

- **Emergency Calls:** Emergency calls are those received outside regular working hours, including weekends and County-observed holidays. Labor billing shall begin at the time the emergency service call is received by the Contractor.

SECTION VI
EVALUATION AND AWARD

ANNUAL CONTRACT TO PROVIDE ON CALL ELECTRICIAN SERVICES FOR CHATHAM COUNTY PARKS & RECREATION

EVALUATION: Each response to this RFP shall be subject to the same review and assessment process. Proposals will be evaluated and ranked on the basis of points awarded by a technical review panel. A description of the factors which will be analyzed, and the relative weight accorded each factor follows.

STEP 1: PROPOSAL SUBMITTAL ***(TOTAL POSSIBLE POINTS: 100)***

Evaluating Factor:	***Points Possible:***
Experience & Qualifications	30
Project Approach, Methodology, & Equipment	30
Local MBE/WBE Participation	15
Pricing Proposal	15
References	10

STEP 2: INTERVIEWS/PRESENTATIONS - IF REQUIRED ***(TOTAL POSSIBLE POINTS: 30)***

REQUEST FOR PROPOSAL
RFP NO. 26-0134-2
PRICING PROPOSAL FORM

I have read and understand the requirements of this Request for Proposal RFP NO. 26-0134-2 and agree to provide the required services in accordance with this proposal and all attachments, exhibits, etc. I understand that the County will not be responsible for the reimbursement of any costs not specifically set forth in this proposal. ***THIS FORM MUST BE USED WHEN SUBMITTING YOUR PROPOSAL.***

SECTION 1 – HOURLY LABOR RATES FOR ELECTRICAN SERVICES:

Item No.	Description	Unit of Measure	Unit Price
1	Electrician Hourly Labor Rate: (Non-Emergency Calls: Regular Working Hours)	Per Hour	$
2	Electrician Hourly Labor Rate: (Emergency Calls: Weekends/Holidays/Outside of Regular Working Hours)	Per Hour	$
3	Helper Hourly Labor Rate: (Non-Emergency Calls: Regular Working Hours)	Per Hour	$
4	Helper Hourly Labor Rate: (Emergency Calls: Weekends/Holidays/Outside of Regular Working Hours)	Per Hour	$
		TOTAL	**$**

SECTION 2 – PERCENTAGE MARK-UP ON MATERIALS/PARTS/SPECIALTY EQUIPMENT:

Item No.	Description	Percentage
1	Percentage Mark-Up on Materials/Parts/Specialty Equipment Leased	**%**

***Proposer may submit any additional pricing information not specifically requested in the Pricing Schedule as a separate attachment for the County's consideration.**

FIRM NAME:_____

PROPOSER:_____

SIGNATURE:_____

ADDRESS:_____

CITY/STATE/ZIP:_____

TELEPHONE:_____

FAX NUMBER:_____

E-MAIL:_____

RFP FORM A

QUALIFICATIONS & EXPERIENCE

THIS FORM MUST BE SUBMITTED WITH THE PROPOSAL TO BE DEEMED RESPONSIVE. **PROPOSERS MAY PROVIDE ADDITIONAL INFORMATION AS A SEPARATE ATTACHMENT**

1. State the full legal name of the company:

2. Address of the principal place of business:

3. Company telephone number, fax number, and email address:

4. Describe your company in detail:

5. How many years has your organization been in business? Does your organization have a specialty?

6. Number of employees:

7. Number of employees to be assigned to an electrical project and their level of experience/list of certifications that each employee may have obtained:

8. Specify training that employees receive:

9. Have you ever failed to complete any work awarded to you? If so, where and why?

10. List the last three (3) projects with similar scope of work that the company has completed:

Name of Project:	**Contracted With:**	**Contract Amount:**	**Estimated Completion Date:**	**% Of Completion:**

11. Provide the following information for any sub-contractors you will engage if awarded the contract:

Sub-contractor Name:	**Address:**	**Work to be Performed:**

RFP FORM B

PROJECT APPROACH, METHODOLOGY, & EQUIPMENT

THIS FORM MUST BE SUBMITTED WITH THE PROPOSAL TO BE DEEMED RESPONSIVE. **PROPOSERS MAY PROVIDE ADDITIONAL INFORMATION AS A SEPARATE ATTACHMENT**

1. Describe the process of performing electrical installation, maintenance, troubleshooting, repairs, lighting, electrical panels, wiring, outlets, and other electrical infrastructure:

2. Describe safety procedures that are used to ensure the safety of personnel and property:

3. List the current equipment the company owns/leases and has used to perform electrical repairs:

RFP FORM C

REFERENCES

THIS FORM MUST BE SUBMITTED WITH THE PROPOSAL TO BE DEEMED RESPONSIVE.

1. Name of Contact:_____

   Title of Contact:_____

   Telephone:_____

   Email:_____

   Project Name:_____

2. Name of Contact:_____

   Title of Contact:_____

   Telephone:_____

   Email:_____

   Project Name:_____

3. Name of Contact:_____

   Title of Contact:_____

   Telephone:_____

   Email:_____

   Project Name:_____