



INVITATION TO BID (BEST VALUE)

ELECTRICAL SERVICES

RFQ #2021-0062

ELECTRONIC SUBMITTAL IS PREFERRED.

WWW.CELINA-TX.GOV/BIDS

The City strongly requests that vendors submit responses electronically. Electronic submission eliminates errors, unnecessary work, and is friendlier to the environment.

For additional information concerning this bid, please contact Dawn Berry, Purchasing Manager at 469-813-4194 or purchasing@celina-tx.gov.

Due Date & Time:

February 8, 2021 at 10:00 AM

**Late responses will not be accepted
Email or facsimile submitted bids will not be accepted**

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SECTION 1: INSTRUCTIONS/GENERAL INFORMATION

1.1 SUBMISSION

Offerors may submit proposals electronically or in hard copy. The City's preference is electronic submission. Refer to Section 4 for detailed submission instructions.

1.2 NO OFFER/NO BID

The City is appreciative of the time and effort you must expend to submit an offer. If you choose not to respond, we would greatly appreciate you indicating any requirement that may have influenced your decision.

1.3 INCLEMENT WEATHER

In the event of inclement weather and City offices are officially closed on the due date, responses will be received until 3:00 PM of the next business day at which time submittals will be publically opened.

1.4 ACCEPTANCE

It is understood that the City of Celina, reserves the right to accept or reject any and/or all proposals as it shall deem to be in the best interest of the City. Receipt of any proposal shall under no circumstances obligate the City to accept the lowest proposal. The award of the contract shall be made to the responsible proposer whose proposal is determined to be the lowest and best evaluated offer resulting from negotiation, taking into consideration the relative importance of price and other evaluation factors set forth in the request for proposal.

1.5 SUBMITTAL OF CONFIDENTIAL MATERIAL

The Owner considers all Proposal information, documentation and supporting materials submitted in response to this Request for Proposal to be non-confidential and/or non-proprietary in nature, and therefore, shall be subject to public disclosure under the Texas Public Information Act (*Texas Government Code*, Sec. 552.001, et seq.) after the award of the contract except for trade secrets and confidential information which the Offeror identifies as proprietary. Any material that is to be considered as CONFIDENTIAL/PROPRIETARY in nature must be clearly marked on each applicable page by the proposer. Marking your entire proposal CONFIDENTIAL/Proprietary is not in conformance with the Texas Public Information Act (*Texas Government Code*, Sec. 552.001, et seq.).

1.6 DISCLOSURE OF CERTAIN RELATIONSHIPS

Chapter 176 of the Texas Local Government Code requires that any proposer or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the proposer or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. Additional information on the statute is available at: <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>.

By submitting a response to this request, the proposer represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code.

1.7 DISCLOSURE OF INTERESTED PARTIES

In compliance with Section 2252.908 of the Texas Government Code, the City of Celina may not enter into a contract with a business entity as a result of acceptance or award of this solicitation unless the business entity submits a disclosure of interested parties form as required by this statute. Notification will be given to the business entity recommended for award upon which the business entity will be required to submit the completed form prior to award.

Additional information on the statute may be found at:

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

1.8 PROHIBITION AGAINST BOYCOTTING OF ISRAEL

The City is legally prohibited from contracting for goods and services unless the contract contains written verification from the contractor that it does not, and will not during the term of contract boycott Israel as described in Texas Government Code §2270. By submitting a response to this solicitation, contractor verifies that it does not and will not during the term of this agreement boycott Israel.

1.9 PROHIBITION OF CONTRACTS WITH CERTAIN COMPANIES

The City is legally prohibited from contracting with a company that is identified on a list prepared and maintained by the State Comptroller of Texas under Texas Government Code §2252.153 or §2270.0201. By submitting a response to this solicitation, contractor verifies that it is not on any such list.

1.10 INFORMATION / QUESTIONS

All questions shall be posted to the City's electronic bidding service, by the deadline stated. All questions and answers will be posted online. Proposers are responsible for insuring all answers to questions are reviewed prior to the submittal date. Answers provided to posted questions address minor irregularities and are for clarification purposes only and do not revise or modify the specifications. Answers to questions that result in revisions to the specification will be address by Addendum. No oral statement of any person shall modify or otherwise change, or affect the specification.

1.11 PROPOSER RESPONSIBILITY

It is the responsibility of each proposer before submitting a proposal:

1. To examine thoroughly the specification documents and other related data identified in the proposal documents, to visit the site to become familiar with and satisfy proposer as to the general, local, and site conditions that may affect cost, progress, performance, etc.
2. To consider federal, state, and local laws and regulations that may affect costs, progress, performance, or furnishing of the work.
3. To study and carefully correlate proposer's knowledge and observations with the contract documents and such other related data.
4. To promptly notify the City's Purchasing Manager of all conflicts, errors, ambiguities, or discrepancies which proposer has discovered in or between the contract documents and such other related documents.

1.12 MINIMUM STANDARDS FOR RESPONSIBLE BIDDERS

A prospective bidder must demonstrate and meet the following requirements:

1. Have adequate financial resources or the ability to obtain such resources as required;
2. Be able to comply with the required or proposed delivery schedule;
3. Have a satisfactory record of performance
4. Have a record of integrity and ethics; and
5. Be qualified and eligible, as determined by the City, to receive an award.

1.13 ASSIGNMENT

The successful bidder shall not sell, assign, transfer or convey the contract in whole or in part, without the prior written consent of the City.

SECTION 2: SPECIFICATION / SCOPE OF WORK

The City of Celina is seeking bids to establish an annual contract with four (4) optional one (1) year renewal periods with a single vendor for Electrical Services. These services include service to all City facilities for unscheduled maintenance and repair/service calls. This agreement will contain a fixed pricing structure (per the bid sheet) for the term of the agreement.

The City requests a four (4) hour response time or less to assess and begin necessary corrections and repairs. If the vendor is not able to respond within the time constraint, the City will contact another vendor.

Subcontracting of services is not allowed. All work must be performed by the awarded company employees only.

A. General Electrical Services

Under General Electrical Services, the City of Celina has facilities located at various locations throughout the City totaling approximately XX square feet of maintained space. This space consists of office space (such as City Hall, Fire Stations) and shop/warehouse space. This will increase during the term of the contract as new buildings are constructed.

The Facilities Manager or designated City staff will contact awarded vendor as needed to assist staff in the installation, maintenance and repair of building lighting and electrical systems, as well as new service or project requests. The voltage at these buildings range from 120 volts to 240 volts single phase, 120 volts to 208 volts three phase, and 277 volts to 480 volts three phase.

B. Parks Electrical Services

Parks electrical services includes pricing for lamp and ballast replacement for field lighting at City Parks. Light poles range from 60ft to 80ft high. The City parks lighting is 1500W Metal Halide lamps. Pricing offered may be based on a minimum of fifteen (15) lamp replacements. Ballasts should be same as or equal to HID core and coil ballast 1500W Metal Halide. The City must authorize all ballast replacements before they occur.

The City of Celina has facilities located at various locations throughout the City of Celina that could require electrical work. This may increase or decrease over the duration of the contract as new buildings are constructed. The city may also request work be done at other location for individual project. Below is a listing of the current sites:

Building Name	Location
City Hall	142 N. Ohio
Annex Building	112 N Colorado
Police & Fire Admin	104 N Colorado
EDC/Parks Admin	302 W. Walnut
Library	142 N. Ohio
Fire Station 1	1413 S. Preston Road
Fire Station 2	1805 Light Farms Way
Public Works	10165 CR 106
Old Celina Park	12670 W. FM 428
WWTP	700 N. Florida
Down Town Pump Station	107 E. Elm

Celina Road Pump Station	17099 Celina Road
Police Department	110 N. Colorado
Senior Center	140 N Ohio
Chalk Hill Lift Station	1002 Roundtree Ct
Old Celina Park Lift Station	12670 FM 428
Park Side Lift Station	1201 W. Sunset Blvd
Winn Street Lift Station	418 Winn Street
Willock Hills	131 Hillside Drive
Shawnee Lift Station #1	106 Shawnee Trail
Shawnee Lift Station #2	125 Shawnee Trail
High Point Lift Station	4800 Lake Drive
Frontier Lift Station	2071 E Frontier Parkway
Tractor Supply Lift Station	600 S Oklahoma Drive
Coit Elevated Water Tower	4299 County Road 88
Light Farms Elevated Water Tower	1803 Light Farms Way
Public Works Arch Building	10215 County Road 106

The Facilities Manager or designee will contact a vendor to assist staff in the installation, maintenance and repair of building electrical systems and as necessary.

Licensing and Certifications

Vendors shall provide copies of the following licenses and certifications with their bids: All journeyman electricians must be proficient in all phases of repairs to building lighting systems and electric distribution system.

1. Copy of Texas Electrical Contractor License.
2. Copy of Electrical licenses of each electrician that will work on City of Celina equipment (if any changes and/or electricians added after beginning of agreement, same information, **MUST** be submitted to the Contract Manager).
3. Before being awarded an agreement, the recommended bidder may be requested to submit such evidence as may be required to establish their financial responsibility, experience, and possession of such equipment and tools as may be needed to prosecute all work in an expeditious, safe and satisfactory manner.

References

All vendors should include with their submittal, a list of five (5) references to include company name, address, phone number, email, and contact person. Three (3) of the references should be continuous service customers for at least two (2) years.

Purchase Orders/Work Authorization

A purchase order will be issued for miscellaneous work. Work exceeding \$3000 will receive a separate purchase order.

On any repair projects with an anticipated cost of \$3,000.00 or more, vendor must contact Facility Services Manager to obtain approval prior to beginning work. The City reserves the right to prepare a scope of work and require a proposal with complete breakdown of material and labor costs. The City has the right, as its option, to supply all or part of the materials or equipment on any project. All work must meet, as a minimum, all City of Celina and State of Texas building codes.

All work must meet building codes and be permitted and inspected as required by the City of Celina Building Inspections Department.

All invoices must reference the City of Celina's Purchase Order number, department name, job site location, the city employee requesting service, and a **complete breakdown of charges**. The breakdown on the invoice should be in accordance with the bid pricing. Invoices should provide clear detail and breakdown for labor (to include hourly rate and cost per hour), a listing of the parts and mark-up on parts should be provided on the invoice and extended (detail to show vendors cost, and then extended to show markup). All original invoices must be submitted electronically to accountspayable@Celina-TX.gov.

Insurance Requirements

The City of Celina's insurance requirements are attached as Exhibit 2. Upon notification of award, successful vendors will be required to provide a certificate of insurance meeting these requirements. The completed certificate of insurance **does not** have to be supplied with the bid.

Service Calls

Labor time will begin upon arrival at a job site. The normal cost of a service call will be permitted as part of the call-out charge. **There will be no travel costs.** Any trip or travel charge should be included with the service call fee in the "Service Charge".

Special Circumstances

Service calls to the Police Station/Holding Facility must be escorted by City employees. Service calls inside the Holding Cell area must be escorted by authorized Police personnel. Any additional special circumstances that arise under this agreement will be communicated between the vendor and the Contract Manager.

SECTION 3: EVALUATION

3.1 AWARD

The City intends to make an award using the best value evaluation criteria listed below.

3.2 SUBSTANTIVE PROPOSALS

The respondent, by submitting a response, certifies the following:

- a. that his bid submittal is genuine and is not made in the interest of, or on behalf of, any undisclosed person, firm, or corporation;
- b. that he has not directly or indirectly induced or solicited any other respondent to put in a false or sham bid;
- c. that he has not solicited or induced any other person, firm, or corporation from proposing; and
- (d) that he has not sought by collusion to obtain for himself any advantage over any other respondents or over the City of Celina.

3.3 Submittals will be scored as follows:

- | | | |
|----|-------------------------------|-----------|
| A. | Price | 60 Points |
| B. | Reference | 30 Points |
| C. | Past Experience with the City | 05 Points |
| D. | Sample Invoice | 05 Points |

SECTION 4: SUBMITTAL PROCEDURES

4.1 SUBMISSION REQUIREMENTS

The City of Celina uses an electronic procurement system to deliver and accept bids/proposals. The City strongly requests that bidders submit responses electronically. Electronic bidding eliminates errors, unnecessary work, and is friendlier to the environment. Your cooperation is appreciated. Email or Fax submissions will not be accepted.

4.2 DUE DATE AND TIME

Bids must be received prior to the due date and time. Late responses will NOT be accepted.

4.2 LATE BIDS

Bids will NOT be accepted after the date and time listed. The City of Celina uses the time listed in eProcurement system. The City is not responsible for lateness of mail, carriers, internet connectivity, website issues, etc.

4.3 BID SUBMITTALS

Bids shall be submitted on the forms provided to insure complete uniformity of wording of all bids. Bids may be rejected if they show any omissions, alterations in wording, conditional clauses, or irregularities of any kind.

4.3 ACCEPTANCE

Any offer received shall be considered an offer, which may be accepted based on initial submission without discussions or negotiations. By submitting an offer in response to this solicitation the proposer agrees that any offer it submits may be accepted by the City at any time within 90 days from the close date.

- a) **Electronic Submission** – Electronic submission is quick and easy. Simply visit the website at www.celina-tx.gov/bids and complete the following tasks.
 - i) Log in
 - ii) Attachments - Download specifications and all required forms.
 - iii) Attributes – Answer any questions listed.
 - iv) Response Attachments - Upload completed required forms. Max size 100 MB.
 - v) Line Items – Enter Unit Pricing, if required.
 - vi) Response Submission – Complete the required information and electronically sign and submit the response.
- b) **Help/Assistance with electronic submission.**
 - i) Contact Purchasing at 469-813-4194 or purchasing@celina-tx.gov.
 - ii) Click the HELP link after log in on the top right of your screen.

SECTION 5: BID OPENINGS

Join Zoom Meeting

<https://us02web.zoom.us/j/8472382137?pwd=WWVtNFRvWDdNYWpTdmNWR2dWTFRYQT09>

Meeting ID: 847 238 2137

Passcode: 590534

One tap mobile

+13462487799,,8472382137#,,,,*590534# US (Houston)

+16699009128,,8472382137#,,,,*590534# US (San Jose)

Dial by your location

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 301 715 8592 US (Washington D.C)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

Due to the COVID pandemic there are no in person bid openings.