

NOTICE
(RFQ # 2024-002)

The City of Mercedes is accepting sealed Requests for Qualifications (RFQ) for electrical services from interested Electricians until 3:00 PM, Wednesday, March 13, 2024, at which time they will be opened. Any proposals received after the time for opening will not be accepted. Proposals submitted via faxes will not be accepted.

For more information, including specific requirements, you may contact Public Works Director at r Alegria@cityofmercedes.com and/or obtain specifications at the Office of the Contracts/Ordinance Specialist, 400 South Ohio, Mercedes, Texas, 78570, (956) 565-3114 ext. 138, beginning Wednesday, February 28, 2024 at 3:00 PM or on the City's website at www.cityofmercedes.com.

Each bidder shall furnish the information required on the RFQ forms. The RFQ shall be sealed and addressed to: City Manager Alberto Perez, P.O. Box 837, Mercedes, TX 78570, or delivered to 400 South Ohio, Mercedes, Texas and clearly marked "RFQ 2024-002 —Electrical Services" on the lower left-hand cover.

Please direct your questions to Public Works Director to r Alegria@cityofmercedes.com and cc'd rtrevino@cityofmercedes.com or at (956) 565-3114.

The City of Mercedes reserves the right to postpone, to accept or to reject any or all RFQs, or to waive any informalities in the RFQ process and will select on the best value to the City. RFQs may be held by the City of Mercedes for a period not to exceed sixty (60) days from the date of the opening for the purpose of reviewing the RFQs and investigation of the proposer's qualifications and making recommendation to the City of Mercedes for contract award.

Rey Trevino
Contracts/Ordinance Specialist



CITY OF MERCEDES REQUEST FOR QUALIFICATIONS

RFQ NUMBER # 2024-002

RFQ TITLE: ELECTRICAL SERVICES

DATE DUE: MARCH 13, 2024

DUE NO LATER THAN 3:00 P.M.

RFQs will be opened at the CITY OF MERCEDES CITY HALL, 400 S. Ohio Ave. Mercedes, Texas. on March 13, 2024 at 3:00 p.m. (as per City Secretary’s time clock) on deadline due date.

RFQs received later than the date and time above will not be considered.

Please return RFQ **ORIGINAL (marked “ORIGINAL”) AND THREE (3) COPIES (marked “COPY”)** sets and **an electronic (PDF format file only)** of your proposal for review by evaluation committee in a sealed envelope. Be sure that return envelope shows the RFQ Number, Description and is marked “RFQ 2024-002 – Electrical Services”.

RETURN RFQ TO:
by U.S. mail or delivered to the office of the Contracts/Ordinance Specialist.,
Mercedes City Hall
400 S. Ohio Ave.,
Mercedes, Texas 78570.

For additional information, clarifications and/or questions or to request addendum please contact: Reynaldo Alegria at (956) 565-3114 ext. 701, E-mail: ralegria@cityofmercedes.com and cc’d Rey Trevino at rtrevino@cityofmercedes.com.

YOU MUST SIGN BELOW IN INK. FAILURE TO SIGN WILL DISQUALIFY THE OFFER. All prices must be typewritten or written in ink.

Company Name: _____

Company Address: _____

City, State, Zip Code: _____

Telephone No. _____ Fax No. _____ e-mail _____

Historically Underutilized Business (State of Texas) Certification VID Number: _____

Print Name: _____ Signature: _____

How did you find out about this RFP? _____ (ex: Newspaper, Web, Mail)

Is Proposer’s principal place of Business within CITY OF MERCEDES? Yes - No

(Your signature attests to your offer to provide the goods and/or services in this RFQ according to the published provision of this bid. When an award letter is issued, this RFQ becomes the contract. If an RFQ requires a specific Contract to be utilized in addition to this RFQ, this signed RFQ will become part of that contract. When an additional Contract is required, an RFQ award does not constitute a contract award and RFQ / Contract is not valid until contract is awarded by City Commission (when applicable), signed by City Manager and purchase order is issued.)

City of Mercedes
Solicitation for Request for Qualifications
Electrical Services
Instructions to Interested Respondent

It is the Intent of these specifications to describe and govern the electrical services requested. Prospective Bidders are to fill the following blank forms and submit with their RFQ.

Minimum Specifications:

1. RFQ shall be submitted properly marked/identified in a sealed envelope “RFQ 2024-002 – Electrical Services.” RFQ must be filed with the City of Mercedes before opening day and hour. No late RFQs will be accepted. Failure to meet request for requirements may be grounds for disqualification.
2. Proposal MUST give full firm name and address of interested respondent and be manually signed. Failure to do so will disqualify your RFQ. Person signing RFQ must show title or Authority to bind his/her firm in a contract. Firm name and authorized signature must appear on each page that calls for this information.
3. RFQ cannot be altered or amended after opening time. Alterations made before opening time must be initialed by interested respondent guaranteeing authenticity. No RFQ may be withdrawn after opening time without acceptable reason in writing and only after approval by the City of Mercedes.
4. Prices quoted shall prevail for a period of one year with services as needed, starting on the day of the first request for services and purchase order is issued.
5. It is the responsibility of the Respondent to verify that the electricians meet all State and Federal certifications and licenses. Failure to do so, or failure of the services themselves will be cause to cancel all existing or pending purchase orders. The City of Mercedes reserves the right to request demonstrations of the services at the City’s discretion to confirm the quality.
6. In order for the City to meet its needs, it is understood that during the period of the contract, should the successful interested respondent be unable to provide services requested, the City reserves the right to obtain the services from available sources.
7. RFQs shall be analyzed on a total dollar value and what is most advantageous to the City and will be awarded on a service per service basis.
8. It shall be the legal obligation of the interested respondent during the term of the contract, to notify the Finance Department of any price decrease in the market and accordingly, reduced prices will be in effect with appropriate documentation as described above.
9. The interested respondent agrees to indemnify and hold harmless the City of Mercedes from all suits and actions of every nature and description brought against, for or on account of the use of patented appliances, projects, or processes. Awarded interested respondent/vendor shall pay all royalties and charges which are legal and equitable. Evidence of such payment or satisfaction shall be submitted upon request from the

Finance Department, as a necessary requirement in connection with the final estimate for payment in which such patented appliance, product, or processes are used.

10. Interested Respondent shall carefully examine the RFQ forms, requirements/specifications, and instructions to interested respondents. Should the interested respondent find discrepancies in, or omissions from RFQ forms, specifications, or other documents, or should he/she be in doubt as to their meaning, he/she should at once notify the City of Mercedes Public Works Department, 956-565-6147 and obtain clarification by addendum prior to submitting any RFQs.
11. **Addenda and Interpretations:**

No Interpretations of the meaning of the specifications or other pre-proposal documents will be made orally to any interested respondent. Every request for such interpretation should be in writing addressed to the City of Mercedes, ATTN: Public Works Director to r Alegria@cityofmercedes.com and cc'd to rtrevino@cityofmercedes.com to be given consideration and must be received at least seven (7) days prior to the date fixed for the opening of proposals. Any and all such interpretations, and any supplemental instructions will be in the form of written addenda for specifications which, if issued, will be mailed/faxed, or e-mailed, (at the respective address furnished for such purposes), not later than three (3) days prior to the date fixed for the opening of RFQs. Failure of any interested respondent to receive any such addenda or interpretation shall not relieve such interested respondent from any obligation under his RFQ as submitted: All addenda so issued shall become part of the contract documents.
12. The City of Mercedes reserves the right to refuse and reject any and/or all RFQs and to waive any or all informalities or technicalities and to accept the RFQ to be the best and most advantageous to the City and to hold the RFQs for a period of sixty (60) days without taking action. RFQs submitted past the aforementioned date and time will not be accepted. No electronic bids will be accepted.
13. Notice to awarded Vendors: In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. This new law states that a governmental entity or state agency may not enter into certain contract with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million.
14. In connection with this RFQ, interested respondents should limit their contact to the City of Mercedes by communication only with Reynaldo Alegria, Public Works Director at r Alegria@cityofmercedes.com and cc'd to rtrevino@cityofmercedes.com regarding this RFQ. Contact with persons other than Reynaldo Alegria and Rey Trevino regarding this RFQ may be grounds for eliminations from the selection process.

Criteria for Award

The RFQ will be awarded to the lowest responsible bidder that best meets the City of Mercedes' specifications, taking into consideration, but not limited to the following:

1. Warranty
2. Price
3. Completion Schedule

Specifications:

1. Electrical Inspections
2. Surge Protection
3. Electrical Repair
4. GFCI Installation
5. Rewiring
6. Electrical Panel Upgrades
7. Light Fixture and Ceiling Fan Installation
8. Outdoor and Landscape Lighting
9. Emergency Electrical Services