

March 13, 2024

City of Mercedes

ADDENDUM NO. 2024 – 002 (A)

Request for Proposals for

Electrical Services

Prospective Proposers and all concerned are hereby notified of the following changes in the Request for Proposals document for the above-listed RFP. These changes shall be incorporated in and shall become an integral part of the RFP documents.

1. The City of Mercedes is seeking vendors to be on a rotation for electrical services as needed.
2. Included are the bid sheet and specifications.
3. The deadline to submit the RFQ has been changed to March 27, 2024 at 3:00 pm.
4. New point of contact is Javier Ramirez. Contact information is listed below.

If you need additional clarification, you may contact Javier Ramirez at (956) 565-3114 ext. 132, Email: jramirez@cityofmercedes.com and cc'd Rey Trevino at rtrevino@cityofmercedes.com.

End of Addendum

ANNUAL CONTRACT FOR ELECTRICAL SERVICES TO CITY OF MERCEDDES

1.1 GENERAL SPECIFICATIONS:

The purpose of this proposal is to establish specifications and solicit bids to acquire the services of a licensed electrical contractor to provide labor, parts, and equipment to perform electrical services throughout CITY OF MERCEDDES. This applies to projects less than \$20,000. The City reserves the right to bid separately any job deemed to be in its best interest. The quantity and nature of work will vary throughout the term of this contract. Detailed Specifications are as follows:

1.2 CONTRACT SPECIFICATIONS:

1.2.1 The contract period will be for a period on one (1) year with renewal options for four (4) additional one (1) year terms, if all parties agree. Contract prices are to remain fixed for the duration of the contract.

1.2.2 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 appropriate representative of City of Mercedes.

1.2.3 Contractors' licensing for himself and all of his employees that will be performing on the resulting contract must submit license with bid submittal. Contractor is to include a listing of all electrical employees with bid submission.

1.2.4 The Contractor will be required to do emergency services at times other than normal working hours. He shall be in a position to respond on a twenty-four hour basis, seven (7) days a week for such emergency work. Response time will be within four (4) hours for the emergency services.

1.2.5 All "Non Emergency Work" is to be scheduled within 48 hours of service call. This is to be arranged between Contractor and appropriate representative of City of Mercedes.

1.2.6 Electrical Contractor will troubleshoot and/or diagnose electrical problems and recommend emergency or routine repair programs as requested.

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

1.2.8 Contractor shall clean up and remove all debris and rubbish resulting from his work. Worksite is to be left in a clean and satisfactory order.

1.2.9 Electrical Contractor will ascertain from each City of Mercedes Representative the availability and cost of necessary parts. City personnel will procure parts as necessary or will designate for the Contractor to supply parts.

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

1.2.11 Contractor is not required to "own" special equipment such as boom trucks, bucket trucks, backhoes, etc. However, Contractor must have quick access to such equipment when needed to accomplish job. All "other equipment" is to be included in Contractors' bid for hourly labor rates. "Other Equipment" does not include the above listed items. Contractor will immediately notify City Representative, if a "Specialty" item not covered under this contract (such as a crane or jackhammer) is required to perform a service request.

1.2.12 Completion time of services shall be negotiated for each job by the Contractor and City of Mercedes Representative to determine a reasonable time for service completion.

1.2.13 Pricing will be based on labor rates and material costs. It is anticipated that the vast majority of jobs can be handled with a two (2) person crew, consisting of one electrician and a helper. The City reserves the right to approve the number of employees prior to work. A rate for additional helpers will be indicated in the event that additional workers are needed. Those labor rates will include all miscellaneous tools and/or other small equipment required. The labor rates will be quoted at a regular working hourly rate or by weekend/holiday hourly rate. City of Mercedes will honor a minimum 1 (one) hour billing for any service required. For material costs, a percent mark-up from vendor's procurement costs should be indicated. Labor quoted shall include all labor cost, insurance, overhead, profit, travel time and mileage. Copies of invoices or other appropriate documentation will be supplied with each job to support material costs.

1.2.14 City of Mercedes is not responsible for payment of "Travel Time". Hourly rates shall be billed as follows:

EMERGENCY CALLS- Hourly rate will begin at time of contractor's mobilization.

NON-EMERGENCY CALLS- Hourly rate to begin when Contractor arrives at jobsite

1.2.15 It is expected that this bid will be awarded to a pool of Contractor's based on price and other considerations. The City reserves the right to utilize the pool of Contractor's in any situation or when a contractor has more work than he can reasonably handle.

1.2.16 Contractor will be responsible for servicing several City of Mercedes Departments at various locations. Included but not limited to the following locations:

City Hall

Library

Fire Dpt.

Police Dpt.

Public Works

Water Plants and Pump Stations

Wastewater Plants and Lift Stations

For information regarding these facilities please contact Javier A. Ramirez, Assistant City Manager at (956) 532-0576.

1.3 QUALIFICATIONS:

1.3.1 Contractor shall be licensed by the State of Texas and have a license to work and operate as a business in Hidalgo County.

1.3.2 Contractor must submit a breakdown of shop personnel indicating classification (i.e. journeyman, apprentice, etc.) and number in each category. Appropriate documentation, certifications, etc., are to be submitted with bid/proposal package.

1.3.3 The Contractor shall follow all guidelines, rules, and regulations as set forth in the most recent National Electrical Codes. Contractor will be subject to any future State / City of Mercedes Electrical Codes.

1.3.4 Contractors must be qualified and familiar with all type electrical systems inclusive of water and wastewater systems and must have demonstrated a past history of responsiveness, technical enterprise, and professionalism.

1.4 WARRANTY REQUIREMENT:

1.4.1 Standard manufacturer's warranties shall apply to all parts. All work shall carry a one (1) year warranty. Contractor will guarantee all workmanship for a period of one (1) after completion of work.

1.4.2 Contractor must provide a written warranty satisfactory to the City covering all parts and labor.

1.4.3 All parts and work under this contract must conform to manufacturer's specifications when applicable.

CITY OF MERCEDES, STATE OF TEXAS

| ANNUAL CONTRACT FOR ELECTRICAL SERVICES FOR VARIOUS DEPARTMENTS OF CITY OF MERCEDES | |
|--|-----------------------------|
| LABOR RATES | COST PER HOUR \$0.00 |
| Electrician (Regular Working Hours) | |
| Electrician (Holiday/Weekend Hours) | |
| Helpers (Regular Working Hours) | |
| Helpers (Holiday/Weekend Hours) | |
| High Voltage Electrician (Regular Working Hours) | |
| High Voltage Electrician (Holiday/Weekend Hours) | |
| Special Equipment (Backhoe, Boom Truck, Line Truck Etc.) | |
| Percentage Mark-Up on Material* | |
| | |

***Support Documentation from Suppliers must be submitted with invoice.**

NAME/TITLE

COMPANY NAME

ADDRESS

CITY/STATE/ZIP

PHONE/FAX NUMBER

