City of Bryant

210 SW 3rd Street
Bryant, AR 72022
501-943-0999
www.cityofbryant.com

INVITATION AND BID SPECIFICATIONS FOR ELECTRICAL CONTRACTOR SERVICES FOR THE 2025 CALENDAR YEAR

FULL BID INFORMATION AND REQUIREMENTS LOCATED AT WWW.CITYOFBRYANT.COM/PAGES/BIDS

All bids must be emailed, mailed, or hand-delivered to the City of Bryant's Boswell Municipal Complex located at **210 SW 3rd Street, Bryant, AR 72022, Attn: Nichole Manley, no later than Friday, January 17, 2025 at 12:00 P.M.**

Bidders are required to provide with their bid, City business license and their contractor's license and expiration date.

BID OPENING DATE: Tuesday, January 21, 2025 @ 9 AM

Location: Boswell Municipal Complex Conference Room, 210 SW 3rd Street, Bryant, AR 72022

The City reserves the right to reject any or all bids, waive irregularities or informalities of any bid, and make an award in a manner consistent with the law, or deemed in the City's best interest.

Evaluation of the bid will be based on the following criteria:

- Qualifications, Experience, and Competence
- Past Performance
- Office Location (Address)
- Cost
- Response Time

Bid envelopes must be sealed and marked with the following:

"Bid Number: 2025-001 Electrical Contractor Services"

Section 1 – General Information

Introduction: This Invitation to Bid is issued by the City of Bryant to secure a contract that provides adequate and reliable electrical contractor that will provide "on call" electrical services as needed. The City may, at its discretion, "bid" any planned electrical job or project it needs done, however it is expected the contractor selected from this procurement will be utilized for most electrical work.

If the vendor is unable to perform the work or complete the work in a timely manner that would disrupt City of Bryant operations, the City reserves the right to seek a separate vendor.

Type of Contract: The contract will be a one (1) year term contract with an anticipated beginning date of February 1, 2025. Upon mutual agreement by the vendor and the City of Bryant, the contract may be renewed on a year-to-year basis, for up to two (2) additional one-year terms or a portion thereof. Contract may be voided by either party upon thirty (30) days written notice to the other party.

Billing: Invoices shall be delivered to the Finance Department within 30 days of the month billed for. **The contractor must provide copies of their invoices for materials and parts from suppliers when requested.**

The City will issue a purchase order as needed for each item of work.

Work shall not proceed without an authorization from a Department Head, or his designated representative and in no case without a purchase order unless an emergency exists. If it is an emergency, then the involved department will be responsible for getting a purchase order issued the next workday.

Performance Guaranty: The client may terminate this agreement for deficiencies in service by informing contractor in writing for the precise nature of the service deficiencies, and giving the contractor 30 days to correct the deficiencies. If client is still dissatisfied with the service at the end of the 30-day probation, the contract will be terminated.

Caution to Bidders:

1. Vendors **must** submit five (5) signed, original Bid responses on or before the date specified on page one.
2. The City of Bryant has the right to award this proposal to any Proposer regardless of proposal price. Proposals may not be withdrawn within 60 days after the proposals are opened. Proposal processes shall be in accordance with state law.
3. The City of Bryant reserves the right to award a contract or reject any or all proposals and to waive any and all informalities associated with the proposal, if it is in the best interest of the City to do so. Bids may be rejected for one or more reasons not limited to the following:
    a. Failure of the vendor to submit bid on or before the deadline established by this Bid.
    b. Failure to sign the Official Bid Document.
    c. Failure to complete the Official Bid Price Sheet.
    d. Any wording by the vendor in their response to this RFP which conflicts with or takes exception to a requirement in the Bid.
    e. Failure of any proposed goods or service to meet or exceed the specifications.

Equal Employment Opportunity Policy: The City of Bryant does not discriminate because of race, sex (including pregnancy), religion, color, handicap, national origin, age, genetic information or political affiliation.

Delivery of Response Documents: It is the responsibility of vendors to submit bids at the place, and on or before the date and time, set in the Bid solicitation documents. Bid documents received after the date and time designated for bid opening are considered late bids and shall not be considered.

General Terms and Conditions for Proposals

1. **Restrictive or Ambiguous Specifications:** It is the responsibility of the prospective Proposer to review the entire Bid packet and to notify the Finance Department if the specifications are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the specifications of proposal procedures must be received in the Finance Department not less than seventy-two (72) hours prior to the time set for proposal opening. These requirements also apply to specifications that are ambiguous.
2. **Taxes:** ***Make sure to include all applicable taxes in your proposal.***
3. **Liabilities:** The Proposer shall hold the City of Bryant, its officers, elected officials, agents, servants, and employees, harmless from liability of any nature or kind because of use of any copyrighted or un-copyrighted composition, secret, process,

patented or unpatented invention, articles or appliances furnished or used under this proposal, and agrees to defend, at his own expense, any and all actions brought against the City of Bryant because of the unauthorized use of such articles.

4. **Terms and Conditions:** In the event of a conflict between the bid specifications and these terms and conditions the specifications will govern.
5. **Warranties:** All warranty information must be furnished.
6. **Alternate Bids:** Alternate proposals are not acceptable and will be rejected unless authorized by the invitation to bid. Alternate bids are defined as bid that do not comply with the Bid terms, conditions, and specifications. Proposers may submit more than one bid providing that all such bids comply with bid terms, conditions, and specifications.
7. **Accidents:** The awarded Proposer(s) will report to the City's designated representative any and all accidents involving any property damage or personal injury immediately following said accident or discovery of accident damage. THE CITY shall be indemnified and held harmless for each accident.
8. **Qualifications of Proposers:** A Proposer may be required, before the award, to show to the complete satisfaction of the City of Bryant that it has the necessary facilities, ability, and financial resources to provide the service or goods specified. In order to provide services within the Police Department, vendor must have employees complete CJIS training and pass a background check.
9. **Additional Information:** Proposers are cautioned that any statement made by an individual, or employee of the City of Bryant that materially changed any portion of the proposal document shall not be relied upon unless subsequently ratified by a formal written amendment to the proposal document.
10. **Acceptance of Terms:** All terms and conditions in the invitation are deemed to be accepted by the Proposer and incorporated in the proposal, except the provision(s) which are expressly excluded by the proposal specifications.
11. **Drug Free Workplace Program for Construction:** Law prohibits state or local governments from contracting for construction services with any private entity having five or more employees who has not furnished a written affidavit by its principal officer at the time of the proposal or contract stating that the contractor is in compliance with the provisions of this act.
12. **Public Access to Procurement Information:** All public records pertaining to purchasing shall be open for inspection during normal business hours. Information relating to the award of a particular contract shall be public only after evaluation of that proposal or proposal has been completed.

Definitions:
"**Applicant" -** Proposer
"**City" or "City of Bryant" –** The City of Bryant, Arkansas
"Hourly Labor Rate" - hourly rate without cost of materials per person
"Proposer" - the individual, firm, partnership, joint venture or corporation which submits a proposal to the City of Bryant in response to this ITB
"**ITB**" – Invitation to Bid

Evaluation and Award: After complete evaluation of the bids, the anticipated bid winner will be informed via email.

Section 2 – Specific Requirements

Scope: The intent of this Invitation to Bid is to establish a contract to provide adequate and reliable electrical repair services for the City of Bryant as defined herein.

References: Vendor must furnish as references a minimum of three (3) current customers located in the State of Arkansas who have received services of the same or similar in scope within the last five (5) years.

Reference #1

Business Name:
Business Address:
Contact Person and Phone:
Email Address:

Reference #2

Business Name:
Business Address:
Contact Person and Phone:
Email Address:

Reference #3

Business Name:
Business Address:
Contact Person and Phone:
Email Address:

Additional references will need to be attached to the bid

Insurance: Prior to award, the successful vendor shall furnish an approved Certificate of Insurance from a company or agent licensed in the State of Arkansas, and must keep insurance in force throughout the contract period and any extensions. The insurance may not be modified without the City of Bryant's approval.

The following is a list of liability limits for Worker's Compensation and Employee Fidelity Coverage and standard limits as outlined by vendor's insurance carrier.

1. Worker's Compensation and Employee Liability Policy

Worker's Compensation	Statutory Limits
Employer's Liability	$1,000,000 each accident

2. Comprehensive General Liability Policy

Premises and Operation
Contractual Insurance
Personal Injury
Each item listed in section 2 must have:

Bodily Injury	$500,000 each person
	$500,000 each occurrence
Property Damage	$2,000,000 each occurrence
	$2,000,000 aggregate

The Vendor shall assume all liability for any accidental or criminal occurrence.

Requirements and Required Documents:

Section 3 – Scope of Services

Scope of Services: The City of Bryant is seeking a contractor to perform general electrical repair services for the City of Bryant. The buildings referenced in Exhibit A are to be serviced. Bidders are responsible to verify these quantities and as necessary to submit a competent and responsible bid. The successful bidder will report to Department Head, or their designated representative who made the call for service.

The Contractor shall have experience on similar service agreements and for making repairs of systems and facilities with similar scope and complexity.

Billable work: All work beyond and in addition to the scope of this contract shall be considered billable hours and will require that an estimate for that proposed work be provided to the City Representative for consideration and approval obtained prior to work being started. A specific PO number may be assigned for the work, regardless, the invoice for payment will be submitted within 7 working days after all authorized additional work is completed.
The Contractor will troubleshoot the system to diagnose the system's problems and the City shall not incur any extra charge for this service if done during normal working hours. Contractor shall, upon receiving approval, repair or replace failed or worn parts (such as: bearings, motor rotors, motor starters, seals, gears, burners, actuators, controls and switches). Downtimes are to be scheduled and kept to an absolute minimum. All repairs shall be completed in accordance with the highest standards of the industry, skill, workmanship, applicable trade practices, meet warranties and in conformance with all applicable laws, codes and regulations.

Emergency call out service: Contractor shall provide 24-hour emergency service as needed in all aspects of electrical emergency repair for the City facilities included in this specification. Normal hours will be considered 8am to 5pm. Emergency call Hours shall be Monday through Friday 5:00 p.m. to 8:00 a.m. and 24 hours each day for weekends and Holidays.

Cost of replacement parts: It is desired, as an integral portion of this contract, that a discounted amount is clearly annotated in the Pricing Sheet, Exhibit B, for all components and/or parts which must be replaced and that the normal retail cost and discounted cost are clearly annotated on cost proposals initially provided for such work. The stated discounts will be a consideration of this contract award.

Personnel: It is the Proposer's responsibility to provide qualified and appropriate level of on-site staffing as needed, provide appropriate tools and vehicles necessary to accomplish all facility electrical repair functions and for making repairs regardless in responding during normal hours or after normal working hours. Proposer's services are to be compliant with all Federal, State, and OSHA and all other applicable regulatory requirements. Proof of training and qualifications shall be made available within 1 week upon request or the individual(s) removed from the site.

Contractor is expected to use staff that would pass standard security checks for all personnel assigned to work under this contract. The City reserves the right to approve/refuse any employees. If required, the Contractor may be required to provide Proof of a background check within 1 week upon request or the individual(s) must be removed from the site.

Subcontracting: No portion of the work covered by these specifications may be subcontracted.

Damages: The contractor and his/her staff will be responsible to protect spaces and finishes and clean up all debris and wipe down surfaces and/or vacuum to leave the space in the same condition as it was prior to starting repairs or conducting maintenance or inspections. The Contractor will be responsible for all damages to the facility or contents caused by Contractor, their staff or subcontractors during the performance of their duties.

Tools and Equipment: The Contractor shall furnish and maintain all equipment necessary for properly repairing electrical systems in City buildings. The City of Bryant reserves the right to inspect equipment to be used to perform services under this contract. Any equipment determined to be in poor condition must be replaced immediately, at the contractor's expense. Failure to provide suitable equipment for carrying out all requirements of this contract may be grounds for termination.

All pricing shall include taxes.
Bid questions due no later than, Tuesday, January 14, 2025, to

Nichole Manley
Purchasing Manager
Bryant, AR
501-943-0317
Nmanley@cityofbryant.com

All questions will be answered through an addendum that will be located of the City of Bryant website
www.cityofbryant.com

Section 4 – Criteria for Selection

Proposals by bidders will be evaluated on the basis of criteria deemed most appropriate for a successful partnership. These criteria include, but are not limited to, the following and each shall be weighted on a scale of 0-5 as follows:

Qualifications, Experience, and Competence **0 – 5 Points Possible**

Respondents must include information indicating their qualifications, experience, and competence in relation to the services to be performed. A list of references, contact names, and phone numbers should be included.

Past Performance **0 – 5 Points Possible**

Previous evaluations shall be considered a significant factor. If previous evaluations with the City are not available, past performance records with others will be used, including quality of work, timely performance, diligence, ability to meet past budgets, and any other pertinent information. The proposer will provide a list of similar jobs performed and person whom we can contact for information.

Office Location (Address) **0 – 5 Points Possible**

Distance between office location of proposer and the City located at the Boswell Municipal Complex located at 210 SW 3rd Street, Bryant, AR 72022. Less than 5 miles = 5 points, 6-10 miles = 4 points, 11-15 miles = 3 points, 16-20 miles = 2 points, 21 – 25 miles = 1 point, 26 miles or more = 0 points.

Cost (Provided in Exhibit B) **0 – 5 Points Possible**

All special offers for cost savings to be extended and to be considered in the evaluation of bidders must be specific and clarified within the Bid Pricing sheet.

Response Time (Provided in Exhibit B) **0 – 5 Points Possible**

Minimum Response Time proposer needs after initial call for repairs.

Note: Depending upon the number of inquiries or clarifications sought, the City of Bryant reserves the right to require additional input from any and all bidders and/ or require that all bidders attend the pre-bid meeting.

Exhibit A – Department/ Building List

Department	Address
Administration, Planning & Development, Water Billing	210 SW 3rd Street
Courts	208 SW 3rd Street
Animal Control	25700 Interstate 30
Fire Department Station 1 & Police Department	312 Roya Lane
Fire Department Station 2	1601 Reynolds Road
Fire Department Station 3	2620 Northlake Road
Parks & Recreation: Bishop Park & Parks Administration Mills Park Ashley Park Alcoa 40 Park Midland Park Springhill	 6401 Boone Road 1003 Mills Park Road 400 SW 3rd Street 1110 Shobe Road 3865 Midland 2110 Binder Street
Public Works: Water, Street, Stormwater Wastewater Treatment	 1019 SW 2nd Street 7064 Cynamide Road

Exhibit B – Official Price List

CONTRACTOR WITHOUT BUCKET TRUCK

1. HOURLY RATES	Journeyman	Apprentice
• Normal Working Hours	$_____	$_____
• Overtime Hours	$_____	$_____
• Emergency Rates Per Hour	$_____	$_____
• Minimum Time Change	_____/hrs	_____/hrs
2. MATERIAL COST MARK-UP		
(Receipts for material must be included with invoices)	_____%	
3. SERVICE CALL CHARGE	Journeyman	Apprentice
• Service call charge in addition to first hour rate	$_____	$_____
Service call charge in lieu of first hour rate	$_____	$_____
4. SERVICE CALL RATES (If different from Item 2 above.)	Journeyman	Apprentice
• Normal Working Hours	$_____	$_____
• Overtime Hours	$_____	$_____
• Emergency Rates Per Hour	$_____	$_____
5. MINIMUM RESPONSE TIME	_____hrs.	

CONTRACTOR WITH BUCKET TRUCK (RATES USING BUCKET TRUCK)

1. HOURLY RATES	Journeyman	Apprentice
• Normal Working Hours	$_____	$_____
• Overtime Hours	$_____	$_____
• Emergency Rates Per Hour	$_____	$_____
• Minimum Time Change	_____/hrs	_____/hrs

2. MATERIAL COST MARK-UP

(Receipts for material must be included with invoices) _____%

3. SERVICE CALL CHARGE	Journeyman	Apprentice
• Service call charge in addition to first hour rate	$_____	$_____
• Service call charge in lieu of first hour rate	$_____	$_____

4. SERVICE CALL RATES (If different from Item 2 above.)	Journeyman	Apprentice
• Normal Working Hours	$_____	$_____
• Overtime Hours	$_____	$_____
• Emergency Rates Per Hour	$_____	$_____

5. MINIMUM RESPONSE TIME _____hrs.

Provide specifics regarding any cost savings for Materials or Equipment to be included in this bid and extended to the city for any electrical repairs and/or replacement of components in buildings noted in Exhibit A:

_____

_____

_____

_____

_____

_____

_____

Upon signing this form, the applicant is acknowledging that all information provided in this ITB is true and will provide documentation requested.
Price given above is the final to the City of Bryant and includes all taxes, overhead and profit to the bidder. The City of Bryant reserves the right to accept any or all part of bids, to reject any or all bids and to award to the bid deemed in the best interest to the City.

_____
Printed Name of Company

_____
Company Address

_____ _____
Telephone Number Fax Number

_____
E-Mail Address

_____ _____
Printed Name of Authorized Signature Date

_____ _____
Authorized Signature Date

Bid Checklist:

- ☐ **City Business License**
- ☐ **Contractor's License with Expiration Date**
- ☐ **Five (5) signed, original Bid Responses that includes:**
  - ☐ **Exhibit B – Official Price List**
  - ☐ **Three (3) References (minimum) current customers located in the State of Arkansas who have received services of the same or similar in scope in the last five (5) years**