

REQUEST FOR PROPOSAL (RFP)
FOR
ELECTRICAL REPAIR SERVICES

RFP Release Date: May 14, 2021

Proposal Due Date: July 23, 2021



SOUTHEAST MICHIGAN COMMUNITY ALLIANCE (SEMCA)
25363 Eureka Rd.
Taylor, MI 48180

Federal Contractor
Equal Opportunity Employer & Programs – Minorities/Women/Disabled/Veterans
Reasonable accommodations will be made upon request.

General Information:

Southeast Michigan Community Alliance (SEMCA) is a public, non-profit organization that is the designated Michigan Works! Agency (MWA) for Monroe County and Wayne County, excluding the City of Detroit. In this role, SEMCA procures employment, education, and training services from public and private organizations throughout the region. SEMCA administers programs that are primarily funded by the Michigan Department of Labor and Economic Opportunity and delivered by SEMCA contractors who provide services for employers and residents of our designated service area.

SEMCA is seeking proposals from licensed contractors for the provision of Electrical preventative maintenance and repair service at the following locations:

Southeast Michigan Community Alliance
25363 Eureka Road
Taylor, MI 48180

Wayne Michigan Works! Service Center
35731 W. Michigan Avenue
Wayne, MI 48184

Highland Park Michigan Works! Service Center
144 E. Manchester Street
Highland Park, MI 48203

Livonia Michigan Works! Service Center
30246 Plymouth Road
Livonia, MI 48150

It is SEMCA's intent to enter into a five year agreement for services, with an approximate service start date of October 1st, 2021.

Prospective bidders should submit a bid for each of the locations they are interested in providing services to. Bids will be evaluated on a per location basis and one contract per location will be awarded to the successful bidder for that location.

SEMCA is funded primarily by federal and state grants. A thirty day no cause cancellation clause is required for each agreement.

This RFP does not commit SEMCA to pay any cost incurred in the preparation of the bidder's Proposal. This RFP does not commit SEMCA to award a contract(s) for any of the services identified in this RFP. SEMCA reserves the right to accept or reject any or all Proposals received as a result of this RFP, or to cancel or amend in part or in its entirety, if it is in the best interest of SEMCA to do so.

The questions below are the criteria the Proposal awarded will be based on. Each area will have a scoring weight as indicated below by the percentages. Make sure to provide all information and supporting documents. For any items that may not apply, provide an explanation. (additional details may be provided on page 7)

Financial Soundness; (20%)

Liability Insurance – (amount of current coverage) _____

Credit Rating – (current rating) _____

Bank arrangements and bonding (are you set up for EFT and are you bonded) _____

Financial Audit (findings of most recent, if available) _____

Technical Ability (20%)

Experience (years providing this service) _____

Tools and Equipment (indicate if any tools/equipment would need to be purchase/rented to perform the work) _____

Personnel (do you have enough personnel on staff) _____

Ability (do they have appropriate training and certificate) _____

Health and Safety (20%)

Experience Modification Rating (current rating) _____

OSHA Incident Rate (current rating) _____

Emergency Action Plan (is it available whenever on the jobsite) _____

Employee Training (are employees properly trained in CPR and first aid) _____

Reputation (25%)

Past or Current Complaints _____

Testimonials/References (provide at least 3 professional) _____

Length of Time in Business (years) _____

Responsiveness/Promptness (how soon can you guarantee to respond to service requests) _____

Cost (15%)

Mark up on Parts/Material (%) _____

Hourly Labor Rate _____

Emergency Hourly Labor Rates (this applies for emergencies and after hours) _____

Other Costs (Service call, travel, etc.) _____

Proposal Submission Instructions:

Prospective bidders should schedule an appointment to review the facility prior to submitting a Proposal for services. **To schedule an appointment, please call or email Dan Williams FMP, Facilities Administrator, at 734-229-3510 – dan.williams@semca.org. An appointment should be scheduled within 1 week of the release date of this RFP.**

Proposals may be submitted by hand delivery or by certified mail, return receipt requested, addressed to:

Southeast Michigan Community Alliance
RFP – Electrical Services
25363 Eureka Road
Taylor, MI 48180

The deadline for submission is 5:00 p.m. **July 23, 2021**. SEMCA will not be responsible for delays caused by the method of submittal chosen by the bidder.

All submissions must include the following:

1. Documents to support all scoring criteria from page 3
2. The Proposal sheet for each of the locations that you are bidding on (see pages 5, 6, 7, and 8 of this RFQ)
3. General Business Information Sheet (see page 9 of this RFQ)
4. Signature Page (see page 10 of this RFQ)

Proposals must be submitted in the legal name of the organization. Proposals should not be submitted in the name of a project. SEMCA will only contract with the legal entity named in the proposal.

The Contractor will maintain, at its own expense during the term of the contract, the following insurance:

1. Workers Compensation Insurance with Michigan statutory limits and Employer Liability Insurance with minimum limits of \$500,000.00 each accident.
2. Comprehensive/Commercial General Liability Insurance with a combined single limits of \$1,000,000.00 each occurrence for bodily injury and property damage. SEMCA shall be added as “additional insured” on general liability policy with respect to the services provided under any contract.

The Contractor will comply with all federal, state, and local regulations, including but not limited to all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act (ADA).

This contractor shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, these regulations require that covered prime contractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. This contractor shall also abide by 29 CFR 471, Appendix A to Subpart A, if applicable.

Proposal Sheet for 25363 Eureka Road, Taylor MI 48180

- List of equipment to be maintained and serviced at this location:
 - Annually check circuit breakers/fuses
 - Annually check electrical disconnects
 - Other normally serviced items related to electrical

Items to be included in maintained and/or serviced equipment at no additional cost

- Consumable maintenance supplies, such as rags and grease
- Necessary tools and test equipment
- Electrical Maintenance and Service Program administration
- Complete documentation of service, repairs, recommendations, and proposals

Maintenance:

Annual preventative maintenance (total for all units): \$ _____

Repairs:

What will you charge for parts? (for example, manufacturer cost +10%): _____

Labor (per hour): \$ _____

After hours/ Emergency Labor (per hour): \$ _____

Additional charges (for example, mileage, trip charge, service call, etc.): \$ _____

Proposal Sheet for 35731 W. Michigan Avenue, Wayne, MI 48184

- List of equipment to be maintained and serviced at this location:
 - Annually check circuit breakers/fuses
 - Annually check electrical disconnects
 - Other normally serviced items related to electrical

Items to be included in maintained and/or serviced equipment at no additional cost

- Consumable maintenance supplies, such as rags and grease
- Necessary tools and test equipment
- Electrical Maintenance and Service Program administration
- Complete documentation of service, repairs, recommendations, and proposals

Maintenance:

Annual preventative maintenance (total for all units): \$ _____

Repairs:

What will you charge for parts? (for example, manufacturer cost +10%): _____

Labor (per hour): \$ _____

After hours/ Emergency Labor (per hour): \$ _____

Additional charges (for example, mileage, trip charge, service call, etc.): \$ _____

Proposal Sheet for 144 E. Manchester Street, Highland Park, MI 48203

- List of equipment to be maintained and serviced at this location:
 - Annually check circuit breakers/fuses
 - Annually check electrical disconnects
 - Other normally serviced items related to electrical

Items to be included in maintained and/or serviced equipment at no additional cost

- Consumable maintenance supplies, such as rags and grease
- Necessary tools and test equipment
- Electrical Maintenance and Service Program administration
- Complete documentation of service, repairs, recommendations, and proposals

Maintenance:

Annual preventative maintenance (total for all units): \$ _____

Repairs:

What will you charge for parts? (for example, manufacturer cost +10%): _____

Labor (per hour): \$ _____

After hours/ Emergency Labor (per hour): \$ _____

Additional charges (for example, mileage, trip charge, service call, etc.): \$ _____

Proposal Sheet for 30246 Plymouth Road, Livonia, MI 48150

- List of equipment to be maintained and serviced at this location:
 - Annually check circuit breakers/fuses
 - Annually check electrical disconnects
 - Other normally serviced items related to electrical

Items to be included in maintained and/or serviced equipment at no additional cost

- Consumable maintenance supplies, such as rags and grease
- Necessary tools and test equipment
- Electrical Maintenance and Service Program administration
- Complete documentation of service, repairs, recommendations, and proposals

Maintenance:

Annual preventative maintenance (total for all units): \$ _____

Repairs:

What will you charge for parts? (for example, manufacturer cost +10%): _____

Labor (per hour): \$ _____

After hours/ Emergency Labor (per hour): \$ _____

Additional charges (for example, mileage, trip charge, service call, etc.): \$ _____

General Business Information

This sheet must be completed and submitted with all proposals. Use the space provided.

Please provide a short overview and history of your company, including the number of years you have been in business.

What are your invoicing and payment requirements?

Is your company licensed with the State of Michigan?

What is your cancellation policy?

Do your employees wear uniforms or display picture ID that identifies your company?

Does your company perform background checks on new employees?

Please provide the name and contact information of at least three references with whom you have provided services during the last 12 months.

**Signature Page
For
Electrical Preventative Maintenance and Repair Services Proposal(s)**

(Legal Name of Bidding Company)

Address:

(Street)

(City/State)

(Zip Code)

Telephone: (____) _____ FAX: (____) _____

Signed Statement of Authority

I, _____, the _____
(Type Name of Official) (Type Title of Official)

of _____, am authorized to make the

enclosed proposal on behalf of _____.
(Legal Name of Bidding Company)

I hereby certify:

That I understand and will comply with the specific assurances and certifications contained in this proposal. All responses to this Request for Proposals concerning the respondent, its operation, and proposed services are true and accurate.

That I understand this RFP does not commit SEMCA to award a contract(s) for any of the services identified in this RFP. SEMCA reserves the right to accept or reject any or all proposals received as a result of this RFP, or to cancel or amend in part or in its entirety, if it is in the best interest of SEMCA to do so.

Signed: _____ Date: _____

Typed Name: _____ Title: _____

Email: _____ Fax: _____