

# **Request for Proposal (RFP) for Electrical Services**

Issued by: Franklin County

Franklin County is seeking qualified electrical contractors to provide fully insured services for the installation of a 3-phase mechanical upgrade, MDP (Main Distribution Panel) panel, disconnect, and redistribution of electrical circuits at the Franklin County Courthouse. This work is essential to ensure the building's electrical systems are upgraded to meet the county's operational needs. The successful contractor will be required to complete this work within the established timeline, adhering to all safety regulations and codes.

## **1. Scope of Work**

The contractor shall provide all necessary labor, materials, equipment, and supervision for the following:

- Installation of a 3-Phase Mechanical Upgrade to meet building power requirements.
- Installation of a Main Distribution Panel (MDP), including all related components such as circuit breakers, busbars, and wiring.
- Installation of Disconnect Switches as needed to isolate specific systems and ensure compliance with safety regulations.
- Redistribution of Circuits to optimize power usage across the building and meet any specific electrical needs required by the County.
- Coordination and collaboration with relevant building maintenance staff to minimize disruptions to normal operations.

The work will require careful scheduling to ensure that the building is never closed during normal business hours.

## **2. Project Timeline**

- **Start Date:** The contractor must begin work within 5 weeks from the contract award date.
- **Work Hours:** Work will primarily be performed during off-business hours (weekends and holidays) to minimize disruptions to normal operations. However, some work may need to be performed during business hours depending on building needs and safety considerations.

### 3. Insurance and Compliance

- The contractor must be fully insured and provide proof of coverage, including general liability, workers' compensation, and any other necessary insurance.
- All work must comply with local, state, and federal electrical codes and regulations.

### 4. Proposal Requirements

Please include the following in your quotation:

1. **Company Profile:** Overview of your business, including years in business, experience with similar projects, and references.
2. **Detailed Proposal:** A breakdown of costs for labor, materials, equipment, and any other expenses associated with the project.
3. **Project Timeline:** Detailed schedule outlining when the work will start and when it will be completed.
4. **Proof of Insurance:** Copy of insurance coverage and any necessary bonds.
5. **Licensing:** Proof of relevant electrical licenses and certifications.
6. **Workforce Details:** Names and qualifications of the workers who will be performing the work.

### 5. Submission Deadline

All responses must be received by March 21, 2025, at 10:00 a.m. Late submissions will not be considered.

### Submission Instructions

Please submit all requested materials electronically to [abernard@franklincountymaine.gov](mailto:abernard@franklincountymaine.gov) by mail to the address below:

Commissioner's Office  
140 Main Street, Suite 3  
Farmington, ME 04938

Submissions must include the title "Bid Submission for Electrical Services".

### 6. Evaluation Criteria

Proposals will be evaluated based on:

- Compliance with RFP requirements

- Experience and qualifications of the contractor.
- Quality of references
- Cost-effectiveness.
- Ability to meet the project timeline.
- Compliance with insurance and licensing requirements.

## **7. Terms and Conditions:**

- Franklin County reserves the right to reject any and all proposals.
- The successful contractor will be required to sign a formal contract.

## **Contact Information**

For any questions regarding this RFP, please contact:

Amy Bernard

County Administrator

[abernard@franklincountymaine.gov](mailto:abernard@franklincountymaine.gov)

207-778-6614