

City of Fargo

Request for Qualifications: Electrical Services

INTRODUCTION

The City of Fargo is seeking submissions from qualified electrical contractors to pre-qualify firms to provide electrical services for City of Fargo owned and leased facilities.

DESCRIPTION OF WORK

The City of Fargo owns and/or leases over 40 facilities with a wide variety of functions. Requests for service may range from preventive and emergency maintenance services to project work. Some buildings are managed by the Division that occupies the location (ex. Water Treatment Facility). Other locations fall under the scope of Facilities Management. Your primary contact for each project will vary based upon the location. The specific criteria for projects may also differ slightly from facility to facility. It will be the contractor's responsibility to clarify scope of work with their primary contact on each work order or project.

Included among City facilities are the Police Stations which have enhanced security requirements. In order to perform work at any of the Police Stations, individuals will be required to go through fingerprinting and a background check. Those background checks must be completed (and returned clear) prior to the start of any work.

RESPONSE TO REQUEST FOR QUALIFICATIONS

Submissions must include, at a minimum, the following information:

- 1) Company Demographics
 - a. Name, address, email, phone number and website of the company submitting the response. Include the contact information for the primary contact.
 - b. Number of years in business
 - c. Number of employees, Number of licensed electricians
- 2) Hours of operation
- 3) Summary of ongoing training and safety protocols
- 4) Three (3) current references. The reference must include a name and phone number of the primary contact for that reference. ***If the company has worked with the City of Fargo in the last three years, this must be listed as one of the references.**

5) Certification of Insurance, ND Workers Compensation & Copy of Electrical Contractor License

INSURANCE REQUIREMENTS

Contractor must carry a minimum of the following levels of insurance. Some projects may have additional insurance requirements which will be addressed on a case by case basis.

- Commercial General Liability Insurance on an occurrence basis with single limit of not less than \$1,000,000 and \$2,000,000 annual aggregate; and
- Automobile liability insurance on an occurrence basis of not less than \$1,000,000 combined single limit or equivalent for both injury and property damages as a result of any one occurrence, including coverage for owned, hired, and non-owned automobiles.

SELECTION

Submissions will be reviewed for completeness and qualifications by City representatives.

Selection criteria is as follows:

- 40 pts - Experience/Expertise
- 25 pts - Availability
- 25 pts - References
- 10 pts - Completeness of submission

The City reserves the right to reject any or all submittals or accept what is, in its judgment, the submittal(s) which is/are in the City's best interest. The City further reserves the right, in the best interests of the City, to waive any technical defects or irregularities in any/all submittals.

Firms selected by the City will be asked to enter into a three (3) year Master Service Agreement with two (2) one year options to extend. Fees shall be negotiated with the successful firm(s). If the fees cannot be agreed upon, the City reserves the right to terminate negotiations with any Firm. Qualification and/or contract is not a guarantee of work. Firms may still be asked to provide bids or quotes for specific projects.

INQUIRIES

Questions pertaining to this RFQ should be directed, no later than 72 hours prior to submission deadline to:

Bekki Majerus

Director of Facilities Management

701.298.6966

bmajerus@FargoND.gov

SUBMISSION INSTRUCTIONS

Firms shall deliver six (6) copies of their submission in a sealed envelope to the City of Fargo Auditor's office. The envelope must be clearly marked with the **Company's Name** and "**City of Fargo RFQ: Electrical Services.**"

Sealed RFQ submittals must be received no later than **2:00 PM on Monday, November 21, 2022** at:

City of Fargo, Auditor's Office

225 4th Street North

Fargo, ND 58102

City Hall hours are Monday – Friday from 7:45 AM to 4:30 PM. There is also a drop box located near the Northwest entrance of City Hall.

LATE SUBMISSIONS WILL NOT BE ACCEPTED.