



**REQUEST FOR QUOTATIONS
LONG TERM AGREEMENT (LTA) FOR
ON-CALL ELECTRICAL MAINTENANCE SERVICES**

QUOTE NO. RFQ-22-01 ON-CALL ELECTRICAL SERVICES

SUBMITTAL DEADLINE: NOVEMBER 18, 2022
CITY OF HELOTES CITY HALL
12951 BANDERA ROAD (Physical)
PO BOX 507 (Mailing)
HELOTES, TEXAS 78023
JMAIR@HELOTES-TX.GOV

SCOPE OF WORK:

The City of Helotes requests quotations from qualified vendors that shall provide all material, labor, parts, and equipment to maintain City-owned buildings needing electrical repairs. Examples of Electrical repairs or building maintenance consist of but are not limited to light ballast replacement, electrical issue troubleshooting, rewiring of general building circuits, or work on new building construction projects. The City of Helotes' preference is for the qualified vendor to have the ability to perform all required services. However, work may be subcontracted. When subcontractors are used, the suitable contractor is responsible for the performance of the work, including but not limited to billing, reporting, scheduling, delivery, work quality, and warranty.

PROPOSED PROJECT SCHEDULE:

1. Request for quotations released – 10/21/2022
2. Quotations submittal deadline – 11/18/2022
3. Contract anticipated start date – 12/01/2022

GUIDELINES:

1. The Long-Term Agreement is for two years and subject to satisfactory performance of the service provider, with the option to renew on a year-by-year basis for a maximum of three (3) additional one (1) year periods.
2. All submitted quotations shall be for the entire scope of work, and by offering a quotation, the selected vendor agrees to hold its quotation firm for a period of twelve (12) months from quotation submittal; adjustments shall not vary by more than 5% from term year to term year.
3. The City of Helotes shall provide a point of contact for work approval and scheduling of work. The point of Contact shall be the acting Public Works Director, acting City Administrator, or their pre-designated City Employee, which shall be provided after contract selection. Any services over \$3,000 shall need approval by one of the as-mentioned points of contact.

4. This Request for Quotation and any resultant award shall be governed by and construed in accordance with the Laws of the State of Texas and under the purview of Bexar County, Texas.
5. Bidders shall undertake all necessary site investigations and submit questions to City Staff before quotation submittal to accurately understand and determine the scope of work.
6. The City is not bound to accept any quotation, nor award an LTA, nor is responsible for any costs associated with the vendor's preparation and submission of a quote, regardless of the outcome or the manner of conducting the selection process.

SPECIFICATIONS:

1. The contractor shall fill out Appendix A as an example of labor costs and materials for on-call electric service for city-owned buildings and equipment.
2. See Appendix B for the current list of City-owned Buildings. Not all city equipment is listed.
3. Vendor shall use new, unused parts, remanufactured O.E.M parts products, and services that meet or exceed the requirements and specifications of the original equipment manufacturer.

SUBMITTALS EVALUATED AND RANKED AS FOLLOWS:

In determining the best value for the City, the municipality may consider the following:

1. the purchase price;
2. the reputation of the bidder and the bidder's goods or services;
3. the quality of the bidder's goods or services;
4. the extent to which the goods or services meet the municipality's needs;
5. the bidder's past relationship with the municipality;
6. the impact on the ability of the municipality to comply with laws and rules relating to contracting with historically underutilized businesses and nonprofit organizations employing persons with disabilities;
7. the total long-term cost to the municipality to acquire the bidder's goods or services; and
8. any relevant criteria listed explicitly in the request for quotations.

APPENDIX A

Scope of Services

The City of Helotes intends to contract with an on-call electrical contractor to assist the City with building electrical maintenance services for FY 2022-2023 with an auto-renewal for a minimum of three years and a maximum of five years.

Please bid on the following items, which will be used for quote comparison:

Item #	Quantity	Description of Product / Services	Unit Cost
1	Cost per person-hour	Typical Charge per hour for Electrical service or troubleshooting	\$
2	Parts percentage markup: %	Estimated percentage markup of parts over contractors' purchase price. (Item excluded from over total below)	\$
3	Typical Service Call	Cost to upgrade a four-pin CFL Ballasts from florescent bulbs to a 120v Led unit:	\$
4	After Hour Charges, if any	Any additional service charge for after-hour service not covered in cost per person-hour provided above	\$
		Total of All Line Items	\$

Please direct questions and inquiries regarding this Request for Quotations to:

Josh Mair, Public Works Director
12951 Bandera Road
Helotes, Texas 78023
210-695-5909
jmair@helotes-tx.gov

PROPOSAL SHEET

ON-CALL ELECTRICAL MAINTENANCE SERVICES

The undersigned Contractor proposes to furnish the City of Helotes, Texas, with all labor, equipment, materials, and delivery associated with this Quotation in accordance with the attached Request for Quotations.

APPENDIX A TOTAL: \$ _____

BIDDER: _____
PRINT COMPANY NAME

SIGNATURE: _____
DATE

PRINTED NAME: _____

TITLE: _____

ADDRESS: _____

TAX ID NO.: _____

PHONE & EMAIL: _____
PHONE **EMAIL**

APPENDIX B

City-Owned Buildings:

- City Hall
- City Hall Annex (Public Works Offices)
- Helotes Police Department
- Helotes Fire Department
- Milk Barn (Storage / Animal Control)
- Brown Shed (Animal Control Kennels)
- Public Works Building (Old Fire Station)
- City Hall Park Restroom (Under Construction)
- Parrigin Park Restroom (Under Construction)