



## **SCOPE OF WORK**

Birdville Independent School District (BISD) is soliciting competitive sealed proposals for Electrical Services & Supplies to be delivered or performed throughout the district. The District seeks to purchase electrical line items that will be stored in the warehouse and purchased in bulk as-needed. The District seeks to award multiple vendors for electrical items not otherwise specified on an as-needed basis utilizing the catalog discount. In addition, the district seeks to award general electrical contractors.

For the purpose of this RFCSP, general electrical contractors will provide maintenance work and/or repair services. These will be on an as-needed basis for labor support services on a short term, long term and/or temporary work-related project assignments. This contract will not be used for construction or job order contracts.

### **MINIMUM QUALIFICATION/SKILLS**

1. Contractor must be able to make basic cost estimates for materials and labor for any project or job assignment.
2. Contractor must be able to submit any cost estimate in a timely manner not to exceed 10 business days from time of notification by District department, to move forward to begin gathering cost estimate information.
3. Contractor must provide competent supervision of employees to assure complete and satisfactory fulfillment of the work.
4. Contractor must provide all basic tools necessary to perform work.
5. Contractor must have minimum of five years' experience in the field of electrical work.
6. Contractor must be able to work in harmony and cooperatively with District staff or personnel when working on assigned projects.
7. Contractor must be thoroughly familiar with all prevailing safety measures pertinent to the operations including, but not limited to Environmental Health Agency and Occupational Safety and Health Agency.
8. Contractor must comply with all District policies and procedures for safety.

### **SPECIAL INSTRUCTIONS**

1. Any permits, associated fees and registrations will be the responsibility of the vendor.
2. Access to any BISD facility for the purpose of electrical service or repair must have prior approval from the Facility Services Department. Contact information will be provided to the awarded vendor(s).
3. Any special tools and equipment shall be furnished by the vendor.
4. Any damage done to BISD property or its customer's property is the sole responsibility of the vendor.
5. Proper clothing will be worn at all times. Sleeved t-shirts and long pants are the preferred attire with the company logo on the shirts. Any deviation from this will be reviewed for acceptance.

6. BISD requires all vendors doing business on BISD property to have their employees and vehicles identified with company logos on vehicles, ball caps, shirts, and/or ID badges.
7. A quote per job shall be given to and approved by the BISD Facility Services staff contact before a purchase order or notice to proceed will be issued.
8. Products delivered and stored at a BISD building shall be kept secured from all students and other personnel. BISD will not be responsible for any lost or damaged supplies and or equipment stored on BISD property.
9. The use of tobacco and alcohol is prohibited on BISD property.

### **WORK SITE**

Contractor shall designate a specific space at the project site for storing materials. Protection of this space shall be contractor's responsibility and all damage resulting from use will be repaired.

Upon completion of the job, the site shall be carefully cleaned. All empty containers and other materials will be removed from the work area. Work site shall be left in a condition acceptable to the District.

### **DEFECTIVE WORK AND DAMAGES**

The contractor shall be wholly responsible for and shall promptly correct or restore all defective work or damages to any/all school district property caused by its activities. Restoration and correction shall be to complete satisfaction of the school district. This shall apply to any part of the school district grounds, or any other tangible damage incurred in the performance of this contract. Failure by the contractor to proceed promptly with corrective actions may be cause for cancellation of this contract and with amount(s) necessary to correct defective work and/or damage being considered liquidated damage from payment due or to become due to the contractor.

### **EXECUTION**

1. Contractor will schedule and coordinate the commencement of all work with the BISD Facility Service so as not to inconvenience the campus facility and students.
2. Estimated start and completion times shall be included with the individual quotes.
3. Contractor shall provide best quality workmanship, performed by skilled electricians.
4. All work will be subject to approval by the District. Correct all work that does not comply with the intent of the specifications.

### **SELECTION CRITERIA**

The District reserves the right to award this RFCSP to a single Proposer, multiple Proposers, each line item separately, or in any combination it determines to be in the best interest of the District. If the Proposer chooses to bid/propose "all or none" or is not agreeable to multiple or split awards, it must be noted on the Deviation/Compliance Form and included with the RFCSP.

RFCSPP's must remain open for acceptance for a period of **ninety (90) days** subsequent to the opening of RFCSP's, unless otherwise indicated, to allow time for the offer(s) to be evaluated and Board of Trustees action, if required.

Regardless of the award of RFCSP hereunder, the District retains the right to purchase the same or similar materials or items from other sources should it be determined that doing so would be in the District's best interest.

Based upon the proposal material submitted, the following criteria will be used in evaluation.

Extensions of unit prices shown will be subject to verification by the district. In case of variation between the unit price and the extension, the unit price will be considered to be the proposal.

**Per Texas Education Code, Subchapter B, Sec. 44.031 (b) \*ALL CONTENTS PROVIDED IN THIS SOLICITATION, WILL BE CONSIDERED AS AN EVALUATION FACTOR**

All catalog discount vendors and service vendors who receive an evaluation score of 70 points and above who have completed all required documents will be recommended for award. Line item awards will be evaluated based on highest rated vendor per line item.

<b>EVALUATION FACTORS</b>	<b>PERCENTAGE OF POINTS</b>
A. The Purchase Price - Fees and Associated Costs	51%
B. The reputation of the Proposer and the Proposer’s goods or services – Based on demonstrated expertise and experience; references (availability of contract items, reliability of deliveries, condition of delivered product and wholesomeness, accurate invoices)	15%
C. The quality of the Proposer’s goods or services – ability to perform all requirements and unique abilities of the Proposer	14%
D. The extent to which the services meet the district’s needs (based on ability to meet delivery schedule, lead time for orders, offer products specified)	14%
E. The Proposer’s past relationship with the District	5%
F. The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses; (1 point given for completion of form) “Federal Requirements for Procurement and Contracting with small and minority businesses, women’s business enterprises, and labor surplus area firms.”	1%
G. The total long term cost to the District to acquire the Proposer’s goods or services	0%
H. For a contract for goods and services, other than goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the Proposer or the Proposer's ultimate parent company or majority owner: <ul style="list-style-type: none"> <li>a. has its principal place of business in this state; or</li> <li>b. employs at least 500 persons in this state (Form E)</li> </ul>	0%
I. Any other relevant factor specifically listed in the request for bids or proposals	0%