



TOWN OF GRAY

Henry Pennell Municipal Complex
24 Main St, Gray Maine 04039
www.graymaine.org

DEPARTMENT OF BUILDINGS AND
GROUNDS

Mo Russo III, Director
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207-657-3339 ext.131

REQUEST FOR PROPOSAL FOR ELECTRICAL CONSTRUCTION

Issued: August 22nd, 2023 Due: September 7th, 2023

The Town of Gray, Maine ("the Town") is seeking proposals from qualified Electrical Contractors to furnish, install, and terminate connections to a Kohler 100kw LP Generator and install the supplied 400-amp automatic transfer switch.

I.GENERAL INSTRUCTIONS

A. Timeline for Selection & Project Completion

The timing and sequence of events resulting from this Request for Proposals (RFP) will be determined by the Town. The expected timeline is as follows:

- August 22nd RFP Issued
- September 7th: Submissions due by 12:00 PM EST.
- September 19th: Submissions reviewed; Winning respondent recommended to Town Council at their scheduled regular meeting.
- September 20th: Winning respondent notified.

B. Submissions Format and Terms

1. Proposals can be submitted to:

TOWN OF GRAY Henry Pennell Municipal Complex 24 Main St, Gray, Maine 04039
ATTN: Mo Russo, Director of Buildings and Grounds (Please mark your envelope with "Library Generator Electrical Construction")

2. It is the respondent's responsibility to ensure that submissions are received prior to the specified closing date and time. Submissions received after the specified closing date and/or time may not be considered. The Town shall not be responsible for the proper identification and handling of any qualifications submitted.

C. RFP Clarification

Questions and requests for clarification regarding this RFP must be directed via email to mrusso@graymaine.org. A site walk can be can scheduled Monday through Friday from 9:00am to 1:00pm. Addenda will be issued, as needed, solely through the Town website at: www.graymaine.org.

II. SCOPE OF THE REQUEST FOR QUALIFICATIONS

A. Introduction and Background

The Town is a recipient of a Maine Emergency Management Agency ARPA Generator Grant. Through RFP the Town purchased a 100kw Kohler Single Phase LP Generator and 400-amp Automatic Transfer Switch. The Town has taken delivery to the site (Gray Public Library, 5 Hancock Street).

B. Scope of Work

- Install and connect supplied Automatic Transfer Switch (coordinate with Central Maine Power to make connections between the meter enclosure and the transfer switch, this work must be scheduled on a Monday as the Library is closed).
- Furnish and install all conduit and conductors from transfer switch to generator pad including communication wires and charging circuit. (Generator pad is approximately 135' from meter.)
- Install any applicable circuits into main electrical panel.
- Attend start up with Mid Maine Generator.
- Pull State Permit.

Town of Gray Public Works Department will provide excavation services.

III. QUALIFICATIONS PREPARATION AND SUBMISSION

D. Required Submission Content Responses to this RFP should include:

1. Cover letter expressing the contractor's interest in working with the Town of Gray, ability to do the work described, and identification of the project manager and/or principal staff – including any subcontractors – that will provide the requested services.
2. Timeline of the work plan identifying each of the tasks separately.

3. An outline of the budget for the project, separated by task. **Total bid amount should be clearly visible.**

4. Documentation of relevant experience, including a brief project description and contact information for each reference (minimum of 3 references, maximum of 3 pages)

5. Any other information illustrating your firm's qualifications for performing the work outlined in this RFP (maximum of 1 page)

IV. SUBMISSION EVALUATION

The Town's selection will be made by the Gray Town Council based on a recommendation from the Director of Buildings and Grounds. The selection will be based on lowest total price for the project.

V. PROPOSAL ACCEPTANCE

The Town reserves the right to reject any or all the submissions and to waive any deviations or irregularities at its sole discretion. Any submissions received after the deadline may be rejected.

The Town may amend the terms or cancel this RFP any time prior to the execution of a contract for these services if the Town deems it to be necessary, appropriate, or otherwise in the best interests of the Town. Failure to acknowledge receipt of amendments, in accordance with the instructions contained in the amendments, may result in a firm's response not being considered.