



Purpose

The Charter Township of Meridian is requesting proposals from Electrical Contractors to provide routine electrical construction and maintenance services. Examples of typical services include, but are not limited to: replacing light bulbs in and/or repair or replace overhead parking lot light fixtures; furnishing and installing interior and exterior light fixtures; furnishing and installing 110 and 220 outlets; and running wiring and/or conduit to connect lights, switches, outlets, and automatic doors.

The Township may enter into a one (1) year contract, with the option to renew the contract for up to three (3) additional years. **On page 3, you will provide an inflationary percentage for each renewal year. If the contract is awarded to you, and the Township elects to renew the contract, these inflationary percentages that you provide in your bid will be used to adjust the pay item pricing for each annual renewal of the contract.**

Please complete the following and return the signed document to: Robert MacKenzie, DPW Superintendent, Charter Township of Meridian, 5151 Marsh Road, Okemos, MI 48864 **by March 27th, 2026**. If you have questions, please call 517-853-4662.

Background

Meridian Township Buildings and Grounds Department maintains 9 different buildings. The intent of this proposal is to provide the Township with the ability to perform services that are beyond the capability, purview, or labor resources of the Township's Public Works Department. Provide information for each line item on page 3.

Proposal Scope

The intent of this proposal and the resulting contract is to provide the Township with the ability to utilize, as-needed, specific prices for listed pay items, and to complete electrical work on a time and material basis.

Please provide, as a minimum, the following information in your proposal:

1. General company information, including a description of the company's quality operating system;
2. A comprehensive description of the services offered by your company;
3. Three customers references, with a preference for local governments and school districts;
4. An emergency contact name, phone number, and email;
5. Any other company information for use in evaluating the proposal; and
6. Provide pricing for those pay items listed on Page 3 that your company can complete.

All material is at cost with a maximum 10% markup. **The Contractor may be asked for copies of invoices for material payments.**

If the contract is awarded, the Contractor's Proposal will be incorporated as Exhibit "A", along with the items listed below.

Rights Reserved by the Township

The Charter Township of Meridian reserves the right to reject any or all proposals, waive irregularities in submitted proposals in the best interest of the Township, to reissue RFP's, and to request additional information. The Township reserves the right to negotiate the terms and conditions of all or any part of the project or to accept any proposals determined by the Township to be in the best interest of the Township and successful completion of the project.

Deadline for RFP Submission

March 27th, 2026 by 11am. Submit a letter with all of the information as described above in the Scope, as well as all applicable Pay Items below.

Further Information

For further information, please contact:

Robert MacKenzie

DPW Superintendent

mackenzie@meridian.mi.us

W 517.853.4662 | F 517.853.4095

2100 Gaylord C. Smith Ct. | Haslett, Mi 48840

Proposals may be submitted via email to mackenzie@meridian.mi.us, or a hard copy delivered to Meridian Township, Department of Public Works, 5151 Marsh Road, Okemos, MI 48864. For hard copies, furnish the original proposal in an envelope with the company name and the following provided on the outside of the envelope:

“PROPOSAL – Electrical Maintenance Contract”

Criteria for Selection

The following factors will be taken into consideration in the selection process:

1. Qualifications of the firm and individuals responsible for the work
2. Experience with similar projects
3. Price

Other Information

1. Addenda: In the event it is necessary to revise any part of the request for quotes, addenda will be provided to all who received the request.
2. Freedom of Information Act: Responses and contents therein may be eligible for review under the FOIA.
3. Acceptance: The contents may become an obligation if a contract results. The proposal will be incorporated by reference into any resulting contract to the extent accepted by the Township.
4. Contract Compliance: The selected firm will comply with all relevant requirements of Meridian Township.
5. There is no expressed or implied obligation by the Township to reimburse any expenses incurred in responding to the Request for Proposals.

Electrical Maintenance Contract

(Provide information for all listed items.)

General Information

- Number of Service Technicians _____
- Number of Service Vehicles _____

Scheduled Service Calls

- Typical Response Time (2 days, 1 week, etc.) _____
- Minimum Scheduled Service Call Charge _____
- Scheduled Regular Hourly Rate _____
- Scheduled Overtime Hourly Rate _____
- Mileage Charge per Mile _____

Emergency Calls

- Typical Response Time (1 hour, 4 hours, etc.) _____
- Minimum Emergency Service Call Charge _____
- Emergency Regular Hourly Rate _____
- Emergency Overtime Hourly Rate _____
- Mileage Charge per Mile _____

Invoicing Detail

- Short Description of Work Completed Yes ___ No ___
- Number of Man hours Worked Yes ___ No ___
- List of Materials Used Yes ___ No ___

Please provide an inflationary percentage for each prospective renewal year. If the contract is awarded to you, and the Township elects to renew the contract, these inflationary percentages that you provide in your bid will be used to adjust the pay item pricing for each annual renewal of the contract:

2027: _____.____%

2028: _____.____%

2029: _____.____%

(Attach additional pages to include the information requested in the Scope above [available equipment and rates, available personnel and rates, services offered by your company, etc.]

Date: _____ Company Name: _____

By: _____ Address: _____
Signature

_____ Printed Name

Title: _____ Phone Number: _____

Email Address: _____