

# Town of Granby

15 North Granby Rd. Granby, CT 06035

## Department of Public Works

Telephone (860) 844-5241 Fax (860)653-8959

Email [kseverance@granby-ct.gov](mailto:kseverance@granby-ct.gov)

### Request for Proposals On-Call Electrical Services

#### **INTENT AND DESCRIPTION OF SERVICES NEEDED**

The intention of this Request for Proposal is to have available a list of electricians for projects or emergencies that the Town can call on for services.

The work under this pricing includes the maintenance, repair and replacement of all town owed buildings, associated equipment, sewer pumping stations, components and appurtenances. The contractor must be a licensed electrician and have a general knowledge of town-owned buildings and sewer locations. The timeframe for this pricing is three (3) years starting July 1 of 2025, with an option for two additional years in 1-year increments.

The hours of operation shall be between 7:00am – 4:30pm, Monday through Friday. Emergency or holiday hours shall be hours outside of those listed above with the exception being hours contiguous to normal hours of operation, unless the Town authorizes emergency rates to apply.

The Contractor is requested to respond to service calls within a reasonable time frame, and in the event of an emergency, will respond within one (1) hour of receiving the call for service. The Contractor shall have a twenty-four (24) hour, seven (7) days per week answering service capability and have a well-equipped road vehicle to respond to emergency requests within the stipulated time frame.

All services and repair work shall be performed in compliance with the Town of Granby. The Contractor shall comply with all requirements of the Occupational Safety and Health Act (OSHA) and town building codes.

#### **EVALUATION CRITERIA**

Proposals will be evaluated based on the following requirements and criteria:

- Qualifications and Price
- A list of three (3) client references for whom the contractor has provided similar services
- A track record of providing service excellence

#### **TERMS AND CONDITIONS**

The Town Manager, acting on the behalf of the Town of Granby, reserves the right to reject any or all proposals in whole or part, to award any one service or group of services or all services, to negotiate with any or all companies submitting proposals, and to enter into an agreement with any company for any services mentioned in this RFP; if it is deemed to be in the best interest of the Town of Granby. All submitted proposals become the property of the Town of Granby and will not be returned.

The Town will evaluate and consider all responsive proposals received. It should be noted that the purchase resulting from this RFP will be awarded to the respondent whose proposal is determined to be in the best interest of the Town. Therefore, the proposal offering the lowest cost may not necessarily be the proposal that is selected for award.

### **General Requirements, Reservation of Rights**

The Town reserves the right to waive informalities or to reject any or all proposals when such action is deemed to be in the best interests of the Town. The Town reserves the right to delete such items as it deems necessary from these proposals. Respondents are directed to be certain that they understand the terms and conditions as specified in this RFP.

All exceptions of the respondent to the terms and specifications of this RFP shall be made in writing and submitted in full with the proposal. For all other terms and specifications, submission of a proposal constitutes acceptance by the respondent. It will be expected that all remaining terms and conditions expressed herein are acceptable and shall govern any resulting contract.

The Town reserves the sole right to reject proposals that contain exceptions which are unacceptable. In order to provide the requested services to the Town, the respondent must be able to demonstrate the expertise and flexibility necessary to successfully complete this project.

All items related to the selection of the contractor for this award shall be completed to the satisfaction of the Town Manager. The Town shall not be responsible for any expenses incurred in preparing and submitting a response to this Request for Proposals. The Town further reserves the right to request information from individual respondents and to negotiate fees and/or other terms and conditions.

### **Nondiscrimination**

The firm shall agree and warrant that it will not discriminate or permit discrimination against any person or group of persons on the grounds of sex, race, color, religion, age, marital status, ancestry, national origin, past history of mental health disorder, mental disability, physical disability, or other basis in any manner prohibited by the laws of the United States, the State of Connecticut, or the Town of Granby.

### **INSURANCE REQUIREMENTS**

The awarded Respondent shall be responsible for maintaining insurance coverage in force for the duration of the contract of the kinds and amounts listed below, with an insurance company with an AM Best Rating of A-VIII or better, licensed to write such insurance in the State of Connecticut and acceptable to the Town of Granby.

The insurer shall provide the Town of Granby with Certificates of Insurance, on a form acceptable to the Town, signed by an authorized representative of the insurance company prior to the commencement of performance of this award describing the coverage and providing that the insurer shall give the Town of Granby written notice of at least thirty (30) days in advance of any termination, expiration, or any and all changes in coverage.

Such insurance or renewals or replacements thereof shall remain in force during the Respondent's responsibility under this award.

The Respondent, at the Respondent's own cost and expense, shall procure and maintain all insurances required and shall include the Town of Granby as an Additional Insured on all such insurance, except Workers' Compensation coverage. The Certificate of Insurance shall provide evidence of all required insurances, including Additional Insured and Waivers of Subrogation. The Respondent shall also provide its policy endorsement indicating the Town of Granby as an additional insured.

**1. Workers' Compensation Insurance.** The awarded Respondent shall carry workers' compensation insurance in accordance with the requirements of the laws of the State of Connecticut, and employer's liability limits of Five Hundred Thousand Dollars (\$500,000.00) coverage for each accident, Five Hundred Thousand Dollars (\$500,000.00) coverage for each employee by disease, Five Hundred Thousand (\$500,000.00) policy limit coverage for disease.

**2. Commercial General Liability.** With respect to all operations which awarded respondent performs, it shall carry Commercial General Liability insurance providing for a total limit of One Million Dollars (\$1,000,000.00) coverage per occurrence for each site or project for all damages arising out of bodily injury, personal injury, property damage, products/completed operations, and contractual liability coverage for the indemnification obligations arising under this Agreement. Each annual aggregate limit shall not be less than Three Million Dollars (\$3,000,000.00). The limit may be provided through a combination of primary and umbrella/excess liability policies acceptable to The Town of Granby. Blanket Contractual Liability for liability assumed under this Agreement.

**3. Automobile Liability.** With respect to each owned, non-owned, or hired vehicles, the awarded Respondent shall carry Automobile Liability insurance providing One Million Dollars (\$1,000,000.00).

**4. Excess Liability Coverage.** With respect to the coverage provided by the awarded Respondent for this Project, excess liability insurance will be provided in an amount not less than One Million Dollars (\$1,000,000.00) per occurrence and annual aggregate basis.

**5. Professional Liability.** One Million Dollars (\$ 1,000,000.00) coverage per occurrence for each site or project for all damages arising out of bodily injury, personal injury, and property damage.

**6. Deductibles and Self-Insured Retentions:** Any deductible or self-insured retention must be declared to and approved by the Town of Granby. All deductibles or self-insured retentions are the sole responsibility of the awarded Respondent to pay and/or to indemnify.

**7. Errors and Omissions Insurance.** The awarded Respondent shall provide and maintain Errors and Omissions Insurance with minimum limits of \$2,000,000 per occurrence/annual aggregate. The policy shall not have a deductible greater than \$50,000.00. The Town of Granby shall be named as "Additional Insured." Coverage is to be provided on a primary, noncontributory basis. Waiver of subrogation in favor of the Town of Granby is required on all applicable policies, including workers' compensation. If any policy is written on a "Claims Made" basis, the policy must be continually renewed for a minimum of two (2) years from the completion date of the Contract. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the Contract for two (2) years from the completion date.

## **DEFENSE, HOLD HARMLESS AND INDEMNIFICATION**

The successful proposer agrees, to the fullest extent permitted by law, to defend, indemnify, and hold harmless the Town, its employees, officers, officials, agents, volunteers and independent contractors, including any of the foregoing sued as individuals (collectively, the "Town Indemnified Parties"), from and against all proceedings, suits, actions, claims, damages, injuries, awards, judgments, losses and expenses, including attorney's fees, arising out of or relating, directly or indirectly, to the successful proposer's malfeasance, misconduct, negligence or failure to meet its obligations under the RFP or the Contract. The successful proposer's obligations under this section shall not be limited in any way by any limitation on the amount or type of the successful proposer's insurance. Nothing in this section shall obligate the successful proposer to indemnify the Town Indemnified Parties against liability for damage arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the Town Indemnified Parties. In any and all claims against the Town Indemnified Parties made or brought by any employee of the successful proposer, or anyone directly or indirectly employed or contracted with by the successful proposer, or anyone for whose acts or omissions the successful proposer is or may be liable, the successful proposer's obligations under this section shall not be limited by any limitation on the amount and type of damages, compensation or benefits payable by the successful proposer under workers' compensation acts, disability benefit acts, or other employee benefits acts. The successful proposer shall also be required to pay any and all attorney's fees incurred by the Town Indemnified Parties in enforcing any of the successful proposer's obligations

under this section, which obligations shall survive the termination or expiration of this RFP and the Contract. As a municipal agency of the State of Connecticut, the Town will NOT defend, indemnify, or hold harmless the successful proposer.

These insurance requirements are not meant to be construed as a limitation of liability. The parties agree that the amounts of insurance under this Agreement do not, in any way, limit the Respondent's liability to the Town of Granby by virtue of this promise to indemnify and hold the Town of Granby harmless so that in the event of any settlement of a claim or a judgment in an amount in excess of the amount of insurance coverage carried by the awarded Respondent, the Respondent shall be liable to the Town of Granby for the difference, plus all fees and expenses incurred in collecting same, all at the Respondent's sole cost.

### **FREEDOM OF INFORMATION**

All proposals and any related submittals to the Town are subject to the requirements of the State of Connecticut Freedom of Information Act, regardless of whether they are marked as confidential, proprietary, or in any other manner. By the act of submitting a bid, bidders agree that they will be subject to Connecticut General Statutes Section §1-200 et seq.

### **WORK PRODUCT OWNERSHIP**

All work products provided to the Town following award become the property of the Town upon receipt. The Town of Granby is not responsible for any costs incurred in the preparation of the response to this request.

### **Award**

The Town intends, but is not required, to make an award as a result of this RFP. The award will be made to one vendor who is capable of completing the project or may subcontract the project. In all cases, the awarded vendor will be responsible for the completion of all the work no matter how the project was contracted.

The selected firm must meet all municipal, state and federal AA and EEO practices and requirements including CHRO. MBEs/WBEs/SBEs are encouraged to apply.

### **TOWN OPTIONS**

The Town reserves the right to reject any/all proposals and to waive any requirements, irregularities, or technical defects therein when it is deemed to be in the Town's best interest.

### **ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS AND SUBCONTRACTING**

Any assignment or subcontracting for work to be performed in relation to this request, in whole or in part, and any other interest in conjunction with Town procurement shall not be permitted without the express written consent of the Town.

### **PROCESS**

All contractors wishing to be considered shall submit one (1) completed 'Proposal Fee Form'. Proposals will be received until 11 a.m. on Monday, June 23rd, 2025 in the Town Granby Town Manager's Office, 15 North Granby Road, Granby, CT 06035. All proposals must be clearly marked on the outside of the envelope with: On-Call Electrical Services RFP.

### **QUESTIONS**

All questions regarding this Request for Proposals shall be submitted via email only to Kirk Severance, Director of Public Works, [kseverance@granby-ct.gov](mailto:kseverance@granby-ct.gov). All questions shall be presented at least electronically by 4 PM on June 18th, 2025, to allow for the preparation and distribution of addenda. All respondents are responsible for checking the website for the presence and content of all addenda.

THE TOWN OF GRANBY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION  
EMPLOYER.

**FEES:**

**CERTIFIED ELECTRICIAN HOURLY RATE FOR SERVICES 7:00AM– 4:30pm**

**\$ \_\_\_\_\_**

**LABORER, ASSISTANT HOURLY WAGES RATE FOR SERVICES 7:00AM– 4:30pm**

**\$ \_\_\_\_\_**

**CERTIFIED ELECTRICIAN HOURLY RATE AFTER 4:30pm**

**\$ \_\_\_\_\_**

**LABORER, ASSISTANT HOURLY AFTER 4:30pm**

**\$ \_\_\_\_\_**

**CERTIFIED ELECTRICIAN EMERGENCY/HOLIDAY HOURLY RATE FOR SERVICE**

**\$ \_\_\_\_\_**

**LABORER, ASSISTANT EMERGENCY/HOLIDAY HOURLY RATE FOR SERVICE**

**\$ \_\_\_\_\_**

**CERTIFIED ELECTRICIAN HOURLY RATE FOR PREVALING WAGES**

**\$ \_\_\_\_\_**

**LABORER, ASSISTANT HOURLY RATE FOR PREVALING WAGES**

**\$ \_\_\_\_\_**

**% Increase for July 1, 2026** \_\_\_\_\_

**% Increase for July 1, 2027** \_\_\_\_\_

**CONTRACTOR NAME** \_\_\_\_\_

**COMPANY NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**TOWN, CITY, STATE, ZIP** \_\_\_\_\_

**PHONE OFFICE** \_\_\_\_\_

**CELLULAR**

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**EMAIL**

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**CT LICENSE / REGISTRATION #**

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