November 13, 2020

TO: Electrical Contractors

FROM: NeighborImpact
Zac Tschanz, Facilities Technician

RE: Request for Proposal (RFP)

Introduction
Requesting bids from entities interested in working with NeighborImpact’s Food Bank to assist in feeding more Central Oregon families. This electrical upgrade will accommodate two new structures: one a Food Bank structure for food storage, another a new shed for the Facilities department, and one original building which is also for the Facilities department.

NeighborImpact has a need to supply power for an HVAC unit attached to the Food Bank structure as well as lights and plugs, to supply power to the new Facilities shed for light equipment, and lighting, and to supply the original Facilities shop with power for lighting, and light equipment. Pacific Power has already confirmed the need for 400a 277/480v service and NeighborImpact is seeking work to commence with all due haste.

Agency Overview
NeighborImpact is a 501c3 nonprofit Community Action Agency based in Redmond, Oregon, and provides a variety of services that benefit individuals and families with low incomes in the Central Oregon region of Crook, Deschutes and Jefferson counties. The agency’s mission is “Supporting People, Strengthening Communities.”

The agency’s primary program areas:
1. Head Start and Early Head Start programs
2. Low Income Energy Assistance Program
3. Home Weatherization and Rehabilitation
4. Child Care Resources
5. HomeSource - Asset building and financial literacy programs
6. Housing Assistance and Shelter
7. Emergency Food – Regional food bank functions
8. Lending services – Home rehabilitation, down payment assistance, septic upgrade, and micro-enterprise loans

More information on the agency can be found online at: www.neighborimpact.org.

Objective
NeighborImpact has a need for electrical work to be done at 2303 SW First Street, Redmond, OR 97756 that allows for the use of two new structures; one of which is used to house food for our Food Bank, and an original structure a Facilities shop.

This work will entail the following:
1. Adding new 400 amp 480v 3 phase service for two new, and one existing structures.
2. Adding new 480v-208v step down transformer, and new 208v-200amp-3 phase panel
3. Add (2) new 60 amp single phase sub panels and branch circuits for existing, and new structure
4. Add (2) new 110 amp 480 3 phase sub feeds to power heating units at new tent structure

NeighborImpact reserves the right to reject all proposals, to waive any informality in the proposal, and make award in the best interest of the Agency. All proposals are confidential within the agency.

NeighborImpact is committed to providing or ensuring the following tasks or needs are met, and are not within the scope of work:

1. Trench digging
2. Site plans
3. Layout of trenches
4. Schematic of electrical needs
5. Communications with Power company
6. Information about new transformer location
7. Backfill

Contract Tasks/Work Products/Requirements:
- No tools or equipment are provided by NeighborImpact
- Site clean-up is required daily
- Work should be done during the business week form 7 AM to 5 PM Monday – Friday
- Entry must be secured when workers are not on site
- All bidders must be CCB licensed

Submission Requirements and Deadline
Interested proposers must submit the following:

1. Provide full legal name of the organization, organization type, and a general statement of the organization’s roles and purpose. Provide the name, title and contact information for lead staff person responsible for managing this contract.
2. Scope of work for this project, including a project timeline and description of necessary actions to achieve the contract tasks/work products/requirements.
3. Provide a detailed fee proposal, which includes fixed prices and identifies materials and labor. The proposed fees shall include all costs for providing the services under this contract.
4. Payment for this will be completed on or before December 30th 2020, due to grant funding expiration for this project.

Inquiries about this bid
Prior to November 27, 2020, interested parties are invited to review the site and work required by contacting Zac Tschanz, Facilities Technician, at 541-410-9921 or zact@neighborimpact.org.

Inquiries and requests for information affecting this bid may be submitted by email to Facilities@neighborImpact.org any time prior to noon on November 27th.

If it becomes necessary to revise any part of this bid request to provide additional interpretation of a section or provision, an addendum will be re-sent to all original contractors involved in the process prior to the due date. An opportunity to re-bid based on the subsequent information will be afforded all bidders. And, if an addendum is necessary, NeighborImpact may extend the due date of the bids and the due date for project completion to accommodate such additional information requirements, if necessary.
Evaluation Criteria
Responsive proposers who meet the minimum RFP qualifications will be evaluated based on the RFP criteria. Final ranking and selection will be based upon the criteria and points listed below:

- Demonstrated experience and ability to provide the desired services and produce the contract deliverables (40 points)
- Quality of scope of work and approach to the work under this contract (35 points)
- Quality and competitiveness of cost proposal (20 points)
- Minority or women-owned business (5 points)

Submit proposal and required information by email to Facilities@neighborImpact.org no later than 4pm on Friday December 4, 2020 Pacific Standard Time.

Schedule
RFP advertised – November 13, 2020
Respondent inquiry period ends – November 27, 2020
Proposals due – November 27, 2020, at 4:00 PM Pacific Time
Contract awarded – December 4, 2020

Eligible Contractors
Contractors must be properly insured to perform work under this contract. See the attached Independent Contractor Agreement for insurance requirements.

General Terms and Conditions
See attached NeighborImpact independent contractor agreement. Contractors may choose to present their own proprietary agreement.

Additional Information
If you have additional questions after reviewing this RFP document, contact Zac Tschanz by email at zact@neighborimpact.org.
If you need to contact NeighborImpact between November 24th and 27th contact Elaine Salmonson, Facilities Director, at (541) 420-5757 or at elaines@neighborimpact.org

Attachments: