

City of Auburndale
Auburndale, Florida 33823

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January 17, 2025

CITY OF AUBURNDALE, FLORIDA
INVITATION TO BID
CITY ELECTRICAL MAINTENANCE CONTRACT

The City of Auburndale will receive sealed bids for the City's Electrical Maintenance Contract for all City offices, departments and facilities until Friday, February 7, 2025, at 2:00 p.m. The City's Electrical Maintenance Contract proposal that is accepted and approved by the Auburndale City Commission will take effect March 1, 2025.

One (1) original submittal of the proposal must be addressed to the Assistant City Manager and mailed to Post Office Box 186, Auburndale Florida, 33823, or delivered to the City Manager's Office, City Hall, One Bobby Green Plaza, Auburndale, Florida, 33823, on or before the above specified date and time. Each bid must be submitted in a sealed envelope and addressed to the Assistant City Manager, City of Auburndale, and plainly marked in the lower left corner of the envelope "Sealed Bid – Proposal for the City of Auburndale's Electrical Maintenance Contract. "

Proposers are also required to include a completed Non-collusion Affidavit of Prime Bidder Form and PUR 7068 Form with the sealed bid.

The City reserves the right to reject any or all bids, to waive informalities, to re-advertise, and to accept the bid that is in the best interest of the City, which may not necessarily be the lowest bid. Reasonable variations from bid specifications will be considered.

Sincerely,

Amy Palmer
Assistant City Manager

BID SPECIFICATIONS

1. Prompt and courteous service shall be provided to all City offices, departments and facilities.
2. The successful bidder will be required to provide the necessary electrical services that are needed by the City of Auburndale.
2. The successful contractor shall be available twenty-four (24) hours per day for emergency calls (including weekends and holidays).
3. The successful contractor agrees to notify the City Manager at least twenty-four (24) hours in advance if they will not be available for an emergency situation that may occur. If the contractor is unavailable for emergencies or the City is unable to contact them promptly, the City reserves the right to contact and contract with another contractor to provide any necessary services.
4. City emergencies shall have precedence over all other customers.
5. The successful contractor shall maintain all necessary insurance coverage's as required by local, state and federal law during the term of the Electrical Services Contract including:
 - A. Workers Compensation Insurance, as required by state law, for all employees engaged in work under this contract.
 - B. Property Damage, Automotive and General Liability Insurance of not less than \$100,000 on account of all accidents.
6. The successful contractor shall furnish proof of insurance prior to the commencement of the Electrical Services Contract or when requested by the City of Auburndale.
7. The successful contractor shall be licensed as a Certified or Registered Electrical Contractor with the State of Florida and should maintain all necessary City and County permits and licenses.
8. At the City Manager's discretion, the City reserves the right to seek competitive bids on any electrical project.
9. The successful contractor shall be familiar with the City's electrical installations to expedite emergency repairs.
10. All materials will be furnished by the City of Auburndale except during emergency calls.

11. All tools, equipment, and motor vehicles necessary for making electrical repairs to City departments, offices and/or facilities shall be furnished by the successful contractor.
12. The City shall consider all subcontractors that are retained by the City's selected Electrical Maintenance Contractor and performing electrical work on any City electrical project (other than projects awarded under No. 8 above), as an employee of the City's Electrical Maintenance Contractor. Thus, the selected contractor shall be responsible for all work performed by their subcontractor(s).
13. All electrical installations must be performed in accordance with local, state and federal electrical, building and fire safety codes and regulations.
14. The City's proposed Electrical Maintenance Contract will take effect on March 1, 2025, or on the date of award by the Auburndale City Commission, which ever is later, and will expire on March 1, 2027. An optional two (2) year term, at the City's discretion, will be available. The City also reserves the right to terminate this contract with thirty (30) days notice.
15. The proposed bid should include all costs associated with this Invitation to Bid.

CITY OF AUBURNDALE, FLORIDA

BID FORM
CITY ELECTRICAL MAINTENANCE CONTRACT

The proposed Contractor declares that they will provide all Electrical Maintenance services in accordance with the specifications of this document, and comply with all federal, state and local laws and requirements for the following rates:

Proposed Normal Working Hour Rates (Monday – Friday, 6:00 A.M. - 6:00 P.M.)

Master Electrician - Per Hour \$ _____

Journeyman Level Electrician - Per Hour \$ _____

Electrician's Helper - Per Hour \$ _____

Proposed After Normal Working Hours, Weekend & Holiday Rates (**Holidays recognized by the City of Auburndale)

Master Electrician - Per Hour \$ _____

Journeyman Level Electrician - Per Hour \$ _____

Electrician's Helper - Per Hour \$ _____

Note: This Bid Form should be included with the above referenced information in a sealed envelope. All bids must be returned to the City Manager's Office, City Hall, One Bobby Green Plaza, Auburndale, Florida, by 2:00 p.m., on Friday, February 7, 2025.

Name of Bidder (Please print or type)

Contact Person Telephone No.

Street Address

City, State and Zip code

Signature Date