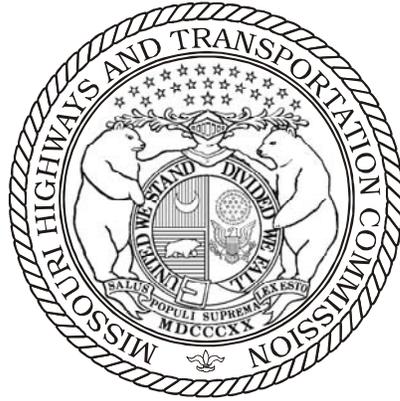


CCO Form: CCO10
 Approved: 6/01 (BDG)
 Revised: 2/02 (BDG)
 Modified:



REQUEST FOR PROPOSALS
COMMERCIAL ELECTRICAL SERVICES
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LIST OF ACRONYMS

MHTC	Missouri Highways and Transportation Commission
MoDOT	Missouri Department of Transportation
RFP	Request for Proposals

INTRODUCTION

This Request For Proposals (**RFP**) seeks proposals from qualified organizations (**Offeror**) to furnish the described services to the Missouri Highways and Transportation Commission (**MHTC**). One original and five (5) copies of each proposal must be mailed in a sealed envelope to **Missouri Department of Transportation, Post Office Box 270, Jefferson City, Missouri 65102, or hand-delivered in a sealed envelope to the Facilities Management Office in the Highway and Transportation Building at 2211 St. Mary's Boulevard, Jefferson City, Missouri.** Proposals must be returned to the office of Facilities Management no later than **1:00 p.m., September 30, 2004.**

MHTC reserves the right to reject any and all bids for any reason whatsoever.

PROPOSAL

- (1) The Offeror shall provide a fee proposal to MHTC on the **PRICE PAGE** in accordance with the terms of this RFP.

- (2) The Offeror agrees to provide the services at the fees quoted, under the terms of this RFP.

Authorized Signature of Offeror: _____

Date of Proposal: _____

Printed or Typed Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Electronic Mail Address: _____

ACCEPTANCE

This proposal is accepted by MHTC.

(Name and Title)

Date

SECTION (1):
GENERAL DESCRIPTION AND BACKGROUND

- (A) Request for Proposal: This document constitutes a Request For Proposal (RFP) Proposals for term time and material commercial electrical service contract(s) will be received by the Missouri Department of Transportation at its **Central Office, 2211 St. Mary's Boulevard, PO Box 270, Jefferson City, MO 65102 until 1:00 p.m., September 30, 2004.** Project and service calls for commercial electrical services may be required in the Northern Central District which includes **Macon Missouri**, and various locations in Missouri counties of Adair, Putnam, Schuyler, Sullivan, Mercer, Grundy, Livingston, Linn, Macon, Randolph, Chariton, Carroll, Saline and Howard. Official information and copies of the RFP may be obtained from the **MoDOT Northern Central Office, US Route 63 Macon, MO beginning September 15, 2004.** The Jefferson City point of contact for this request is Clayton Hanks, C.P.M., CPPO and he may be reached by telephone at 573-522-9565 or emailed at Clayton.Hanks@modot.mo.gov. The Macon point of contact for this request is Judy Franke, CPPB and she may be reached by telephone at 660-385-8269 or emailed at Judy.Franke.modot.mo.gov.
- (B) Background: In the past MoDOT would bid each Facilities construction, renovation, and maintenance project separately if it exceeded the competitive bid threshold of \$3,000. The establishment of time and material price based Electrical Services contract should reduce the administrative burden and allow for quicker project completion.
- (C) Fiscal Year: The fiscal year runs from July 1-June 30.

SECTION (2):
SCOPE OF WORK

1. SCOPE OF WORK

Project and service calls for commercial electrical services may be required in the Northern Central District which includes Macon Missouri, and various locations in Missouri counties of Adair, Putnam, Schuyler, Sullivan, Mercer, Grundy, Livingston, Linn, Macon, Randolph, Chariton, Carroll, Saline and Howard.

1.1. Contractual Requirements – General

- 1.1.1. The contractor shall provide Commercial Electrical work for the Department of Transportation (MoDOT) at various buildings (refer to Appendix A) located in District Two Northern Central - Macon Headquarters and various locations in fourteen counties, in accordance with the provisions and requirements specified herein. The contractor shall provide COMMERCIAL ELECTRICAL services on an as needed, if needed basis: (1) on an “hourly work” basis, and/or (2) on an “electrical project” basis as described below. The contractor shall understand and agree that the MoDOT cannot guarantee any amount of the contractor’s Electrical services, which may be required.
- 1.1.2. “Hourly work” shall be defined as occasional assistance of one (1) or more persons on a temporary basis in District Two - Macon Headquarters and Various Fourteen Counties.
- 1.1.3. “Electrical project” shall be defined as a project involving Commercial Electrical services during the contract period that may include, but not necessarily be limited to: electrical demolition, grounding and bonding, installation of service entrances, service distribution components, 3 wire, 120/240v 1 phase wiring, 4 wire, 277/480v 3 phase wiring, motor control center components, data and telecommunications, control wiring, emergency power generation, indoor and outdoor lighting, etc. Services provided may include adding service/components to accommodate relocation, reconfiguration of existing electrical systems, and providing testing and balancing of associated electrical systems in MoDOT buildings located in the specified counties.

1.2. Contractual Requirements – Performance

- 1.2.1. The contractor must provide qualified personnel to provide Commercial Electrical services in a manner satisfactory to and acceptable by MoDOT.
- 1.2.2. The contractor must provide skilled, experienced Electrical craftsman directly employed and supervised by the contractor and shall agree and understand that any and all Electrical services performed pursuant to the contract must be performed by and under the supervision of such Electrical craftsman.
- 1.2.3. Any person providing Electrical services pursuant to the contract, including the Electrical craftsman shall be subject to the approval of MoDOT.
- 1.2.4. The contractor’s workmanship shall meet or exceed the current BOCA codes, International Electrical Codes, NEC, NFPA, standards, manufacturer’s recommendations, and other jurisdictional codes as required.
- 1.2.5. Since each Electrical service may differ in specific detail, the contractor shall familiarize himself/herself and perform work in a professional manner, so as to coincide with each building system.

- 1.2.6. Unless otherwise specified herein, the contractor shall provide all tools, equipment, building materials, and supplies necessary for performing the Electrical services specified herein. However, MoDOT reserves the right to furnish some building materials.
- 1.2.7. Prior to performing any Electrical services pursuant to the contract, the contractor and/or contractor's employees must contact the MoDOT Building Manager or his/her designated representative.
- 1.2.8. The MoDOT project coordinator or designee reserves the right to observe and witness any and/or all electrical services performed pursuant to the contract.
- 1.2.9. The contractor shall provide services during regular time as well as overtime. Regular time and overtime are defined as follows:
 - The Missouri Division of Labor Standards as defined in the Annual Wage Orders publishes regular and Overtime hours for the various building construction trades. Wage Order 11 which is applicable to this solicitation is attached.
- 1.2.10. Hourly Work Requirements: If requested by MoDOT, the contractor shall provide one (1) or more persons to provide Electrical services on a temporary, hourly work basis.
- 1.2.11. The contractor must provide Electrical services **within ten (10) working days** after receiving notification from MoDOT of the need for such services.
- 1.2.12. In cases that are identified as an **emergency** by the Building Manager of his/her representative, Electrical service response shall be **within four (4) hours** after receiving notification. This response time is required around the clock every day of every year.
- 1.2.13. Contractor may not assign their obligation to another company.
- 1.2.14. MoDOT reserves the right to perform any of the work described in this agreement with its own employees.
- 1.2.15. This shall not restrict MoDOT to use this particular contractor in subsequent projects bid out to General Contractors. MoDOT reserves the right to bid out service projects, based on project size, cost effectiveness, time-constraints, etc. when necessary to obtain best value.

1.3. Electrical Project Requirements (less than \$25,000)

- 1.3.1. If an Electrical service need is considered an "Electrical Project", MoDOT shall notify the contractor of the Electrical work required and of a general description of the project. The contractor shall agree and understand that service projects may include but not necessarily be limited to any of the services described in the general requirements and/or any of the following requirements:
 - Install conduit, conductors, wiring devices.
 - Demolish conduit, conductors, wiring devices.
 - Remove/add/relocate branch circuits, switchboards, panels, motor starters & controls.
 - Remove/add/relocate thermostats/controls and associated wiring/tubing as required.
 - Remove/relocate/add/repair other Electrical services as required.
 - Install Uninterruptible Power Supply/Conditioner Transformers.

- 1.3.2. By no later than one (1) calendar week after notification by MoDOT, the contractor must inspect the job site of the service project and must provide MoDOT with a written work plan which, at a minimum, contains the following information:
- The services and materials required to complete the service project.
 - The number of hours required to complete the service project.
 - A guaranteed not-to-exceed price for completing the service project utilizing the firm, fixed prices stated on the Pricing Page and the applicable classifications.
 - A complete list of parts and/or materials (**not including tools and equipment**) needed to complete the service project.
 - The guaranteed completion date of the service project with Liquidated Damages in the amount of \$250.00 per working day, for each day the work is not completed after the agreed completion date.
 - The contractor may be required to provide design documentation (blueprints) as a portion of the written work plan and “as built” drawings.
- 1.3.3. MoDOT shall review the work plan and shall have the right to request modifications, changes, or additional elaboration to the written work plan in order to ensure successful completion of the service project according to MoDOT’s needs. MoDOT reserves the right to accept or reject all or any portion of the contractor’s written work plan. In addition, MoDOT reserves the right after viewing the contractor’s written work plan to bid out the “service project” when necessary to obtain best value.
- 1.3.4. If the contractor’s written work plan is accepted, the MoDOT Building Manager or his/her designated representative shall sign the work order releasing the contractor approval to proceed with the service project. The contractor shall not begin providing the Electrical services until written approval to proceed is received from MoDOT.
- 1.3.5. By no later than two (2) calendar weeks after receiving written approval to proceed from MoDOT, the contractor shall provide the Electrical services as approved in the written work plan and as necessary for completing the service project within the time frames approved in the written work plan.
- 1.3.6. The contractor shall agree and understand that MoDOT shall have the right to make changes in the requirements of a service project (size, configuration, etc.) prior to and during the contractor’s work on the service project.
- 1.3.7. If MoDOT notifies the contractor of such changes, the contractor must submit a written change order to MoDOT if there are any changes to the approved written work plan as a result of MoDOT’s changes in the requirements of the service project (e.g. types of ELECTRICAL services, number of hours of each type of Electrical service, the guaranteed not-to-exceed price, parts and/or materials, time frames for completion of the service project).
- 1.3.8. The contractor must again receive MoDOT’s written approval signature on the change order before proceeding with the changes specified in the change order before deviations from the approved written work plan on that particular service project shall be allowed.
- 1.3.9. Upon completion of a service project, MoDOT project coordinator shall inspect the service project and notify the contractor of the acceptability of the completed service project and verify the completion date. If the service project is not acceptable to MoDOT, the contractor shall take corrective action as determined necessary by MoDOT project coordinator.

1.4. Electrical Project Requirements (\$25,000 and greater)

- 1.4.1. Large project is defined as any construction, re-construction, renovation, and building maintenance work \$25,000 or greater.
- 1.4.2. MoDOT may use the pricing terms established on the pricing page of this solicitation.
- 1.4.3. MoDOT may use the requirements in 1.3. of this solicitation; however, a bilateral contract between the contractor and the MHTC must be executed before work commences. The formal bilateral contract for large projects shall include the mandatory statutory terms that apply.

1.5. Contractual Requirements – Other

- 1.5.1. Contract: A binding contract shall consist of: (1) the RFP and any amendments thereto, (2) the contractor's response (bid) to the RFP, (3) clarification of the bid, if any, and (4) MoDOT's acceptance of the bid by "notice of award" or by "purchase order". All Exhibits and Attachments included in the RFP shall be incorporated into the contract by reference.
- 1.5.2. The notice of award does not constitute a directive to proceed. Before providing equipment, supplies, and/or services, the contractor must receive authorization from the MoDOT Building Manager or his/her designated representative prior to any services being performed.
- 1.5.3. The contract expresses the complete agreement of the parties and performance shall be governed solely by the specifications and requirements contained therein.
- 1.5.4. Any change to the contract, whether by modification and/or supplementation, must be accomplished by a formal change order signed and approved by and between the duly authorized representative of the contractor and MoDOT or by a field work-order prior to the effective date of such modification. The contractor expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence from MoDOT, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification to the contract.
- 1.5.5. Contract Period: The original contract period shall be one-year from date of award. The contract shall not bind, nor purport to bind, MoDOT for any contractual commitment in excess of the original contract period. **MoDOT shall have the right, at its sole option, to renew the contract for four additional one-year periods or any portion thereof.** In the event MoDOT exercises such right, all terms and conditions, requirements and specifications of the contract shall remain the same and apply during the renewal period, pursuant to applicable option clauses of this document.
- 1.5.6. Renewal Periods: If the option for renewal is exercised by MoDOT: the contractor shall agree that the prices for the renewal period shall not exceed the maximum percent of increase for the applicable renewal period stated on the Pricing Page of the contract. In addition, MoDOT does not automatically exercise its option for renewal based upon the maximum percent of increase and reserves the right to offer or to request renewal of the contract at a price less than the maximum percent of increase stated. MoDOT reserves the right to use the appropriate published "consumer price index" to establish a percentage of annual increase assuring the contractor and MoDOT can reach common ground for price negotiations at renewal times.
- 1.5.7. If renewal percentages are not provided, the prices during renewal periods shall be the same as during the original contract period.

**SECTION (3):
AGREEMENT REQUIREMENTS**

This RFP shall be governed by the following contract provisions. The award of this RFP is subject to a post-award negotiated contract. These same contract provisions will appear in the post-award negotiated contract. If the parties are unable to agree to terms in the post-award contract, MHTC shall reserve the right to cancel the award of the RFP and contract and select a different offeror.

- (A) **MHTC's Representative:** MoDOT's is designated as MHTC's representative for the purpose of administering the provisions of the Agreement as defined in Paragraph (E) of this section. MHTC's representative may designate by written notice other persons having the authority to act on behalf of MHTC in furtherance of the performance of the Agreement. The Offeror shall fully coordinate its activities for MHTC with those of the Facilities Manager. As the work of the Offeror progresses, advice and information on matters covered by the Agreement shall be made available by the Offeror to the Facilities Manager throughout the effective period of the Agreement.
- (B) **Release to Public:** No material or reports prepared by the Offeror shall be released to the public without the prior consent of MHTC's representative.
- (C) **Assignment:** The Offeror shall not assign or delegate any interest, and shall not transfer any interest in the services to be provided (whether by assignment, delegation, or novation) without the prior written consent of MHTC's representative.
- (D) **Components of Agreement:** The Agreement between MHTC and the Offeror shall consist of: the RFP and any written amendments thereto, the proposal submitted by the Offeror in the response to the RFP and the post-award contract agreement signed between the parties. However, MHTC reserves the right to clarify any relationship in writing and such written clarification shall govern in case of conflict with the applicable requirements stated in the RFP or the Offeror's proposal. The Offeror is cautioned that its proposal shall be subject to acceptance by MHTC without further clarification.
- (E) **Participation by Minorities and Women Encouraged:**
 - 1. No contracting quotas or "set-asides" apply to this contract. However, each firm is encouraged to use race and gender neutral methods to encourage more interest and potential participation in this contract work by minorities and women, both as employees of the contracting firm, and as the owners of firms that are subcontractors or suppliers to the selected contractor.
 - 2. Each Offeror is required to specify in its proposal the firms's anticipated employment of minority and women employees as a percentage of its overall employee population. The Offeror may provide other information on its employment of women and minorities as well, relating to this particular contract work. And further, each Offeror is required to specify in its proposal those minority-owned and women-owned firms that the Offeror intends to use as subcontractors or supplies in the performance of this contract work, and the approximate percentage (by dollar value) of the total contract work that these minority-owned and women-owned firms will receive, if the Offeror is awarded this contract. This data may be used by MoDOT to evaluate the proposals and determine the ranking of each Offeror.
- (F) **Cancellation:** MHTC may cancel the Agreement at any time by providing the Offeror with written notice of cancellation. Should MHTC exercise its right to cancel the Agreement for such reasons, cancellation will become effective upon the date specified in the notice of cancellation sent to the Offeror and as provided in the bond trust indenture.

- (G) **Ownership of Reports:** All documents, reports, exhibits, etc. produced by the Offeror at the direction of MHTC's representative and information supplied by MHTC's representative shall remain the property of MHTC.
- (H) **Confidentiality:** The Offeror shall not disclose to third parties confidential factual matters provided by MHTC's representative except as may be required by statute, ordinance, or order of court, or as authorized by MHTC's representative. The Offeror shall notify MHTC immediately of any request for such information.
- (I) **Nonsolicitation:** The Offeror warrants that it has not employed or retained any company or person, other than a bona fide employee working for the Offeror, to solicit or secure the Agreement, and that it has not paid or agreed to pay any percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or making of the Agreement. For breach or violation of this warranty, MHTC shall have the right to annul the Agreement without liability, or in its discretion, to deduct from the Agreement price or consideration, or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.
- (J) **Conflict of Interest:** The Offeror covenants that it presently has no actual conflict of interest or appearance of conflict of interest and shall not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of the services under this Agreement. The Offeror further covenants that no person having any such known interest shall be employed or conveyed an interest, directly or indirectly, in this Agreement.
- (K) **Maintain Papers:** The Offeror must maintain all working papers and records relating to the Agreement. These records must be made available at all reasonable times at no charge to MHTC and/or the Missouri State Auditor during the term of the Agreement and any extension thereof, and for three (3) years from the date of final payment made under the Agreement.
1. MHTC's representative shall have the right to reproduce and/or use any products derived from the Offeror's work without payment of any royalties, fees, etc.
 2. MHTC's representative shall at all times have the right to audit any and all records pertaining to the services.
- (L) **Indemnification:** The Offeror shall be responsible for injury or damages as a result of any services and/or goods rendered under the terms and conditions of this Agreement. In addition to the liability imposed upon the Offeror on the account of personal injury, bodily injury, including death, or property damage, suffered as a result of the Offeror's performance under this Agreement, the Offeror assumes the obligation to save harmless MHTC, including its agents, employees and assigns, and to indemnify MHTC, including its agents, employees and assigns, from every expense, liability or payment arising out of such wrongful or negligent act or omission, including legal fees. The Offeror also agrees to hold harmless MHTC, including its agents, employees and assigns, from any wrongful or negligent act or omission committed by any subcontractor or other person employed by or under the supervision of the Offeror for any purpose under this Agreement, and to indemnify MHTC, including its agents, employees and assigns, from every expense, liability or payment arising out of such wrongful or negligent act or omission. Any requirement of the Offeror that MHTC indemnify and hold harmless the Offeror in its response to this RFP or in the post-award contract will result in the Offeror's response being deemed non-responsive and will be rejected.
- (M) **Compliance with General Conditions:** The Offeror shall comply with all provisions of the Standard Bid/Proposal Provisions, General Terms and Conditions and Special Terms and Conditions which are attached to this RFP.

**SECTION (4):
PROPOSAL SUBMISSION INFORMATION**

(A) SUBMISSION OF PROPOSALS

1. **Pricing and Signature:** Respondents **must** use forms provided by the Agency. If additional space is necessary, respondents should attach additional sheets referencing the appropriate response page. Proposals should be priced, signed and returned (with necessary attachments) to the **Missouri Department of Transportation, Post Office Box 270, Jefferson City, Missouri 65102-0270**, or hand-delivered in a sealed envelope to the **Facilities Management Office in the Highway and Transportation Building at 2211 St. Mary's Boulevard, Jefferson City, Missouri**. Specifically, **any** form containing a signature line in this RFP and any amendments, pricing pages, etc., **must** be manually signed and returned as part of the proposal.
2. **Submission of All Data Required:** The Offeror must respond to this RFP by submitting all data required in paragraph (B) below for its proposal to be evaluated and considered for award. Failure to submit such data shall be deemed sufficient cause for disqualification of a proposal from further consideration.
3. **Public Inspection:** The Offeror is hereby advised that all proposals and the information contained in or related thereto shall be open to public inspection after full award and contract execution and that MHTC does not guarantee nor assume any responsibility whatsoever in the event that such information is used or copied by individual person(s) or organization. All information pertaining to this request and resulting responses will not be available for review until a final contractual agreement is reached with the lowest and best responses received. Therefore, the Offeror must submit its proposal based on such conditions without reservations.
4. **Clarification of Requirements:** Any and all questions regarding specifications, requirements, competitive procurement process, or other questions must be directed to Clayton Hanks, C.P.M., CPPO, Missouri Department of Transportation, P. O. Box 270, Jefferson City, Missouri, 65102, Clayton.Hanks@modot.mo.gov. (573) 522-9565,

(B) REQUIRED ELEMENTS OF PROPOSAL

1. **Experience.** The proposal must clearly identify the Offeror's experience in offering the services requested in this RFP during the past three (3) years. The description should include a list of the agencies your institution has served or currently serves. Documentation of Experience and References should be provided on the forms in Section (6).
2. **Personnel.** Please indicate the name, location, telephone number, fax number and email address of the primary contact person for the Offeror. Information presented in this section should highlight the previous Offeror experience, as well as any work with other state agencies or local governments in Missouri. Offeror must furnish a complete listing of each subconsultant, if any, and complete contact information for that subconsultant. Employee qualification documentation should be provided on the forms in Section (7).
3. **References.** Proposals should indicate the name, title and telephone number of at least three officials or clients within the past three years. Documentation of Experience and References should be provided on the forms in Section (6).

(C) EVALUATION CRITERIA AND PROCESS

- 1. Evaluation Factors:** Any agreement for services resulting from this RFP shall be awarded to the Offeror providing the best proposal to MHTC. After determining responsiveness, proposals will be evaluated in accordance with the following criteria:

A.	Experience, expertise and reliability;	30%
B.	Cost;	50%
C.	Recommendations from references;	20%

- 2. Historic Information:** MHTC reserves the right to consider historic information and facts, whether gained from the Offeror's proposal, question and answer conferences, references, or other sources, in the evaluation process.

- 3. Responsibility to Submit Information:** The Offeror is cautioned that it is the Offeror's sole responsibility to submit information related to the evaluation categories and that MHTC's representative is under no obligation to solicit such information if it is not included with the Offeror's proposal. Failure of the Offeror to submit such information may cause an adverse impact on the evaluation of the Offeror's proposal.

(D) PRICING

- 1. Fee Schedule:** The Offeror must submit a proposed fee for all services defined in the Scope of Work. This fee must be shown on Section (5), Price Page, of this proposal which must be completed, signed and returned with the Offeror's proposal.

**SECTION (5):
PRICE PAGE**

Electrical Service Work - The bidder shall provide a firm fixed price in the tables below, for regular time, overtime and mileage rates, for providing Electrical services in any of the four “County Service Areas” below (for a colored map refer to Appendix B). All costs associated with providing the required services shall be included in the stated price(s).

Work hours will include, travel time to the work site only, with no travel time allowed on the return trip. Travel time will begin when contractor leaves for proposed work site.

**Service Area A -Kirksville
Adair, Putnam, Schuyler and Sullivan**

<u>Item</u>	<u>Labor Description</u>	<u>Regular Time “Hourly rate”</u>	<u>Overtime Rate “Hourly rate”</u>	<u>Mileage Rate “Cost per mile”</u>
001	Electrical Journeyman			
002	Electrical Apprentice			
003	Laborer Skilled			

**Service Area B - Chillicothe
Mercer, Grundy, Livingston and Linn**

<u>Item</u>	<u>Labor Description</u>	<u>Regular Time “Hourly rate”</u>	<u>Overtime Rate “Hourly rate”</u>	<u>Mileage Rate “Cost per mile”</u>
004	Electrical Journeyman			
005	Electrical Apprentice			
006	Laborer Skilled			

**Service Area C - Macon
Macon, Randolph and Chariton
Macon County includes District HQ Office and Special Crews Complex North of Macon**

<u>Item</u>	<u>Labor Description</u>	<u>Regular Time “Hourly rate”</u>	<u>Overtime Rate “Hourly rate”</u>	<u>Mileage Rate “Cost per mile”</u>
007	Electrical Journeyman			
008	Electrical Apprentice			
009	Laborer Skilled			

Authorized Signature of Offeror: _____

**SECTION CONTINUED (5):
PRICE PAGE**

**Service Area D - Marshall
Carroll, Saline and Howard**

Item	<u>Labor Description</u>	<u>Regular Time</u> "Hourly rate"	<u>Overtime Rate</u> "Hourly rate"	<u>Mileage Rate</u> "Cost per mile"
010	Electrical Journeyman			
011	Electrical Apprentice			
012	Laborer Skilled			

Renewal Period: **The bidder must indicate below the maximum allowable percentage of price increase or guaranteed minimum percentage of price decrease applicable to the renewal option years. If a percentage is not quoted (i.e. left blank), the state shall have the right to execute the option at the same price(s) quoted for the original contract period. Statements such as "a percentage of the then-current price" or "consumer price index" are NOT ACCEPTABLE.**

All increases or decreases shall be calculated against the **ORIGINAL** contract price, **NOT** against the **previous year's price**. A cumulative calculation shall not be utilized.

	<u>Maximum Increase</u>	OR	<u>Minimum Decrease</u>
1st Renewal Period:	original price + ____%	OR	original price - ____%
2nd Renewal Period:	original price + ____%	OR	original price - ____%
3rd Renewal Period:	original price + ____%	OR	original price - ____%
4th Renewal Period:	original price + ____%	OR	original price - ____%

Notice: do not complete both a maximum increase and a minimum decrease for the same renewal period.

Authorized Signature of Offeror: _____

SECTION (6):
 BIDDER'S EXPERIENCE AND RELIABILITY

Experience and reliability of the bidder's organization will be considered in the evaluation for awarding this contract. Therefore, the bidder is advised to submit adequate information to document successful and reliable experience in past performance. Complete the following forms to provide this information. Attach additional pages if necessary.

1	PRIOR SERVICES PERFORMED FOR:
	Company Name
	Street Address
	City, State, Zip
	Company Contact Familiar with Your Performance
	Company Contact's Title
	Telephone Number
	Type of Work Performed
Description of Work Performed:	

2	PRIOR SERVICES PERFORMED FOR:	
Company Name		
Street Address		
City, State, Zip		
Company Contact Familiar with Your Performance		
Company Contact's Title		
Telephone Number		
Type of Work Performed		
Description of Work Performed:		

3	PRIOR SERVICES PERFORMED FOR:	
Company Name		
Street Address		
City, State, Zip		
Company Contact Familiar with Your Performance		
Company Contact's Title		
Telephone Number		
Type of Work Performed		
Description of Work Performed:		

4	PRIOR SERVICES PERFORMED FOR:
Company Name	
Street Address	
City, State, Zip	
Company Contact Familiar with Your Performance	
Company Contact's Title	
Telephone Number	
Type of Work Performed	
Description of Work Performed:	

5	PRIOR SERVICES PERFORMED FOR:	
	Company Name	
	Street Address	
	City, State, Zip	
	Company Contact Familiar with Your Performance	
	Company Contact's Title	
	Telephone Number	
	Type of Work Performed	
Description of Work Performed:		

CERTIFICATION AND TRAINING SUMMARY:

Company Name	
Street Address	
City, State, Zip	
Employee Name	
Employee's position in the Company	
Employee Signature	

List Certifications and Training (Journeyman, Apprentices, BAT, etc.), include expiration dates (attach certificates):

CERTIFICATION AND TRAINING SUMMARY:

Company Name	
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Employee Signature	

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