

**INVITATION TO BID (ITB)**

**Electrical Services**

**ITB #25-0221**

**Issue Date: February 21st, 2025**

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# **ITB ADMINISTRATIVE INFORMATION**

Issued: **February 21st 2025**

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| ITB Title: | **ITB #25-0221** |
| ITB Project Description: | LC State Campus Electrical Services |
| ITB Lead: | Jessica Waddington, Purchasing Director  Lewis-Clark State College  500 8th Ave  Lewiston, ID 83501  [Jlwaddington@lcsc.edu](mailto:Jlwaddington@lcsc.edu)  Ph: 208-792-2431 |
| Submitting Bids  Submitting Manually:  Submit electronically to LC State via e-mail:    BIDS MUST BE RECEIVED BY PURCHASING AT THE ADDRESS AND BY THE REQUIRED DATE AND TIME IDENTIFIED IN THIS SECTION | Jessica Waddington, Purchasing Director  Lewis-Clark State College  Administration Building rm. 104  500 8th Ave  Lewiston, ID 83501  [Jlwaddington@lcsc.edu](mailto:Jlwaddington@lcsc.edu)  **Submit by: March 28th 2025, 5:00 PM Pacific Time** |
| LC State Purchasing website | <https://www.lcsc.edu/purchasing/vendors/current-solicitations>  All ITB information and updates will be posted here. |
| Pre-Bid Virtual Conference Date/Time:  Pre-Bid Virtual Conference Location: | **March 4th 2025, 11:00 AM Pacific Time**  Contact the ITB lead for virtual conference link. **Attendance is optional.** |
| Deadline to Receive Questions: | **March 11th 2025, 5:00 PM Pacific Time** |
| Anticipated Release of Answers to Questions: | **March 18th 2025, 5:00 PM Pacific Time** |
| ITB Closing Date: | **March 28th 2025, 5:00 PM Pacific Time** |
| ITB Opening Date: | **March 31st 2025, 10:00 AM** Pacific Time, in Purchasing Department on the first business day following the Closing Date. (Opening will be completed virtually. Email ITB Leads for attendance details). |
| Validity of Bid | Bids are to remain valid for ninety (90) calendar days after the scheduled ITB Opening date. Bids submitted with a validity period of less than this will be found unresponsive and will not be considered. |
| Anticipated Selection/Award Date: | **April 11th 2025** |
| Initial Term of Contract and Renewals: | Initial Term of the Contract shall be for a period of twelve (12) months. Following the Initial Term, the parties may extend the Contract by an additional two (2), one (1) year term. |
| **Lewis-Clark State college standard contract terms and conditions INCORPORATED BY REFERENCE: https://www.lcsc.edu/purchasing/vendors** | |

# **Overview**

## Purpose

Lewis-Clark State College “LC State” is requesting Bids to establish a standing contract for the performance of electrical services at LC State’s Lewiston, Idaho campus and associated properties, on an as needed basis. These preventative maintenance services, as defined by Idaho State Statute 67-5710B, are for corrective repairs or replacements within existing state-owned, or state- operated facilities, and result from its determination that wear, tear, and/or changes are anticipated, and continuous corrective actions are required to ensure peak efficiency and to minimize deterioration.

## General

LC State reserves the right to accept or reject any bid as it deems in order to best serve its convenience and/or is found to be in the best interest of the college.

For all qualified Bidders wishing to submit a response to this solicitation, an optional Pre-Bid Conference will be held at the date and time identified in the ITB Administration Information section. RSVP with the ITB lead for details.

The pre-bid conference will be used to explain, clarify, or identify areas of concern in the ITB. Those asking formal responses to questions asked during the pre-bid conference are REQUIRED to submit those questions to the college in writing by the designated “Deadline to Receive Questions” period.

All ITB documents shall be posted to the LC State Purchasing website: <https://www.lcsc.edu/purchasing/vendors/current-solicitations>

## Questions and Modifications

All questions must be submitted to the ITB Lead by the date and time noted in the ITB Administration Information section above. Questions must be submitted using the “Attachment 1 – Bidder Questions” form via email to the ITB Lead at the email address listed above. Official answers to all questions will be posted on the college’s website as indicated in the ITB Administration Information section.

LC State Terms and Conditions are located at: <https://www.lcsc.edu/purchasing/vendors>.

These terms are incorporated into this ITB by reference, and any requested modifications must be submitted, using Attachment 2- Modification and Exception Form, by the Deadline to Receive Questions. The college will not negotiate these requirements after the date and time set for receiving questions. Questions regarding these requirements must contain the following:

### The term or condition in question;

### The rationale for the specific requirement being unacceptable to the Bidder (define the deficiency);

### Recommended verbiage for the college’s consideration that is consistent in content, context, and form with the college’s requirement that is being questioned; and

### Explanation of how the college’s acceptance of the recommended verbiage is fair and equitable to both the college and the Bidder.

Bids that qualify the offer based upon LC State’s accepting other terms and conditions not found in the ITB or which take exception to the college’s terms and conditions will be found non-responsive, and no further consideration of the Bidder’s bid will be given.

## Bid Opening

Bid opening will be held at the time indicated in ITB Administration Information section above. This will be via a virtual meeting. In order to receive meeting details, those choosing to participate must pre-register via email to the ITB Lead, with the name and contact information of all participants.

# **Instructions for submission of bids**

## Any qualified Bidder may submit a bid. To qualify as a Bidder for award of a contract the Bidder must: 1) Add value in the contract by actually performing, controlling, managing, or supervising the services to be provided; and 2) Be a business properly licensed in the State of Idaho to perform, on a regular basis, the services that are the subject of the ITB.

## Bids must demonstrate that Bidders have the professional credentials and ability to complete the described functions of this ITB.

## In order to be considered for award, the Bid must be submitted via email or submitted manually to the address specified in ITB Administration Information section of the ITB, no later than the date and time specified in the ITB Administration Information. No late bid will be accepted.

## Bids must be submitted with Attachment 3 Signature Page, without modification. Failure to include a signed, complete, unmodified, Attachment 3 Signature Page shall result in a finding that the Bid is non-responsive, and no further consideration will be given to the Proposal.

## The bid must be addressed to the ITB Lead and clearly marked “Electrical Services ITB #25-0221”

## Amendment Confirmation: If the ITB is amended, the Bidder must acknowledge each amendment with a signature on the acknowledgement form provided with each amendment. Failure to return a signed copy of each amendment acknowledgement form with the proposal may result in the bid being found unresponsive.

## All correspondence will be in writing. In the event that it becomes necessary to revise any part of this ITB, addenda will be posted at <https://www.lcsc.edu/purchasing/vendors/current-solicitations>. It will be the responsibility of the Bidder to monitor the site for any updates or amendments. Any oral interpretations or clarifications of this ITB shall not be relied upon.

## No verbal bids or verbal modifications will be considered.

## All costs incurred in the preparation and submission of a proposal in response to this ITB, including, but not limited to, Bidder’s travel expenses to attend the pre- proposal conference, proposal opening and presentation or negotiation sessions, must be the sole responsibility of Bidder and will not be reimbursed by LC State.

## An appeal by a Bidder of a bid specification must be filed in accordance with the Procurement Appeals Procedures, which is located here: <https://www.lcsc.edu/purchasing/vendors>.

## ITB Response Requirements

Your bid submission must consist of the following:

* **Completed Attachment 3 - Signature Page**
* **Completed Attachment 4 - Price Schedule**
* **Completed Attachment 5 - References (see section 4.3 and Attachment 5)**
* **Completed Attachment 6: Contractor’s Affidavit: Alcohol and Drug-Free Workplace**
* **All Pass/Fail requirements listed in section 4.3**
* **A summary of your company’s experience showing how you meet the requirements to perform the services described herein.**
* Attachment 1 – Bidder’s Questions (if applicable)
* Attachment 2- Modification and Exception Form (if applicable)
* Acknowledgement of Amendments (if applicable)

# **Insurance and bonds**

## In the performance of a contract that results from this ITB, the Contractor is responsible for all costs associated with compliance: 1) to all applicable federal, state, and county regulations, codes, and laws; 2) to procure and be responsible for all required insurances, licenses, permits and bonds; and 3) to pay all applicable federal, state, and county taxes. The college reserves the right to request bond rates and safety records for additional review.

## The Contractor and its sub-Contractors, if applicable, are required to carry the types and limits of insurance found here: <https://www.lcsc.edu/administrative-services/risk-management/certificates-of-insurance>. Contractor is required to provide the college with a Certificate of Insurance meeting the requirements listed in the Insurance Requirements prior to contract signing.

# **TERMS OF THE PROCUREMENT PROCESS**

## To be considered responsive, Bidders should adhere to all requirements of this ITB. The determination of whether a bid is responsive is a determination made solely by LC State. The college reserves the right to waive any non-material variation that does not violate the overall purpose of the ITB, frustrate the competitive bidding process, or afford any Bidders an advantage not otherwise available to all Bidders.

## Bids should be submitted on the most favorable terms from both a price and technical standpoint which Bidders can propose. The college reserves the right to accept any part of a bid, or reject all or any part of any bid received, without financial obligation, if the college determines it to be in the best interest of the college to do so.

## EVALUATION CRITERIA (See also Section 5):

### Price – Using Attachment 4 Price Schedule

### References and Reference Questionnaire - Provide contact information for at least two (2) references using Attachment 5. References will be contacted by LC State and evaluated using the Reference Questionnaire attached. Reference Questionnaires will be averaged, and must achieve a score of 80 or greater.

### The Bidder shall be licensed as required by state and federal licensing requirements and shall have in their employment at least two (2) technicians with a State of Idaho, Electrical Journeyman's license. (pass/fail)

### Businesses shall be located within a 30-mile radius of LC State to meet service response time requirements. (pass/fail)

### Only licensed Electrical Contractors shall oversee the services, and shall be licensed within the State of Idaho with Idaho Code Title 54. (pass/fail)

## All data provided by the college in relation to this ITB represents the best and most accurate information available at the time of ITB preparation. Should any data later be discovered to be inaccurate, such inaccuracy will not constitute a basis for contract rejection by a Bidder or contract amendment.

## All bid materials submitted, including samples become the property of LC State and will not be returned to the Bidder. Bids and supporting documentation may be available for public inspection upon written request following the announcement of a contract award, except for information specifically labeled on each separate page as a “trade secret” or other exemption from disclosure under the Idaho Public Records Act, Section 9-340D(1), Idaho Code.

## The bid submitted by the successful Bidder will be incorporated into and become part of the resulting contract. The college will have the right to use all concepts contained in any bid and this right will not affect the solicitation or rejection of the bid.

## Payment terms shall be NET 30. Payment shall be made 30 days after receipt of accurate invoices, completion of work, and acceptance of work by LC State.

# **METHOD OF AWARD**

All bids will be evaluated first to ensure they meet the ITB Response Requirements identified in section 2.10 and Evaluation Criteria in section 4.3.

Bids that do not meet these requirements will not be evaluated further. Award will be made to the responsible Bidder with the lowest total cost as provided on the Attachment 4 – Price Schedule.

# **GENERAL TERMS AND Conditions**

## The ITB, all attachments and amendments, the successful Contractor’s bid submitted in response to the ITB, any negotiated changes to the same, and the purchase order, will become the contract.

## The contract, in its incorporated composite form, represents the entire agreement between the Bidder and LC State and supersedes all prior negotiations, representations, understandings or agreements, either written or oral.

## From the date of release of this solicitation until Intent to Award, all contact and requests for information shall be directed to the ITB Lead, only. Regarding this solicitation, all contact with other personnel employed by or under contract with the college is restricted. During the same period, no prospective Contractor shall approach personnel employed by, or under contract to the college, on any other related matters. An exception to this restriction will be made for Contractors who, in the normal course of work under a current and valid contract with the college, may need to discuss legitimate business matters concerning their work with the contracting agency. Violation of these conditions may be considered sufficient cause by the college to reject a Bidder’s bid or proposal, irrespective of any other consideration.

## LC State’s Standard Terms and Conditions and Solicitation Instructions, available at <https://www.lcsc.edu/purchasing/vendors> are incorporated by reference into this solicitation as if set forth herein in their entirety. LC State’s Standard Contract Terms and Conditions and Instructions shall apply to this solicitation and any contract resulting from this solicitation. Failure by any submitting Bidder to obtain copies of these documents shall in no way constitute or be deemed a waiver by the college of either document, or any part of them. No liability will be assumed by the college for a submitting Bidder’s failure to consider the Terms and Conditions in its response to the solicitation.

## Any State of Idaho Affiliate wishing to purchase services from the Contractor may do so by entering into a separate Affiliate Agreement with Contractor, in accordance with terms and conditions of the participating addendum under which it is issued. An Affiliate Agreement sets forth the specific terms and conditions applicable to the Affiliate and clarifies the operation of the Affiliate Agreement for the parties to the Affiliate Agreement. An Affiliate Agreement is subject to and incorporates the terms and conditions of the participating addendum under which it is issued; provided, however, that the Affiliate shall be solely responsible for its obligations under the Affiliate Agreement and LC State shall have no liability with respect thereto.

# **SCOPE OF WORK AND SPECIFICATIONS**

## **Scope of Work**

**Performance of various Electrical Services at LC State, which may include the following preventative maintenance type of issues:**

* **Installing and/or relocating new or existing electrical services, including fire alarm systems, rewiring/upgrading electrical panels, replacing breakers, rewiring buildings, facilities, installing/relocating service outlets and light fixtures, installing new equipment services, emergency power panels and disconnects, lighting systems, electrified signage;**
* **Troubleshooting electrical circuits, instrumentation and control circuits and development of repair means and methods for a wide variety of electrical systems;**
* **Verifying or locating the origin of power sources when modifying or relocating existing electrical systems;**
* **Documentation related to electrical permits; and**
* **Other electrical work as described by LC State.**

## **Schedule of Work**

* **The Contractor shall schedule the work with an LC State representative.**
* **No work is to be done without prior scheduling. The contractor shall work standard business hours (Monday through Friday, 7:00 AM to 5:00 PM) unless otherwise requested.**
* **All work that is potentially harmful or disruptive will be scheduled during off- hours. It is the contractor's responsibility to identify off-hour work requirements prior to beginning the work. Off-hours are all hours, including holidays that are not standard business hours. Overtime hours are hours worked in excess of 40 hours per week.**
* **No work by Contractor shall commence work on campus without prior scheduling. Contractor shall complete the work in a timely manner as agreed upon with the appropriate LC State representative.**
* **Building Occupants: Physical Plant contacts shall be the liaison between the building occupants and the Contractor. Except in the case of an emergency, building occupants are not to be contacted by the Contractor for any reason.**

## **Warranty**

* **The Contractor shall provide LC State a labor and material warranty for any repair or supplied equipment for a period of one full year (365 days) in the performance of their duties under this contract. The warranty period will commence after a repair or a supplied piece of equipment is installed and accepted by LC State.**
* **The Contractor shall submit all warranty documentation to the manufacturer as per the manufacturer’s requirements. The Contractor shall provide a copy of the warranty information to LC State representative prior to the close of the job.**

## **Contractor Responsibilities**

* **The Contractor and any technicians shall be properly licensed as per state and local requirements to perform the services under the terms of this contract. Only licensed Electrical Contractors shall oversee the services, and shall be licensed within the State of Idaho with Idaho Code Title 54.**
* **The Contactor’s business shall be located within a 30-mile radius of LC State’s Lewiston, ID campus to meet service response time requirements.**
* **The Contractor awarded this Agreement shall be responsible for the services being quoted. The services shall not be sub contracted to other parties.**
* **The Contractor shall provide all supplies, products and all equipment such as high lifts, ladders, etc. as needed to complete the service. The Contractor shall take all necessary measures to protect flooring surfaces, walls, etc. during the performance of any electrical services.**
* **While performing service under this Agreement, the Contractor shall take all necessary precautions to ensure the safety of LC State employees, staff, students, and the general public, and to ensure the preservation of the facilities and fixtures.**
* **The Contractor shall be responsible for all damage to building exteriors, interiors, flooring, elevators, stairs, doors, door casing/facings, walls, sidewalks, parking areas, landscaping (grass, trees, bushes, plants, flowers, etc.), and any other facilities and fixtures directly caused by the Contractor’s equipment or personnel. Any items damaged will be repaired or replaced to the satisfaction of LC State at the Contractor’s expense. Payment for services may be withheld until all repairs are completed.**
* **Workmanship: The Contractor shall promptly correct services that are rejected by LC State or that fail to conform to the requirements of the contract documents or current electrical code requirements. Costs of correcting such rejected work shall be at the Contractor’s expense. If the Contractor neglects to carry out the correction to non- conforming work, in accordance with the Contract Documents, then LC State may correct such deficiencies and invoice the Contractor for all costs incurred in correcting the work.**
* **In the performance of this Agreement, the Contractor agrees that all work will be done in accordance with LC State’s rules and regulations. The Contractor and subcontractors, if any, agree to abide by all OSHA rules and regulations, and all other existing federal or state laws, codes, rules and regulations set forth by all appropriate authorities having jurisdiction in the location where the work is to be performed.**

## **Contractor Personnel**

* **The Contractor shall adequately and properly train all employees in all aspects of the work specified to be performed under this Agreement.**
* **Contractor employees shall maintain a courteous and respectful attitude toward the public, their fellow workers and supervisors at all times. At no time shall there be any soliciting or requesting of gratuities of any type.**
* **LC State is a non-smoking campus. Smoking, vaping and chewing tobacco are not permitted on college premises.**
* **When performing service under this Agreement, Contractor employees will:**
  + **Wear official company-logo uniforms**
  + **Drive official company vehicles with official company logo**
* **Contractor employees will not use or be under the influence of, will not have in their possession, and will not bring alcohol or any illegal substance onto a LC State job site while providing services under this Agreement. In the event a Contractor employee engages in or demonstrates actions of the use of alcohol or illegal substances while providing service under this Agreement, the employee must be immediately removed from campus and not be allowed to work on this Agreement or termination of this Agreement may follow pursuant to the Termination section of the LC State Standard Contract Terms and Conditions.**
* **The successful Contractor will coordinate with the Physical Plant for parking guidelines.**

## **Pricing**

* **Man-hours paid under this contract shall be only for hours at the job site. Hourly rates entered on the Price Sheet must include all incidental costs such as, but not limited to, estimates, office support, insurance, tools, equipment, transportation, contractor overhead costs, and profit.**
* **Contractor shall be responsible for obtaining all required permits and inspections and paying any fees associated with the permits and/or inspections.**
* **There shall be no additional charges for basic tools, equipment and shop supplies. Material prices will be paid for at the cost quoted in the written “not to exceed” quote cost (markup limited to agreed pricing term). Contractor has the responsibility to provide needed materials at the lowest cost. Documentation is required for all costs related to materials.**
* **Rentals of trucks, lifts, power scaffolds, digging equipment and major specialized tools are permissible when required and agreed upon by both parties. The cost of all rentals shall be paid at the cost quoted on the written “not to exceed” quote.**

## **Invoicing**

* **All invoices produced by the contractor must contain the following information at a minimum:**
  + **Actual hours worked at labor rates quoted;**
  + **Charges for any materials, subcontractor, and equipment rentals (including any required documentation to support any mark-ups, i.e. the original invoice from the wholesaler/supplier)**
  + **A complete description of work performed, location, and date;**
  + **Copy of original written quote (upon request).**
* **Payment terms shall be Net 30 after receipt of invoice and acceptance of work.**

# **ATTACHMENT 1 – BIDDER’S QUESTIONS**

**Electrical Services ITB #25-0221**

**Instructions:**

DO NOT IDENTIFY BIDDER’S NAME OR COMPANY’S NAME OR PRODUCT NAMES OF INTELLECTUAL PROPERTY IN RESPONSES.

ADD ROWS BY HITTING THE TAB KEY WHILE WITHIN THE TABLE AND WITHIN THE FINAL ROW.

The following instructions must be followed when submitting questions using the question format on the following page.

1. DO NOT CHANGE THE FORMAT OR FONT. Do not bold your questions or change the color of the font.
2. Enter the ITB section number that the question is for in the “ITB Section” field (column 2). If the question is a general question not related to a specific ITB section, enter “General” in column 2. If the question is in regards to a Term and Condition or a Special Term and Condition, state the clause number in column 2. If the question is in regard to an attachment, enter the attachment identifier (example “Attachment 1”) in the “ITB Section” (column 2), and the attachment page number in the “ITB page” field (column 3).
3. Do not enter text in the “Response” field (column 5).
4. Once completed, this form is to be e-mailed per the instructions in the ITB. The e-mail subject line should reference ITB number followed by “Questions.”

**Electrical Services ITB #25-0221**

| **Question** | **ITB Section** | **ITB Page** | **Question** | **Response** |
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# **ATTACHMENT 2 – MODIFICATION AND EXCEPTION FORM**

**Electrical Services ITB #25-0221**

**Instructions:** Complete this form and submit with your ITB submittal if you are proposing modifications or taking exception to any of the requirements, terms, or conditions included in the ITB, including any documents incorporated by reference (such as the Standard Contract Terms and Conditions.) See ITB **Section 1.3** for a full explanation of the process surrounding Bidder-proposed modifications and exceptions.

Bidders must specifically address any and all proposed modifications and exceptions. Blanket requests to negotiate requirements, terms, or conditions will not be considered. Bidders must provide an explanation as to why the requirement, term, or condition should be considered non-material. Bidder must also provide a reason for the proposed modification or alternative language, specifically addressing the issues itemized in ITB **Section 1.3.**

The determination of materiality will be made at LC State’s sole discretion. Non-material modifications or exceptions may be negotiated with the apparent successful Bidder, at the discretion of LC State, and as otherwise provided in ITB **Section 1.3**.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ITB Section | ITB Requirement, Term, or Condition | Reason Requirement, Term, or Condition Should be Considered Non-Material | Proposed Modification, Alternative, or Exception | Reason for Proposed Modification, Alternative, or Exception |
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# **ATTACHMENT 3 –SIGNATURE PAGE**

**Electrical Services ITB #25-0221**

**Attachment 3, Signature Page must be completed, signed, and submitted with your Bid.** Failure to complete and submit this form may result in your Bid being deemed non-responsive.

|  |  |
| --- | --- |
| **Requirement** | **Response** |
| Bidder’s corporate or other legal entity status | Corporation  Limited Liability Corporation (LLC)  Limited Liability Partnership  Sole Proprietorship  Other (specify) |
| Bidder’s Tax Identification Number | EIN: |
| Bidder’s DUNS Number | DUNS: |
| Is Bidder a legal entity with the legal right to contract? | Yes  No |
| Other than modifications/exceptions identified on Attachment 2, in compliance with Section 2.2of this ITB, does Bidder accept, and is Bidder willing to comply with, the requirements of this ITB and attachments, including but not limited to LC State’s Standard Terms and Conditions at <https://www.lcsc.edu/purchasing/vendors>. | Yes  No |
| Is Bidder in compliance with applicable equal employment regulations? | Yes  No |
| Does Bidder affirm that it has not employed any company or person other than a bona fide employee working solely for the Bidder or a company regularly employed as its marketing agent, to  solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the Bidder or a company regularly employed by the Bidder as its marketing agent, any fee, commission, percentage, brokerage fee, gifts or any other consideration  contingent upon or resulting from the award of this contract? | Yes  No |
| Does Bidder understand and agree that for breach or violation of the above term, LC State has the right to annul the contract without liability or, in its discretion, to deduct from the offered price the amount of any such fee, commission, percentage, brokerage fee, gifts, or contingencies. | Yes  No |
| Firm(s) and/or staff responsible for writing the Bid | Names: |
| Does Bidder affirm that it is not currently suspended, debarred, or otherwise excluded from federal or state procurement and non-procurement programs?  Note: vendor information is available at <https://sam.gov>. | Yes  No |
| Does the Bidder affirm that the Bid will be firm and binding for ninety (90) days from the Bid opening date and through the duration year one (1) of the contract? | Yes  No |
| Does Bidder warrant that it does not knowingly and willfully employ persons who cannot legally work in this country; and that Bidder takes steps to verify that it does not hire persons who have entered our nation illegally or cannot legally work in the United States; and that any misrepresentation in this regard or any employment of persons who have entered our nation illegally or cannot legally work in the United States constitutes a material breach and will be cause for the imposition of monetary penalties up to five percent (5%) of the Contract price, per violation, and/or termination of the Contract? | Yes  No |

THE UNDERSIGNED HEREBY OFFERS TO SELL TO LC STATE THE SPECIFIED PROPERTY AND/OR SERVICES, IF THIS QUOTE IS ACCEPTED WITHIN A REASONABLE TIME FROM DATE OF CLOSING, AT THE PRICE SHOWN IN OUR QUOTE AND UNDER ALL THE TERMS AND CONDITIONS CONTAINED IN, OR INCORPORATED BY REFERENCE, INTO LC STATE’S SOLICITATION.

SUBMISSION OF A QUOTE TO LC STATE CONSTITUTES AND SHALL BE DEEMED AN OFFER TO SELL TO LC STATE THE SPECIFIED PROPERTY AND/OR SERVICES AT THE PRICE SHOWN IN THE QUOTE AND UNDER LC STATE ‘S STANDARD TERMS AND CONDITIONS.

AS THE UNDERSIGNED, I ALSO CERTIFY I AM AUTHORIZED TO SIGN THIS QUOTE FOR THE BIDDER AND THE QUOTE IS MADE WITHOUT CONNECTION TO ANY PERSON, FIRM, OR CORPORATION MAKING A QUOTE FOR THE SAME GOODS AND/OR SERVICES AND IS IN ALL RESPECTS FAIR AND WITHOUT COLLUSION OR FRAUD.

NO LIABILITY WILL BE ASSUMED BY LC STATE FOR A BIDDER’S FAILURE TO OBTAIN THE TERMS AND CONDITIONS IN A TIMELY MANNER FOR USE IN THE BIDDER’S RESPONSE TO THIS SOLICITATION OR ANY OTHER FAILURE BY THE BIDDER TO CONSIDER THE TERMS AND CONDITIONS IN THE BIDDER’S RESPONSE TO THE SOLICITATION.

BIDDER (Company Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CITY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ STATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ZIP CODE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TOLL-FREE #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE DATE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TYPE OR PRINT NAME TITLE

# **ATTACHMENT 4 – PRICE SCHEDULE**

**Electrical Services ITB #25-0221**

**The price must be a fully burdened fixed rate with all costs associated with providing the services as DETAILED In SECTION 6, SCOPE of Work and SPECIFICATIONS.**

**Labor Rates**

Labor Cost per Hour for Standard Business Hours: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Labor for off Hours (including holidays): $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Markups**

Materials – Markup \_\_\_\_\_\_%

**Note: Estimates for Services**: Whenever requested, the Contractor shall provide an accurate and timely estimate of the cost of the work to be completed prior to proceeding with the work.

Schedules and Deadlines must be agreed to by LC State.

# **ATTACHMENT 5 – REFERENCES**

**Electrical Services ITB #25-0221**

## INSTRUCTIONS TO THE BIDDER:

Provide information for at least two (2) references using the table below. The references must be from companies or agencies for whom the Bidder provided products or services that are **similar in nature and scope to those requested by this solicitation,** and within two years from the posting date of this solicitation. References outside the requisite number of years and references determined by the college, in its sole discretion, to be not of a similar nature and scope to the products or services requested here will receive a score of zero (0). **Determination of “similar” will be made solely by LC State.** Only one (1) reference will be received/qualified per reference company.LC State may not be utilized as a reference.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Business Name** | **Business Address**  **City, State, Zip** | **Contact Person** | **Phone #** | **Email** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# **ATTACHMENT 6 – REFERENCE QUESTIONNAIRE**

**Electrical Services ITB #25-0221**

**LC State will contact the references provided to complete the Reference Questionnaire**

Bidders will be scored on two (2) completed Reference Questionnaires. If more than the minimum number are received, the first two (2) received will be scored. If fewer than the minimum number of references are received, the Bidder will receive a zero (0) for all questions not scored and questionnaires not received. Scores from Reference Questionnaires will be averaged.

1. Complete **Section I. RATING** using the Rating Scale provided.
2. Complete **Section II. GENERAL INFORMATION** (*This section will be used to determine the similarity of the reference’s system to the proposed solution.)*
3. Complete **Section III. ACKNOWLEDGEMENT** by manually or electronically signing and dating the document.
4. In addition to this document, the college may contact references by phone or email for further clarification if necessary.

**Section I. RATING**

Using the Rating Scale provided below, rate the following items by entering a rating number for each item:

**Rating Scale**

|  |  |
| --- | --- |
| **Category** | **Score** |
| Poor or Inadequate Performance | 0 |
| Below Average | 1 – 3 |
| Average | 4 – 6 |
| Above Average | 7 - 9 |
| Excellent | 10 |

*Enter a number between 10 and 0 for each item below.*

1. Rate the overall quality of the vendor’s services:
2. Rate the response time of this vendor:
3. Rate how well the agreed upon, planned schedule was consistently met and deliverables provided on time. (This pertains to delays under the control of the vendor):
4. Rate the overall customer service and timeliness in responding to customer service inquiries, issues, and resolutions:
5. Rate the knowledge of the vendor’s assigned staff and their ability to accomplish duties as contracted:
6. Rate the accuracy and timeliness of the vendor’s billing and/or invoices:
7. Rate the vendor’s ability to quickly and thoroughly resolve a problem related to the services provided:
8. Rate the vendor’s flexibility in meeting business requirements:
9. Rate the accuracy and completeness of the work completed by the vendor. (This relates to lack of re-work required) : \_\_\_\_\_\_
10. Rate the likelihood of your company/organization recommending this vendor to others in the future:

**Section II. GENERAL INFORMATION**

1. Please include a brief description of the services provided by this vendor.
2. During what time period did the vendor provide these services for your business?

Month: Year: to Month: Year: .

## Section III. ACKNOWLEDGEMENT

I affirm to the best of my knowledge that the information I have provided is true, correct, and factual:

Signature of Reference Date

Print Name Title

Phone Number E-mail Address