

**TOWN OF EASTHAM
REQUEST FOR PROPOSAL
ELECTRICAL INSPECTIONAL SERVICE**

The Town of Eastham is accepting proposals from qualified individuals to provide electrical permitting and inspection service for all commercial and residential construction, reconstruction, repairs, and improvement. Must hold and maintain all necessary State licenses to qualify as inspector. Must be available some weekdays between the hours of 8:00 a.m. – 4:00 p.m., for approximately twenty (20) hours per week including office hours and off-site inspections.

Please submit work proposals and price proposals in separately sealed and clearly marked envelopes on or before **2:00 p.m. Friday, May 7, 2010**, at which time and place the RFP will be opened and recorded. Late proposals will not be considered regardless of reason. The proposals should be clearly marked as follows:

Chief Procurement Officer
Town of Eastham
2500 State Highway
Eastham MA, 02642

Work Proposal Envelope should be marked on the outside of the envelope “RFP- ELECTRICAL SERVICES – WORK”.

Price Proposal Envelope should be marked on the outside of the envelope “RFP –ELECTRICAL SERVICES – PRICE PROPOSAL”.

The Town reserves the right to reject any and all proposals and to make an award in the best interest of the Town.

Full Specifications are available online at www.eastham-ma.gov or by calling Edward Atwood 508-240-5900, M-F 8:00 a.m. to 4 p.m.

Sheila Vanderhoef
Chief Procurement Officer

**TOWN OF EASTHAM
REQUEST FOR PROPOSAL
INSPECTIONAL SERVICE- ELECTRICAL**

I. REQUEST FOR PROPOSAL

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Late proposals will not be considered regardless of reason. Faxed or emailed proposals will be deemed non-responsive and will be rejected. Responses to the Request for Proposal must include all required documents, completed and signed per the instructions and attached forms included in this Request for Proposal packet. These guidelines will be strictly enforced. Applicants are cautioned to allow sufficient time for their proposals to be hand delivered or mailed. The Town reserves the right to reject any and all proposals and to make an award in the best interest of the Town.

II. SPECIFICATIONS

The Town of Eastham is seeking the services of a qualified individual to provide electrical inspection services as a contract employee. The successful proposal will provide the following:

- (1) Tracking and issuing permits;
- (2) Collecting and Reporting Fees;
- (3) A Minimum of twenty (20) hours coverage per week, including office hours and inspections;
- (4) Emergency weekend or night work inspections may be required.
- (5) Respondents shall be licensed Electricians in Massachusetts with a minimum of ten (10) years experience.

The successful proposal will provide evidence of valid licenses by the State to act as an electrician and is responsible for maintaining certification throughout the contract term.

The contract will start on July 1, 2010 for a three year term.

III. EVALUATION CRITERIA

Proposals will be evaluated based on the following:

- (1) Previous municipal inspectional experience;
- (2) Number of scheduled hours – office and inspection hours;
- (3) Qualifications of proposer.

All proposals will also be ranked based on the responsiveness to the needs of the municipality.

V. SUBMISSION REQUIREMENTS

All Applicants must submit all of the following information in the prescribed manner.

- Price proposals in a separate sealed envelope – so labeled;
- Work proposals in a separate sealed envelope – so labeled;
- Sign and include the Tax Compliance and Non Collusion Certificates attached here as Attachment A.

All proposals for consideration must be received at the date and time indicated, and in the manner prescribed to be eligible for consideration. Late, faxed or E-Mailed proposals will not be considered.

TOWN OF EASTHAM

ATTACHMENT A

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

(Signature of individual signing bid or proposal)

(Name of business)

(Date)

STATEMENT OF TAX COMPLIANCE

Pursuant to M.G.L. Chapter 62C, Section 49A, I certify under penalties of perjury that I, to my best knowledge and belief, have complied with all laws of Commonwealth of Massachusetts relating to taxes.

(Signature of Individual or Corporate Name)

(Social Security Number or
Federal Identification Number)

By _____
Corporate Officer (if applicable)

(Date)

