



Request for Proposal (RFP) for Electrical Services

Project Overview: Cedar Tree Academy is seeking proposals from qualified electrical service providers to perform electrical maintenance, repair, and upgrade services for Cedar Tree Academy PCS located at 701 Howard Road SE Washington DC. The objective is to ensure the safety, efficiency, and reliability of electrical systems within the school premises.

Scope of Work:

1. **Electrical Maintenance and Repair:**
 - Regular inspections of electrical systems, including wiring, outlets, switches, and panels.
 - Prompt identification and repair of any electrical faults or deficiencies.
 - Replacement of damaged or outdated electrical components as necessary.
2. **Emergency Response:**
 - Availability for emergency electrical repairs on a 24/7 basis.
 - Rapid response to any electrical emergencies to minimize disruption to school operations.
3. **Electrical Upgrades:**
 - Evaluation of existing electrical infrastructure for potential upgrades to improve energy efficiency and safety.
 - Installation of energy-efficient lighting systems, including LED fixtures.
 - Upgrades to electrical panels and distribution systems as required to meet current safety standards.
4. **Compliance and Documentation:**
 - Ensure compliance with local electrical codes and regulations.
 - Maintain comprehensive records of all electrical maintenance and repair activities performed.

Proposal Requirements:

Interested vendors are requested to submit proposals that include the following:

1. **Company Profile:**
 - Overview of the company, including years of experience in providing electrical services to educational institutions.
 - Qualifications and certifications of key personnel.
2. **Technical Approach:**
 - Detailed methodology for conducting electrical maintenance, repair, and upgrade services.
 - Approach to ensuring minimal disruption to school activities during service provision.
3. **Project Timeline:**
 - Proposed schedule for conducting maintenance, repair, and upgrade activities, including any planned downtime.

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4. Cost Proposal:

- Clear breakdown of costs for each service provided, including labor, materials, and any additional expenses.
- Any proposed payment terms or schedules.

5. References:

- Contact information for at least three references from previous clients, preferably educational institutions.
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Submission Guidelines:

1. Email a PDF copy of proposals for Services for Cedar Tree Academy Public Charter School (CTA) to Bidsubmission@Cedartree-dc.org Proposals will be received via email until **May 31, 2024 at 4:00 P.M.** Consider your proposal received once you receive a confirmation email.
2. Bids received after the time established for the receipt of bids will not be considered regardless of the cause for the delay in the receipt of any such bid.
3. Questions on the proposal should be directed to: Bidsubmission@Cedartree-dc.org
4. Cedar Tree Academy reserves the right to reject any bids and to waive any informality in bidding and/or to make the award for all or any part of the work to be done, as appears to its best interests.

Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

- Demonstrated experience and expertise in providing electrical services to educational institutions.
- Clarity and feasibility of the proposed technical approach.
- Cost-effectiveness of the proposal.
- Compliance with project timeline and requirements.
- References and past performance.

Important Dates:

- RFP Issuance Date: [Date]
- Deadline for Questions: [Date]
- Proposal Submission Deadline: [Date]
- Anticipated Contract Award Date: [Date]

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