

# REQUEST FOR QUOTATION (RFQ)

## Electrical System

### City Shop Addition

### Preston Public Utilities





*Preston*

**PUBLIC UTILITIES**

210 Fillmore St., W., P.O. Box 657  
Preston, MN 55965

(507) 765-2491 Fax (507) 765-2794

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October 17, 2011

TO WHOM IT MAY CONCERN:

The Preston Public Utilities is accepting quotations from qualified firms for the installation of the electrical system for the addition to the City Shop.

The Preston Public Utilities will make the RFQ available to any interested parties at the following address:

Preston Public Utilities  
210 Fillmore Street West  
Preston, MN 55965

The RFQ is also published on the following website: [www.prestonmn.org](http://www.prestonmn.org) .  
Interested parties are responsible for monitoring the website for information concerning the RFQ and any addenda issued.

The Preston Public Utilities will not accept any quote submittal by facsimile, electronic transmission or any method other than stated in the RFQ.

The Preston Public Utilities reserves the right to cancel or modify this solicitation at any time if it deems, in its sole discretion that such measures are in the Utility's best interest.

The Preston Public Utilities looks forward to reviewing your quote and working with the selected contractor in a successful development of this project.

Sincerely,

Joe Hoffman  
City Administrator / Utility General Manager

## **1. BACKGROUND & PROPOSED PROJECT**

The existing City/Utility shop is a shared facility located at 649 Fillmore Street East, Preston, Minnesota. The current facility contains 2,800 sq. ft. of heated space and 3,780 sq. ft. of unheated space. The facility contains a single out-dated bathroom and no office or employee break-room. The Utility is proposing a shop addition to the west that will include 2,000 sq. ft. of heated vehicle storage space and approximately 500 sq. ft. for employee break-room and bathroom facilities. The building will be post-frame construction.

The Utility is acting as general contractor for the project. The Utility will select a materials supplier and contractors for the construction, electrical and mechanical systems.

## **2. SCOPE OF SERVICES**

The contractor shall provide the following services:

- Provide all materials and labor to install new main service panel in addition as located on plan
- Provide all materials and labor to feed existing service panel as sub-panel from new main
- Provide all materials and labor to install all wiring, receptacles, switches and apparatus in 40'x50' building addition, 16'x30' break room addition and 42'x58' unheated garage as required by National Electrical Code, to include additional 240V receptacles in break room and new building addition
- Provide all materials and labor to install radiant heat panels and fans in restrooms
- Provide all materials and labor to install T-8 fluorescent lighting in 40'x50' building addition, 16'x30' break room addition, existing 40'x50' heated building (including removal of existing light fixtures) and 42'x58' unheated garage.
- Along with quote, please provide a detailed electrical plan showing number and locations of receptacles, light fixtures, etc.
- Provide any required design and engineering for electrical work.

## **3. QUALIFICATION CONTENT REQUIREMENTS**

The proposal will include the following items:

- Fee based on scope of project.
- List of previous experience with this type of building project.

Following award of work, contractor must provide proof of insurance (liability/property damage, workers comp and unemployment)

## **4. ANTICIPATED SCHEDULE**

Proposal submittal - November 7, 2011

Selection of contractor – November 8, 2011

Project Start Date – Anytime after November 8, 2011

## **5. PROPOSAL REQUIREMENTS**

Proposals must be submitted on hard copies. Two (2) copies must be submitted to The Preston Public Utilities, in care of Joe Hoffman, City Administrator, PO Box 657, 210 Fillmore Street West, Preston, MN 55965.

**Submittals must be received by 10:30 a.m., Monday, November 7, 2011.**