



City of Ishpeming Request for Proposals Electrical Contractor Services

August 12, 2026

The City of Ishpeming is requesting proposals from qualified electrical contractors to provide on-call and project-based electrical services for City-owned buildings, facilities, equipment, and infrastructure. This includes work on city-owned street lighting, as well as maintenance, repair, replacement, and installation of related electrical systems and components. The attached RFP outlines the scope of work, submission requirements, and evaluation criteria.

Staff recommends approval of the RFP for issuance.

Request for Proposals

The City of Ishpeming is requesting sealed proposals from qualified electrical contractors to provide electrical services for municipal buildings, facilities, equipment, and related infrastructure as needed by the City.

1. Purpose

The purpose of this Request for Proposals (RFP) is to solicit proposals from qualified electrical companies to provide on-call and project-based electrical services for the City of Ishpeming. Services may include, but are not limited to, repair, maintenance, inspection, troubleshooting, replacement, upgrades, and installation of electrical systems and components at City-owned properties and infrastructure.

2. Scope of Work

The selected contractor may be asked to perform the following services:

- Troubleshoot and repair electrical issues in City buildings, infrastructure, and facilities.
- Perform routine maintenance and emergency repairs.
- Install, replace, or upgrade wiring, fixtures, panels, controls, outlets, lighting, and related electrical components.
- Work on city-owned street lighting, including troubleshooting, repair, replacement, maintenance, and installation of streetlight fixtures, poles, controls, wiring, and related components.
- Assist with electrical work related to renovations, improvements, and capital projects.

- Provide written estimates for proposed work when requested.
- Respond to emergency service calls as needed.
- Ensure all work complies with applicable local, state, and federal codes, regulations, and permitting requirements.
- Coordinate work with City staff, consultants, contractors, and utility providers as necessary.

The City may expand or reduce the scope of work depending on project needs, available funding, and operational priorities.

3. Qualifications

Proposers must demonstrate the following:

- Proper licensing to perform electrical work in the State of Michigan.
- Relevant experience with municipal, commercial, or institutional electrical projects.
- Adequate staffing, equipment, and materials to complete the work.
- Ability to respond in a timely manner to service requests and emergencies.
- Proof of insurance coverage.
- A record of safe, reliable, and code-compliant work.

Preference may be given to firms with demonstrated experience working with public agencies or local government facilities.

4. Proposal Content

Proposals should include the following:

- Company name, address, phone number, and email address.
- Contact person for the proposal.
- Description of company background and experience.
- Proof of licensing and qualifications.
- List of similar projects completed.
- References from at least three clients.
- Proof of insurance.
- Proposed hourly rates, trip charges, service call fees, or other pricing information.
- Proposed response time for routine and emergency calls.
- Any other information the proposer believes is relevant.

5. Submission Requirements

Proposals must be submitted in a sealed envelope clearly marked:

****RFP – Electrical Contractor Services for the City of Ishpeming****

Proposals shall be delivered to:

Randy Scholz
100 East Division Street
Ishpeming, MI 49849

Proposals must be received no later than 3:00 PM September 3, 2026. Late proposals may not be considered.

6. Evaluation of Proposals

The City will evaluate proposals based on the following criteria:

- Experience and qualifications.
- Ability to provide timely service.
- Pricing and overall cost.
- References and past performance.
- Responsiveness to the City's needs.
- Any other factors determined to be in the best interests of the City.

The City may interview proposers, request additional information, or negotiate scope and pricing with one or more respondents.

7. Term of Contract

The initial contract term shall be three (3) years with the option for renewal upon mutual agreement of the City and contractor. The City may terminate the contract in accordance with the terms established in the final agreement.

8. Insurance and Compliance

The selected contractor shall maintain all required licenses and insurance coverage during the term of the contract. The contractor shall also comply with all applicable federal and State of Michigan laws, ordinances, codes, and safety requirements, including prevailing wage requirements where applicable. The City may require certificates of insurance and other documentation.

The contractor shall warrant all workmanship for a minimum period of one (1) year from the date of completion of each work assignment.

9. Reservation of Rights

The City of Ishpeming reserves the right to reject any or all proposals, in whole or in part, to waive any irregularities or informalities, and to accept the proposal deemed to be in the best interests of the City.

The City is not obligated to award the lowest-priced proposal, and no proposer shall acquire any legal or equitable rights relating to the contract until a final agreement is reached by both parties.

10. General Conditions

The City does not guarantee any minimum amount of work under this RFP. The successful contractor may be used on an as-needed basis, and the City makes no representation regarding the volume or frequency of future assignments.

11. Questions

Questions regarding this RFP should be directed to:

Randy Scholz, City Manager
City of Ishpeming
906-485-1091 Ext. 204
citymanager@ishpemingcity.org

12. Award

The City anticipates selecting the proposer or proposers that best meet the City's needs, considering qualifications, service capabilities, pricing, and overall value. The City Council shall make the final award decision.

CONTRACTOR INFORMATION

Item

Response

Company Name

Address

City, State, ZIP

Phone Number

Email Address

Contact Person

Michigan Electrical License No.

Insurance Carrier

Policy Number

Years in Business

EXPERIENCE AND QUALIFICATIONS

Item

Response

Municipal / Commercial Experience

Yes / No

Similar Projects Completed

Yes / No

References Attached (at least 3)

Yes / No

Proof of Licensing Attached

Yes / No

Proof of Insurance Attached

Yes / No

PRICING

Item

Response

Hourly Labor Rate

Trip Charge

Service Call Fee

Emergency Response Rate

Other Pricing Information

SERVICE RESPONSE

Item

Response

Routine Response Time

Emergency Response Time

REQUIRED SUBMITTALS CHECKLIST

Requirement	Included
Company name, address, phone number, and email address	Yes / No
Contact person identified	Yes / No
Proof of Michigan electrical licensing	Yes / No
Proof of insurance	Yes / No
Company background and experience	Yes / No
List of similar projects completed	Yes / No
References from at least three clients	Yes / No
Pricing information	Yes / No
Routine and emergency response times	Yes / No
Any other relevant information	Yes / No

CERTIFICATION

I certify that the information provided in this proposal is true and complete, and I understand that the City of Ishpeming may reject any or all proposals and is not obligated to award the lowest-priced proposal.

Signature: _____
Printed Name: _____
Title: _____
Date: _____

SUBMISSION INSTRUCTIONS

Proposals must be submitted in a sealed envelope clearly marked **RFP -- Electrical Contractor Services for the City of Ishpeming** and delivered to Randy Scholz, 100 East Division Street, Ishpeming, MI 49849, no later than 3:00 PM September 3, 2026.