



Request for Proposal (RFP)
RFP #COK 25-031
Rebuilding or Replacement of Motor Control Center (MCC)
Motor Starters

Issued by:
City of Kingsland, Georgia

Proposals must be submitted
No later than
2:00PM on Tuesday, September 9, 2025

To:
City of Kingsland

Mailing Address
City of Kingsland
Finance Department
Attn: Hannah Smith, Purchasing Director
P.O. Box 250
Kingsland, Georgia 31548

Delivery Address
City of Kingsland
Finance Department
Attn: Hannah Smith, Purchasing Director
105 West William Avenue
Kingsland, Georgia 31548

LATE PROPOSALS WILL BE REJECTED

Issued: 08/15/2025



PURPOSE:

The City of Kingsland is seeking bids from qualified electrical contractors for the rebuilding or replacement of existing motor starters located within a GE 8000 Line motor control center (MCC). This project aims to restore the functionality and extend the operational lifespan of the MCC, ensuring reliable operation of associated motors and equipment. This MCC has (4) 480VAC motor starter sections that control (3) 60HP High Service Pump motors and (1) 30HP Well Pump motor.

INVITATION:

You are hereby invited to submit a sealed proposal by providing all information requested in the attached "Scope of Work" to the Finance Department to either address listed below:

Mailing Address:

City of Kingsland
Finance Department
Attn: Hannah Smith, Purchasing Director
P.O. Box 250
Kingsland, Georgia 31548

Delivery Address:

City of Kingsland
Finance Department
Attn: Hannah Smith, Purchasing Director
105 West William Avenue
Kingsland, Georgia 31548
hsmith@kingslandgeorgia.com

PROPOSAL SUBMISSION PROCESS:

All proposals shall be submitted in a sealed envelope. The Request for Proposal (RFP) number, title, opening date and name of bidder shall be clearly displayed on the outside of the sealed envelope. The delivery of said proposal to the prescribed delivery point on or before the specified opening date and time is solely and strictly the responsibility of the Proposer. Any proposal received at the prescribed delivery point after the specified date and time will NOT be accepted. Proposals must be submitted as prescribed by the City. No Proposal may be modified after opening.

All Responders shall submit one (1) original and one (2) copies of their documents in a SEALED envelope to either of the addresses listed above no later than Tuesday, September 9, 2025 at 2:00 PM. Any proposal received after the time and date specified will NOT be considered.



SCOPE OF WORK:

The scope of work for this project includes, but is not limited to, the following:

- **Assessment and Disassembly:**
 - Disconnect and safely remove the specified GE 8000 Line motor starter units from the MCC.
 - Thoroughly inspect and assess the condition of each starter unit, including contactors, overload relays, control circuitry, and associated components.
 - Disassemble the starters to allow for detailed examination and cleaning of individual components.
- **Cleaning and Refurbishment:**
 - Clean all components, removing dust, debris, corrosion, and other contaminants.
 - Inspect for wear and tear, pitting, or damage to contacts, coils, springs, and other movable parts.
 - Replace worn, damaged, or degraded components with genuine GE 8000 Line or equivalent quality replacement parts or contactors.
- **Reassembly and Testing:**
 - Reassemble the starter units according to manufacturer specifications and best industry practices.
 - Perform comprehensive electrical and mechanical testing of each rebuilt starter to verify proper operation, including:
 - Insulation resistance testing.
 - Contact resistance measurement.
 - Coil voltage and current verification.
 - Overload relay calibration and testing.
 - Mechanical operation of contacts and interlocks.
 - Verify the starter operates and complies with the stamped nameplate ratings as specified by the manufacturer.
- **Installation and Commissioning:**
 - Reinstall the rebuilt starter units into their designated locations within the MCC.
 - Reconnect all power and control wiring, ensuring proper termination and adherence to original wiring diagrams.
 - Test and verify the correct operation of the rebuilt starters in conjunction with their associated motors and control circuits.
- **Documentation:**
 - Provide detailed documentation of the work performed, including:



- Inspection reports.
- Parts replaced.
- Test results.
- Maintenance recommendations.

GENERAL REQUIREMENTS:

- **Qualifications:** Bidders must possess demonstrable expertise and experience in the repair and refurbishment of industrial motor control equipment, particularly GE 8000 Line MCC components.
- **Personnel:** All work must be performed by qualified and certified electricians and technicians with experience in MCC and starter maintenance.
- **Safety:** The contractor shall adhere to all applicable safety regulations and procedures, including OSHA standards and the facility's specific safety protocols.
- **Warranty:** Rebuilt starters must be warranted against defects in workmanship and materials for a minimum of 18 months.

SUBMISSION REQUIREMENTS:

Interested bidders should submit a proposal that includes the following:

- **Company Profile:** A brief overview of the company, including experience with similar projects and relevant qualifications.
- **Proposed Scope of Work:** A detailed plan outlining the steps involved in fulfilling the project requirements, including a timeline for completion.
- **Pricing:** A comprehensive cost breakdown, including labor, materials, and any other associated expenses.
- **References:** Contact information for at least three references from clients for whom similar work has been performed.
- **Warranty Information:** A clear statement of the warranty offered for the rebuilt starters.
- **Insurance:** Proof of adequate liability insurance coverage.



SELECTION CRITERIA:

Proposals will be evaluated based on the following criteria:

- Experience and Qualifications: The bidder's experience and expertise in working with GE 8000 Line MCCs and motor starters.
- Technical Approach: The proposed methodology and plan for completing the work.
- Price: The overall cost-effectiveness of the proposal.
- Warranty: The length and comprehensiveness of the warranty provided.
- References: Positive feedback from previous clients.
- Timeliness: The proposed project schedule and ability to meet deadlines.

MINIMUM QUALIFICATIONS:

The Contractor must agree to maintain Workers' Compensation and liability insurance for a minimum of one million dollars (\$1,000,000) to protect the City from liability claims for damages because of bodily injury, including death, and from liability for damages to property. The contractor will furnish a certificate of said insurance to the City of Kingsland before beginning the work or with submission of proposal if listed as part of the required documents.

AWARD:

The contract to purchase will be awarded to the most responsible, responsive bidder whose submission, conforming to the solicitation, will be most advantageous to the City of Kingsland price and other factors considered, such as quality of equipment conformity of the specifications and warranty. Any proposer who is in default to the City of Kingsland at the time of submittal of the proposal shall have that proposal rejected. The City of Kingsland reserves the right to clarify any terms with the concurrence of the Vendor; however, any substantial non conformity in the offer, as determined by the City of Kingsland, shall be deemed non-responsive and the offer rejected.

LOCAL VENDOR PREFERENCE:

For purchases, bids, proposals or contracts less than \$100,000 the local vendor may be given an opportunity to match the lowest price proposal, if the quotation or bid of the local vendor is within 10% of the lowest price proposal by a non-local vendor. In the event a local vendor matches the lowest price proposal, including all other terms, quality, service and conditions, then the local vendor shall be awarded the contract. *(See City of Kingsland Purchasing Ordinance for complete guidance.)*

HOLD HARMLESS:



The Vendor will indemnify, defend, and hold harmless the City of Kingsland from loss for all suits, actions, or claims of any kind brought as a consequence of any negligent act or omission by the Vendor. The Vendor agrees that this clause shall include claims involving infringement of patent or copyright. For purposes of this document, "City" and "Vendor" includes their employees, officials, agents and representatives.

DAYS TO ACHIEVE COMPLETION:

Work shall be completed no later than 90 Days following the commencement date of the contract and following written "Notice to Proceed" by Owner. The Contract time may be extended in an amount equal to time lost due to delays beyond the control of Contractor. Such delays shall include, but not be limited to, acts or neglect by Owner or others performing additional work, fires, floods, abnormal weather conditions or acts of God.

LIQUIDATION DAMAGES:

CONTRACTOR and OWNER recognize that time is of the essence of this Agreement and that OWNER may suffer financial loss or liability if the Work is not completed within the times specified above, plus any extensions thereof allowed by an official written request and approval of an extension of time. The parties also recognize the delays, expense, and difficulties involved in proving, in a legal or arbitration proceeding, of the actual loss suffered by OWNER if the Work is not completed on time. Accordingly, instead of requiring any such proof, OWNER and CONTRACTOR agree that as liquidated damages for delay (but not as a penalty), CONTRACTOR shall pay OWNER \$300.00 for each day that expires after the commencement date of (90 Days).

SUCCESSORS AND ASSIGNS:

OWNER and CONTRACTOR each binds itself, it's partners, successors, assigns and legal representatives to the other party hereto, it's partners, successors, assigns and legal representatives in respect to all covenants, agreements and obligations contained by the Contract Documents.

SEVERABILITY:

Any provision or part of the Contract Documents held to be void or unenforceable under any law or regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon OWNER and CONTRACTOR, who agree that the Contract Documents shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as



possible to expressing the intention of the stricken provision. The City of Kingsland reserves the right to reject any or all submissions, or any part of any submission, or award any part or in whole any submission, or to multiple submissions, or to waive any informality in any submission and to award a contract deemed to be the best interest of the City of Kingsland.

SUBMISSIONS:

Bid proposal documents must be submitted in a SEALED envelope and submitted to either address listed below. Submissions must be marked with RFP #COK 25-031, due date, and the firm's name and address. Please review all documents pertaining to this request before.

PAYMENT:

Unless otherwise stated, payment will be made within thirty (30) days of the completion of the Scope of Work and acceptance by the City of Kingsland. Bidder shall compute pricing less sales tax, of which the City of Kingsland is exempt, and documentation will be provided upon request.

GENERAL INSTRUCTIONS:

Proposal must contain a manual signature of an authorized representative. Proposals must be typed or printed in ink. Use of erasable ink is not permitted. All corrections by Proposer to any Proposal entry must be initialed.

Any questions shall be directed as follows:

Scope of Work Questions

Brian Gaddy, Water Plant Superintendent
PH: (912) 552-1091
Email: bgaddy@kingslandgeorgia.com

Request for Proposal Questions or Submittal

Hannah Smith, Purchasing Director
PH: (912) 729-8113
hsmith@kingslandgeorgia.com



REQUIRED DOCUMENTS TO BE SUBMITTED:

One (1) original and two (2) copies of documents which must include the following information:

1. Copy of signed W-9
2. Scope of Work (Page 3-4)
3. Acknowledgement of Addenda, if applicable (Page 9)
4. Bid Proposal Form (Page 10)
5. Bid Proposal Signature Page (Page 11)
6. E-Verify Contractor and/or Sub-Contractor/Sub-Subcontractor Affidavit
(Must be a Notarized Original)

Descriptive literature, brochures, catalogs, drawings, photos, references and other information which will be used to evaluate and award the bid may be submitted with the proposal and will become property of the City of Kingsland for the official records



Acknowledgement of Addenda

Proposer hereby acknowledges receipt of all Addenda.

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Company: _____

Authorized Signature: _____

Print Name: _____



Bid Proposal Form

Total Cost of Project \$ _____

Estimated Start Date _____

The following statement must be signed and submitted with bid. Failure to sign this statement will render bid invalid.

"I certify that this bid is made without prior understanding, agreement or connection with any corporation, firm or person submitting a bid for the same materials, supplies, or equipment, and is in all respect fair and without collusion or fraud. I understand that collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder.

Company Name:

Person Authorized to Sign:

Name: _____

Name: _____

Address: _____

Title: _____

City: _____

Signature: _____

State: _____ Zip _____

Telephone Number: _____

Fax: _____

E-Mail: _____

This _____ Day of _____, 2025



Bid Proposal Signature Page

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Name: _____ Name: _____
Company Name Print Authorized

Address: _____ Title: _____

City: _____ Signature: _____
Authorized Signature

State: _____ Zip _____ Phone: _____

Fax: _____ E-Mail: _____

This _____ Day of _____, 2025

OTHER EXCEPTIONS/VARIATIONS:
