

Metro West Fire Protection District

P.O. Box 310
Wildwood, Mo. 63040

Request for Proposal

For

**Electrical Contractor Maintenance Agreement and Alternate
Maintenance Plan**





NOTICE OF BID

Proposals will be received by the Board of Directors of the Metro West Fire Protection District, for furnishing all materials, services, labor and equipment necessary and/or reasonably incidental for **Electrical Contractor Maintenance Agreement and Alternate Maintenance Plan.**

Copies of the specifications may be picked up at the Offices of the Metro West Fire Protection District, 17065 Manchester Road, Wildwood Mo. 63040 or faxed upon request.

Proposals shall be delivered to, or mailed to **Metro West Fire Protection District; attention Assistant Chief John Bradley**, 17065 Manchester Road, (for hand delivery) or P.O. Box 310, Wildwood Mo. 63040 (for mail), **NO LATER than 4:00 p.m. on Tuesday, April 14, 2026.**

Bids will be opened at the next regular meeting of the Board of Directors, Metro West Fire Protection District, Station #3, 17065 Manchester Road, Wildwood Mo. 63040 on **Tuesday, April 14, 2026, at 5:00 p.m.**

The Fire District reserves the right to reject any and all bids, to waive variations or informalities, and to negotiate changes or additions. The Fire District also reserves the right to extend the time to submit bids and to extend the time to open bids.

By Order of the Board of Directors

**METRO WEST FIRE PROTECTION
DISTRICT
INVITATION TO BID**

Date: _____ **Name of bidder:** _____

Address of bidder: _____

City: _____ **State:** _____ **Zip:** _____

Phone #: _____ **Fax:** _____

E-Mail: _____

**YOU ARE INVITED TO SUBMIT SEALED BIDS
ON THE FOLLOWING ITEMS PER
SPECIFICATIONS**

**Electrical Contractor Maintenance Agreement and Alternate
Maintenance Plan**

CLOSING DATE: Tuesday, April 14, 2026@ 4:00 p.m.

The District reserves the right to reject all bids, and also the right to take any bid whether or not it is the lowest, if in the judgment of the Board of Directors the quality of the items submitted on the bids justify taking another bid other than the lowest one. The district also reserves the right to reject items on delivery, if at that time it does not meet incoming inspection of the district.

All items quoted must be FOB Metro West Fire Protection District, Engine House #3, 17065 Manchester Road, Wildwood Mo. 63040.

Mailing address: Metro West Fire Protection District, P.O. Box 310 Wildwood, MO 63040.

TOTAL AMOUNT OF BID: _____

Sales Representative _____

Specifications or Scope of the Project

1.0 Project Description

The Metro West Fire Protection District (Metro West) is in need of an electrical contractor to problem solve and perform repairs to electrical systems at our five facilities. The work involved may vary in size and complexity as Metro West has a wide variety of electrical needs. This agreement will cover a three-year time frame starting on October 1, 2021.

2.1 Scope of Work - Contractor Responsibilities

- The contractor will be expected to provide all labor and materials necessary to complete work in a timely and professional manner.
- The contractor must be able to provide sufficient manpower to meet the schedule of Metro West for small, medium, and large-scale projects without fail.
- Contractors will need to be neat and capable of providing dedicated and detail-oriented workers.
- Contractors will disclose whether the hourly rate will be for apprentice or journeyman work.

3.1 Company Qualifications

- Statement of Bidders Qualifications.
- Proof of Insurance including general liability and equipment coverage.
- Completed Forms of Payment and/or Performance Bonds will be required for any projects whose lump sum fees exceed \$25,000. Contractor may be asked to provide vendor agreements for larger projects and will need to obtain a purchase order from Metro West for each repair task regardless of the cost or scope of work.
- Completion of other required paperwork necessary to conduct business with Metro West.
- Each worker assigned to Metro West may be subject to our background check prior to be allowed to work on site.
- Vendors should be prepared to provide reference and set up site visits on completed projects for review of quality of work and attention to detail.

4.0 Pre-Bid Meeting

A pre bid meeting and site survey will be arranged by Metro West on **April 6, 2026**. All vendors are **required** to attend, and questions prior to this time may be submitted by email. Interested vendors are asked to meet at 17065 Manchester Road, district headquarters, upper lot, at 9:00 am.

5.0 Pricing to Be Included in Response

The responses to this request should include the following.

- The price, per person, for each hour worked. This will include apprentice or journeyman work and any projects that may require multiple workers on site.

-The percent of mark up on any materials furnished by the contractor.

6.0 Contractor Selection

****Alternate -1****

Please add an alternate bid an Electrical Maintenance Plan (this will be for all five facilities).

****Complete Visual and or functional test on items below – Once a Quarter inspection****

Electrical preventive maintenance refers to maintenance procedures that are performed to prevent damage and malfunction to electrical connections, equipment served, electrical systems integral to the operations, and local networks.

- Check all power meters for regular function before shutting them down for maintenance.
- Confirm that all indicator lights on HVAC or other equipment, sensors, and warning lights are functioning correctly for the equipment served.
- Torque test and inspect distribution panel boards rated 480vac and less bolted electrical connections to specified levels whenever needed.
- Visually inspect primary control points inside equipment control panels for signs of deterioration and overheating.
- For DC Systems disassemble battery tripping packs and check for signs of general battery integrity and any signs of corrosion or heat damage.
- Perform thermal imaging surveys at least once a year.
- Check for signs of persistent overheating or poor electrical connections for critical loads, as determined by Owner/Customer, and address areas for repair or part replacement.
- Inspect motor control circuits and check for appropriate overcurrent protection at MCC or starter location.
- Test automated door and dock leveling systems and lighting for proper operation and check for any mechanical wear and tear on electrical systems supporting operation.
- Test automated building entrance/exit doors and sensors controlling operation for proper functionality.
- Ensure Main Fire Alarm Panel for ALL zones and or areas are in AUTO operation. No zones and or areas should be currently monitored in the manual mode unless approval by AHJ has been identified.
- Confirm that all motor disconnects are close to the motors, identified with the proper labeling or tags and are easily accessible for maintenance.
- Check all outdoor perimeter and pathway lighting areas for proper operation.
- Verify that ground-fault and feeder short-circuit protection is set according to the specific application.
- Confirm transformers rated at over 1,000 volts have the correct overcurrent protection.
- Inspect transformers for any failsafe elements or means of disconnecting immediately.
- Conduct a detailed survey of all machinery and moving systems (examples: elevators, dumbwaiters, conveyor systems, manufacturing equipment and loading dock leveler systems), check for wiring and raceway integrity to be free of damage, and ensure correct voltage supply for systems is identified.
- Visually inspect all lighting fixtures and emergency lighting systems for full light output per fixture.

- Test all emergency egress lighting fixtures for proper use, and battery back-up systems when applicable, are in working condition.
- Verify each electrical panel has every circuit in operation properly identified on panel schedule for the load it is associated with.

Metro West reserves the right to reject any and all proposals. Contractor selection will be based the lowest and best qualified bidder in accordance with the evaluation criteria set by Metro West.

Prevailing wage must be met, and time sheet of documentation should be provided upon request.

