



GRAHAM COUNTY

CHAMBER OF COMMERCE

Request for Proposal: Gila Valley Community Room Electrical Work

1. Subject - The Gila Valley Welcome Center is in need of some electrical work completed in the Gila Valley Community Room. The project should be performed in the manner and expectations as follows.
2. Contact - The contact for the project is Kay Marchione, 928-428-2511, kay@graham-chamber.com
3. Intent - The intent of this project is to create a functional space for the Gila Valley Farmers Market.
4. Background and Program - In the Summer of 2019, the Chamber staff cleaned out old displays in the Community Room to prepare for ongoing renovations. We damaged some of the wall outlets and uncovered many outlets that were not secure.
5. Budget and Schedule - The Chamber has a limited budget to complete the project. The proposal we select will be heavily determined by the cost of the project, and the ability of the vendor to complete the project on schedule. The timeline in your proposal should fit the following schedule:

Thursday, August 6:

Request for Proposal Sent to Chamber Members and identifiable vendors.

Thursday, August 6 - Saturday August 15:

Community Room available to walk through 9:00 am - 5:00 pm

9:00 AM, Monday, August 10:

Proposals due

by email kay@graham-chamber.com;

by mail or drop off:

Graham County Chamber of Commerce

ATTN: Kay Marchione

1051 W Thatcher Boulevard

Safford, AZ 85546

5:00 PM, Monday, August 10:

Proposal bid awarded and vendors informed.

9:00 AM, Saturday, August 15:
Project Complete

5:00 PM, Saturday, August 22:
Invoice with due date due.

6. Scope of Services -

Required:

Replace two (2) outlet boxes.

Replace two (2) wall outlets.

Replace seventeen (17) outlet plates.

Install one (1) ceiling fan

All outlets and the ceiling fan should be in working order

Requested:

Every effort should be made to buy the hardware locally. Proposals that identify a local vendor will receive greater consideration.

7. Chamber Membership - Members of the Chamber of Commerce will receive special consideration, but cost, while not the only factor, is a big factor in this project.

8. Event & Room Sponsorship - Vendors who sponsor upcoming events or would like to put a logo on the wall stating their completion of the project by including a deep discount in their proposal will receive special consideration.

9. Proposal Requirements - Vendors must show the cost of labor and materials in their proposal, as well as their plan for completing the project in the timeline above. Vendors must be insured. Vendors must either have an electricians or contracting license or be able to provide proof of current training. Vendors must provide the contact for the project with warranty information for any materials. All proposals must be received by **9:00 am on Monday, August 10.**

10. Criteria for Selection - The first consideration for this project will be price, followed by an organized proposal, chamber membership, event or project sponsorship, buying local materials and qualifications to complete the project.

11. Future Contracts - In the event that we receive more information about what is needed for the project, we may issue additional requests for proposal.

12. Pre-Proposal Meeting and Walkthrough - Vendors are invited to walk through the space at 1051 W Thatcher Boulevard, Safford, AZ 85546 anytime between 9:00 am and 5:00 pm between Thursday, August 6 and Saturday, August 8.

13. Place and Date of Submission -

Proposals due

by email kay@graham-chamber.com;

by mail / drop off:

Graham County Chamber of Commerce
ATTN: Kay Marchione
1051 W Thatcher Boulevard
Safford, AZ 85546

14. Additional Information - Kay Marchione will be available for questions via phone, email, or in-person on additional information during the same time period as the walkthrough - anytime between 9:00 am and 5:00 pm between Thursday, August 6 and Saturday, August 8.
15. Documents for Reference -
 - a. Graham County Chamber of Commerce Request for Proposal Policy
 - b. Photo of example of outlets needing replaced
 - c. Photo of example of outlet plates needing replaced
 - d. Photo of ceiling fan location
16. End of Proposal

Thank you for your interest in this project.

Sincerely,

Vance Bryce, Executive Director
Graham County Chamber of Commerce
1051 W Thatcher Boulevard
Safford, AZ 85546
928-792-8661
vance@graham-chamber.com