



1001 North Lincoln Rd. Escanaba, MI 49829  
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## **REQUEST FOR PROPOSAL ~ ELECTRICIAN SERVICES**

### **April 22, 2024**

The Delta County Chamber of Commerce, Upper Peninsula State Fair Management Agent, of Escanaba, MI is accepting proposals for the provision of electrician services during the 2024 U.P. State Fair. The purpose of this RFP is to provide a fair evaluation of all proposals and to provide prospective proposers with the evaluation criteria for which proposals will be judged. The U.P. State Fair Authority reserves the right to reject any or all bids.

Electrician services at the Upper Peninsula State Fair may require 24-hour/day availability.

#### **Guidelines**

This is an open and competitive process and all proposals must be submitted and receipt confirmed no later than 12:00pm/noon EST, Friday, May 24, 2024.

Interested parties are highly encouraged to contact Matt Valiquette, Operations Manager at [matt@deltami.org](mailto:matt@deltami.org) or (906) 280-0009 (call/text) to arrange a grounds-familiarization tour and/or answer frequently asked questions pertaining to electrical services support needs.

Proposals received after 12:00pm/noon EST, Friday, May 24, 2024 will not be considered and will be returned unopened.

The proposal must contain the signature of a duly authorized officer or agent of the organization/individual submitting the proposal.

If you wish to submit alternate solutions, please do so.

All costs quoted should be inclusive. If the submitted proposal excludes certain fees or charges, a detailed list of excluded fees with a complete explanation of the nature of those fees must be included in the proposal.

If the execution of work to be performed may require hiring sub-contractors, a detailed explanation and description must be included in the submitted proposal. Sub-contractors must be identified and any planned work to be performed must be defined. Please provide the name, address, and EIN of any sub-contractors included in the

proposal, if applicable.

The Upper Peninsula State Fair Management Agent will not refuse a proposal based upon the use of sub-contractors; however, the use of any/all sub-contractors must be pre-approved by the UP State Fair Management Agent. Provisions of this RFP and the contents of the successful responses are considered available for inclusion in final contractual obligations.

### **Minimum requirements prior to and during Fair Week – Aug. 12 – 18, 2024**

- Saturday, August 10th and Sunday, August 11th onsite services from 12:30pm - 4:30pm.
- Monday, August 12th onsite services 8:00am – until all electrical support service needs are appropriately addressed.
- Tuesday, August 13th - Sunday, August 18th check in at 8:00am each morning with Operations Manager, Matt Valiquette, to determine daily electrical services needed. Additionally, on-call service 24-hours/day is required for urgent/emergency electrical services.
- Electricians must be on-site within 30 minutes of call contact.
- Available to respond to emergency needs of the fairgrounds.
- Any work done to support a Vendor/Concessionaire property must be charged directly to the Vendor/Concessionaire. (Does not include hookup or unhook assistance as per agreement between vendor and UPSF Authority).

### **Contract Terms**

The Upper Peninsula State Fair Management Agent will negotiate contract terms upon selection. All contracts are subject to review by Upper Peninsula State Fair Management Agent legal counsel, and a project will be awarded upon signing of an agreement or contract, which outlines terms, scope, budget and other necessary items.

### **Timeline**

- Proposals are due no later than 12:00pm/noon EST, Friday, May 24, 2024.
- Proposals will be evaluated immediately thereafter. During this time, in-person interviews may be requested with the evaluation team.
- Contract negotiations will begin immediately with the successful proposer. All organizations/individuals submitting proposals in response to this RFP will be notified of the evaluation results no later than June 3, 2024.

Proposals may be submitted via email to [matt@deltami.org](mailto:matt@deltami.org) or delivered to the address below and must be received no later than 12:00pm/noon EST, Friday, May 24, 2024.

Deliver proposals to the attention of:

Matt Valiquette, [matt@deltami.org](mailto:matt@deltami.org)  
UPSF – Operations Manager  
1001 N. Lincoln Rd.  
Escanaba, MI 49829

The following criteria will form the basis upon which the Upper Peninsula State Fair Management Agent will evaluate proposals. The mandatory criteria must be met and include:

### **Criteria**

Proposals that meet the mandatory requirements, as stated above, will be evaluated with the following criteria:

- Suitability of the Proposal - the proposed solution meets the needs and criteria set forth in the RFP
- Expertise in recommending and communicating appropriate technical solutions as evidenced by the proposal and references.
- Candidate Experience - Candidate has successfully completed similar projects and has the qualifications necessary to undertake this project.
- Value/Pricing Structure and Price Levels - The price is commensurate with the value offered by the proposer.
- Proposal Presentation - The information is presented in a clear, logical manner and is well organized.
- Demonstrated commitment to high service level agreements.