



# NOTICE OF REQUEST FOR PROPOSALS/BIDS FOR ELECTRICIAN SERVICES

Poteet Strawberry Festival Association, Inc. (PSFA, Inc.)  
9199 N. State Hwy 16  
Poteet, Texas 78065

## ELECTRICIAN SERVICES FOR PSFA, INC. and 2025 FESTIVAL EVENT

PSFA, Inc.  
PO Box 227  
Poteet, Texas 78065  
President@PoteetStrawberryFestival.com

**Prepared By: Poteet Strawberry Festival Association, Inc. (PSFA, INC.)**  
**Date: November 24, 2024**

REQUEST FOR PROPOSAL/BID  
ELECTRICIAN SERVICES FOR PSFA AND 2025 FESTIVAL EVENT  
Poteet - Texas

**PROPOSAL SUBMISSION DEADLINE:** December 15, 2024, 5pm  
**QUESTION SUBMISSION DEADLINE:** December 07, 2024

Questions may be submitted in written form to:

**Contact Name:** Chris Lopez  
**Email Address:** President@poteetstrawberryfestival.com

### INTRODUCTION

PSFA, Inc. invites and welcomes proposals for their Electrician Services for PSFA and 2025 Festival Event. Local Electricians are invited to bid on this RFP and to submit a proposal. All proposals submitted for consideration must be received by the time specified above under the "PROPOSAL SUBMISSION DEADLINE."

*BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) – NO EXCEPTIONS.*

### PROJECT AND LOCATION

The project associated with this RFP is or shall be located at 9199 N. State Hwy 16, Poteet, Texas 78065, and the 2025 Festival Event is April 10-13<sup>th</sup>, 2025.

### **PROJECT MANAGER CONTACT INFORMATION**

The following individual(s) are the assigned contacts for questions or information contact:

**Name:** Chris Lopez, President PSFA, Inc. Phone: 210-414-5525

**Email:** President@PoteetStrawberryFestival.com

### **PROJECT OBJECTIVE**

The objective and ultimate goal for this project is select and contract with a local area electrician/company to provide electrician services and complete work at the PSFA property and before and during the 2025 Poteet Strawberry Festival Event. Work to begin on Festival Property on items identified to be repaired or constructed as soon as contract is executed with the selected bidder and continue for the festival preparation and before and during the annual festival event for 2025 and thereafter as per the contract agreement.

### **PROPOSAL BIDDING REQUIREMENTS**

#### **PROJECT PROPOSAL EXPECTATIONS**

PSFA, Inc. shall award the contract to the proposal that best accommodates the various project requirements. PSFA, Inc. reserves the right to: (i) award any contract prior to the proposal deadline or prior to the receipt of all proposals, (ii) award the contract to more than one Bidder, and (iii) refuse any proposal or contract and reject all bids.

#### **DEADLINE TO SUBMIT PROPOSAL**

All proposals must be received by PSFA, Inc. no later than 5pm on December 15, 2024, for consideration in the project proposal selection process.

#### **PROPOSAL SELECTION CRITERIA**

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed, and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

1. Proposals received by the stipulated deadline must be in the correct format.
2. Bidder's performance effectiveness of their proposal's solution.
3. Bidder's performance history and alleged ability to timely deliver proposed services.
4. Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
5. Overall cost effectiveness of the proposal.

PSFA, Inc. reserves the right to cancel, suspend, and/or discontinue any proposal at any time, without obligation or notice to the proposing bidder.

#### **PROPOSAL SUBMISSION FORMAT**

The following is a list of information that the Bidder should include in their proposal submission:

**Summary of Bidder Background**

1. Bidder's Name(s)
2. Bidder's Address
3. Bidder's Contact Information (and preferred method of communication)
4. Legal Formation of Bidder (e.g., sole proprietor, partnership, corporation)
5. Date Bidder's Company was Formed
6. Description of Bidder's company in terms of size, range and types of services offered and clientele.
7. Bidder's principal officers (e.g., President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers) and length of time each officer has performed in his/her field of expertise.
8. Bidder's Federal Employee Identification Number (FEIN)
9. Evidence of legal authority to conduct business in Texas (e.g., business license number).
10. Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.
11. Organization chart showing key personnel that would provide services to PSFA, Inc.

**Financial Information**

- State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of reorganization under the bankruptcy code.
- State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

**Proposed Outcome**

- Summary of timeline and work to be completed.
- Availability of Bidder to begin work on property items to be repaired and constructed and to be onsite and available the week prior, during, and after the 2025 Festival Event and personnel that will be onsite.

**Equipment or Service**

- List any and all equipment or services required for this proposed project and the number of each.
- Detailed estimated cost for each piece of equipment or service.
- List cost for services by hourly rate for each person providing services.
- List any or equipment or services required of a subcontractor, along with a brief explanation.
- List any accommodation, services, or space required from PSFA, Inc., along with a brief explanation.

**Cost Proposal Summary and Breakdown**

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.

## 2025 Poteet Strawberry Festival and PSFA, Inc. RFP/Bid Electrician Services

### **Licensing and Bonding**

- Provide details of licenses and bonds for any proposed services that the bidder/contractor may plan on providing for this project.

### **Insurance**

- Details of liability or other insurance provided with regard to the staff or project.

### **References**

- Provide 3 references

By submitted a proposal, Bidder agrees that PSFA, Inc. may contact all submitted references to obtain any and all information regarding Bidder's performance.