



## Request for Proposals Street Light Maintenance / Repair

The criteria below comprise the proposal components that will allow the Town to select the most qualified / dependable firm to prepare the Towns Street Light Maintenance / Repair Plan.

### CONTRACT REQUIREMENTS

Firm must maintain the Towns streetlights on a regular basis. Should a complaint come in, the firm, after being notified by the Town, will repair the light in a timely manner. Timely manner to the Town would be within seven (7) days. Proposals shall include a bid to maintain and repair streetlights plus parts costs and the intentions of executing the task. Firm awarded the contract shall comply with all OSHA requirements, Town of Eagar safety standards, and carry all minimum State insurance requirements.

### SUBMITTAL REQUIREMENTS

The organization of the proposal is intended to be as brief as possible while addressing the requested components adequately. Selected firm(s) may be brought in for an interviewed by a Town Committee for additional questions and clarifications.

Submittal: One (1) original and two (2) copies of the proposal must be received by the date, time and location identified below. Submittals are limited to five (5) 8.5" X 11" pages of one-sided text or graphics. An 11" X 17" format may be used, but will count as two (2) pages. A copy of the appropriate Arizona Contractor's license must be included to be considered.

Cover letter: List the name of the firm and the project manager, his / her mailing/e-mail addresses, and telephone/fax numbers for the project. The cover letter shall also identify the individual of the firm that has the authority to negotiate and contractually bind the firm (if different than the project manager). The letter shall count in the page limit identified above.

### DEADLINE

Please transmit one (1) original and two (s) copies on or before 3:30 P.M. on March 6, 2012 to:

Town of Eagar, Public Works  
1162 S. Water Canyon Rd.  
PO Box 1300  
Eagar AZ 85925

Submittals must include a label on the envelope "Proposal – Street Light Maintenance". Submittals may not be faxed nor electronically transmitted to the Town. Submittals, received after the deadline will be returned to the sender, unopened. Submitters must ensure delivery (not postmarking) by the date and time indicated above.

The Town reserves the sole right to evaluate the proposals submitted, waive any irregularity, evaluate and select the preferred firm, and or reject any and all proposals. The Town will not reimburse the selected firm for any work performed relative to the Scope of Work prior to the execution of a contract and a notice to proceed letter is received by the selected firm. Any questions regarding this project should be directed to Neil Barton at 928-333-4223, ext. 25.