



Bidder's Proposal NOTICE INVITING BIDS ON-CALL ELECTRICAL SERVICES

BIDS MUST BE RECEIVED BY: THURSDAY, AUGUST 27, 2026, BY 2:00 P.M.

BIDS MAY BE SUBMITTED BY: MAIL, COURIER, IN PERSON, OR ELECTRONIC FORM

BY MAIL, COURIER, OR IN PERSON:

The BID shall be enclosed in a sealed envelope, plainly marked in the upper left-hand corner with the name, address and telephone number of the CONTRACTOR. The CONTRACTOR shall submit a complete BID original and any related information to: CITY OF CLAREMONT, Community Services Department, 1616 Monte Vista Avenue, Claremont, California 91711. The envelope shall clearly state: **"BID Submittal for On-Call Electrical Services."**

IN ELECTRONIC FORM:

The BID shall be sent in electronic format to Cari Dillman, Community Services Manager. Electronic copies shall be addressed to Cari Dillman, cdillman@claremontca.gov, and Shelley Desautels, sdesautels@claremontca.gov. The subject line shall clearly state **"BID Submittal for On-Call Electrical Services."**

PROJECT IDENTIFICATION NAME: ON-CALL ELECTRICAL SERVICES

The City of Claremont welcomes your participation in the bid process for the above stated project in the City of Claremont, County of Los Angeles. The City will receive bids for the award of a contract for work described in the Scope of Work up to, but no later than, the time set forth above.

Scope of Work – The City seeks to obtain proposals from Contractors to perform electrical maintenance and repair services on an on-call, as-needed basis. The services and tasks to be performed include the furnishing of all labor, materials, tools, equipment, supplies, tasks and incidental and customary work necessary to competently perform electrical services and repair work at various City locations. Most common tasks include trouble shooting and subsequent repair of 110 volt and higher interior and exterior electrical circuits, the replacement of burned-out sports light bulbs in the 25-60 foot high City-Owned, and City-maintained equipment.

Unit Costs- Unit costs must be submitted on the attached Bidder's Proposal form.

Regular Working hours

- Normal working hours shall be considered Monday through Friday from 7:00 a.m. to 4:30 p.m.

Overtime Callback Service

- On callbacks outside of regular working hours, Contractor will absorb the worked hours at straight time rates and the City will be charged for the overtime premium portion only, including for travel time and expenses.
- Contractor shall be onsite within one-hour of receiving the call for service.
- Overtime Callback service shall be billed separately at the labor rates listed herein.

Response Time – The successful Bidder must respond to service calls within 24-hours of receiving the call.

Insurance – The successful Bidder must provide the City with evidence of the following insurance coverage:

1. *Comprehensive Commercial General Liability:* Occurrence based with limits of \$500,000 bodily injury per person, \$1,000,000 bodily injury per occurrence and \$500,000 property damage per occurrence. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this Project or the general aggregate limit shall be twice the required occurrence limit.
2. *Comprehensive Automobile Liability:* Coverage for “any auto” with limits of \$500,000 bodily injury per person, \$1,000,000 bodily injury per occurrence, and \$500,000 property damage per occurrence.
3. *Workers’ Compensation and Employers’ Liability:* Workers’ Compensation insurance as required by the State of California and Employer’s Liability Insurance with limits of \$1,000,000 per accident for bodily injury or disease. Umbrella liability coverage may be used to meet required limits of liability.

Prevailing Wage - The Contractor is aware of the requirements of Labor Code Sections 1720 et seq. and 1770 et seq., as well as California Code of Regulations, Title 8, Section 16000 et seq. (“Prevailing Wage Laws”), which require the payment of prevailing wage rates and the performance of other requirements on certain “public works” and “maintenance” projects. Since this Project involves an applicable “public works” or “maintenance” project, as defined by the Prevailing Wage Laws, and since the total compensation is \$1,000 or more, Contractor agrees to fully comply with such Prevailing Wage Laws. The Contractor shall obtain a copy of the prevailing rates of per diem wages at the commencement of this Agreement from the website of the Division of Labor Statistics and Research of the Department of Industrial Relations located at www.dir.ca.gov/dlsr/. In the alternative, the Contractor may view a copy of the prevailing rates of per diem wages at City. Contractor shall make copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed to perform work on the Project available to interested parties upon request and shall post copies at the Contractor’s principal place of business and at the Project site. Contractor shall defend, indemnify and hold City, its elected officials, officers,

employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or allege failure to comply with the Prevailing Wage Laws.

License Requirements – The successful bidder must obtain a City of Claremont Business License and show proof that they possess all licenses required by the State of California Public Contract Code.

Subcontracting – The successful bidder will be required to self-perform 100% of the work, unless otherwise authorized by the City.

Term - The City intends this to be a two (2) year agreement that can be extended for three (3) additional 12-month periods for a total of five (5), 12-month periods. The proposed agreement can be cancelled by either party with a 30-day written notice.

For additional information, please contact Community Services by email at cdillman@claremontca.gov. We look forward to working with you.

Sincerely,

Cari Dillman

Cari Dillman
Community Services Manager



ON-CALL ELECTRICAL SERVICES

Bid Sheet

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I. PRICING

Labor: is the cost per hour for one non-supervisory or apprentice personnel including all associated costs.

Supervisory: is the cost per hour for one supervisory or journeyman/foreman personnel including all associated costs.

Business Hours: are considered 7:00 a.m. through 4:30 p.m., Monday through Friday.

Overtime: is the cost per hour over an 8 hour workday or 40 hour work week.

Supervision Ratio: What is the time ratio of supervision to labor staff personnel needed on any given project under this contract, assume 100% of total staff time. Example: S=20% L=80%

Mark up on Material: is the percent added to the actual wholesale (no retail pricing will be accepted) cost of materials or special equipment rental.

	Business Hours	Overtime Hours
1. Labor	\$_____/Hour	\$_____/Hour
2. Supervisory	\$_____/Hour	\$_____/Hour
3. Markup on Materials Cost	_____ %	
4. Supervision ratio	S=_____ L=_____	

Contractor Name: _____ Date: _____

II. RATES

1. What is your hourly charge during normal business hours?

a. Bucket truck and labor to operate it. \$ _____/Hour

b. Man Lift and labor to operate it. \$ _____/Hour

2. What is your hourly charge outside normal business hours?

a. Bucket truck and labor to operate it. \$ _____/Hour

b. Man Lift and labor to operate it. \$ _____/Hour

3. If you will need to charge for other equipment (i.e. forklift, scaffolding, drills), list them and the rates here. Prices shall include the item and labor.

III. ADDITIONAL ITEMS

1. Will mileage be charged to the City? If so, from where? At what rate?

2. Are there any surcharges such as fuel, disposables, etc.? Please list a description of the surcharge with appropriate pricing?

3. The City prefers one (1) man/one (1) hour as a minimum callout charge. What is your minimum callout time that you bill? _____

Contractor Name: _____ Date: _____

ON-CALL ELECTRICAL SERVICES
Bid Sheet

(Page 3 of 3)

Bid submitted by: (please print)

Company: _____

Name: _____

Address: _____

Phone #: _____ Email : _____

Date : _____

To be considered, BIDS must be received pursuant to the above-mentioned submittal instructions no later than THURSDAY, AUGUST 27, 2026, BY 2:00 P.M.

Contractor Name: _____ Date: _____