



CITY OF ISANTI

REQUEST FOR PROPOSALS

ELECTRICAL MAINTENANCE SERVICES

Proposals Due: April 17th, 2026

I. INTRODUCTION

This request has been prepared by the City of Isanti to retain electrical maintenance work from a qualified business.

The primary objective of requesting proposals is for the City to determine which proposer can offer the highest quality of service at the most reasonable cost.

II. INSTRUCTIONS FOR PROPOSERS

A. The City will accept electronic or written proposals. Responses must clearly address all of the items listed in this request for proposal. Parties choosing to submit a written proposal please submit to:

Jaden Strand
City Clerk/
Deputy HR
Director
City of Isanti
110 1st Ave NW
Isanti, MN 55040

Electronic proposal submissions are to be attached to an email with the subject line “Electrical Maintenance Proposal” Questions or request for clarification may be directed to Jaden Strand, at Jstrand@cityofisanti.us.

B. **All proposals must be received no later than 4:30 pm on Friday, April 17th, 2026.**
Any vendors submitting proposals after the date and time listed above are not guaranteed consideration. Proposals submitted should be clearly labelled “Electrical Maintenance Proposal”.

III. SCOPE OF WORK:

Specifications for Electrical Maintenance Service for Isanti Municipal Facilities is as follows:

1) The City is accepting proposals to perform electrical maintenance work on an “as-needed basis” for City building and facilities. The work may be indoor or exterior. This work includes tasks ranging from maintenance of building lighting and electrical systems to small projects in City Parks to other electrical project needs for any/all City facilities. Work to be performed under direction of a state licensed Master Electrician. This proposer should list experience, examples of project work, list individual(s) to perform work, their qualifications and contractor references.

Acceptance of the proposal is for a “first call” basis, and if the contractor is not available or cannot respond in a timely manner, the City reserves the right to contact another vendor of their choosing. Specialty equipment in city utility and liquor store facilities is not exclusively covered under this contract.

2) City Facilities and Grounds

- City Hall 110-1st Ave NW Isanti, MN 55040
- Community Center 208 ½ 1st Ave NW Isanti, MN 55040
- Isanti Indoor Arena (BMX) 101 Isanti Parkway NW Isanti, MN 55040
- Police Department 911 East Dual Boulevard NE Isanti, MN 55040
- Public Works 100 Isanti Parkway NW Isanti, MN 55040
- Water Plant 601 East Dual Boulevard NE Isanti, MN 55040
- WWTP 100 Isanti Parkway NW Isanti, MN 55040
- Pretreatment building 100 Isanti Parkway NW Isanti, MN 55040
- Blower building 100 Isanti Parkway NW Isanti, MN 55040
- Well 1 401 1st Ave NW Isanti, MN 55040
- Well 2 525 1st Ave NW Isanti, MN 55040
- Well 3 601 East Dual Boulevard NE Isanti, MN 55040
- Well 4 602 East Dual Boulevard NE Isanti, MN 55040
- UV building 100 Isanti Parkway NW Isanti, MN 55040
- Tin shed By Archery Range 201 Isanti Parkway NW Isanti, MN 55040
- Red shed by dog park 201 Isanti Parkway NW Isanti, MN 55040
- Amphitheater building 201 Isanti Parkway NW Isanti, MN 55040
- Bluebird Park 201 Isanti Parkway NW Isanti, MN 55040
- Unity Park 420 3rd Ave NW Isanti, MN 550040
- Academy Park 901 6th Ave CT NE Isanti, MN 55040
- Riverside Park 503 Rum River Dr NW Isanti, MN 55040
- Eagle Park 22 Broadway St SW Isanti, MN 55040
- Isanti Hills 518 Dogwood St SW Isanti, MN 55040
- Legacy Park 1043 Bellaire Blvd NW Isanti, MN 55040
- Mattson Park 311 5th Ave NW Isanti, MN 55040
- River Bluff Park 1111 Rum River Dr SW Isanti, MN 55040
- Rum River Meadows Park 1108 South Passage SW Isanti, MN 55040
- Whisper Ridge Park 795 3rd Ave SW Isanti, Mn 55040
- Woodland Park 905 Triumph Trail NE Isanti, MN 55040
- 11 Lift Stations located in the City of Isanti
- Redbird Field 620 3rd Ave NW Isanti, MN 55040
- 75 City owned street lights/ Park lights

IV. PROPOSAL EVALUATION AND CONTRACT AWARD

- A. The City intends to award a contract to the proposer(s) evaluated to be best qualified to perform the work for the City, cost and other factors considered.
- B. The City shall not be liable for any expenses incurred by the proposer including, but not limited to, expenses associated with the preparation of the proposal or final contract negotiations.
- C. The City of Isanti reserves the right to reject any and all proposals or to request additional information from any or all proposers.
- D. It is anticipated that the City will establish a contract with a selected business for a five (5) year term. A contract for this term will be prepared and entered into with the successful proposer.

V. TERM OF CONTRACT AND INSURANCE:

The Contract Term shall be five (5) years, from June 1, 2026, to May 31, 2031. The approved contractor will need to provide to the City a Certificate of Insurance with General and Automobile Liability Insurance in the amount of \$1,000,000 and Workers Compensation Insurance in the statutory amounts. The City of Isanti shall be listed on the Certificate as an additional insured.

Independent contractors carrying on a trade or business as sole proprietors must present Independent Contractor Exemption Certificate (ICEC) when submitting a quote for the above services.



**CITY OF ISANTI REQUEST FOR PROPOSAL
ELECTRICAL MAINTENANCE SERVICES QUOTE WORKSHEET**

All categories must be completed to be considered in the award of the quote per the attached specifications.

I (we) submit the following quote for electrical maintenance services for the City of Isanti.

	Cost for Service- Hourly Basis
Regular Rate (8 a.m. to 4:30 p.m.) Monday through Friday	\$
After Hours	\$
Weekends/ Holidays	\$
Price Adjustment Over Term of Contract (If any)	\$

You may attach any additional information to this worksheet to provide quotes for the Electrical Maintenance service.

Proposal submitted by: (Please Print)

Company Name

Phone Number

Mailing Address

City, State Zip code

Contact Person/Person Submitting Proposal

Email

Signature of Person Submitting Proposal

Date

REFERENCES:

Commercial References: Please print or type.

Contact Name

Company Name

Address

Phone Number

Contact Name

Company Name

Address

Phone Number

Contact Name

Company Name

Address

Phone Number