

# **Kodiak Island Housing Authority**



## **REQUEST FOR QUOTE RFQ # 25-03 Electrical Upgrades and Panel Replacements**

**July 2025**

Prepared By:  
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## REQUEST FOR QUOTE RFQ # 25-03 Electrical Upgrades and Panel Replacements

Kodiak Island Housing Authority (KIHA) is requesting quotes from qualified electrical contractors to perform routine electrical upgrades and panel replacements across four project sites: Larsen Bay Rental #5, Cliffwood 1319 Selief, Old Harbor, and Akhiok. The selected contractor will provide all labor, materials (excluding the electric range for Larsen Bay, which will be provided by KIHA), equipment, travel coordination, and supervision necessary to complete the work in compliance with all applicable codes and KIHA policies.

### 1) SCOPE OF WORK

- a) Larsen Bay Lot 1 Block 19 Rental #5
  - i) Convert the existing propane range to an electric one
  - ii) KIHA will supply the new electric range
  - iii) Install appropriate 220V outlet approximately 30 feet from panel
  - iv) Verify panel capacity and breaker sizing: install new breaker if needed
  - v) Ensure code-compliant outlet location, wiring, and connection
  
- b) Cliffwood 1319 Selief
  - i) Replace house power panel which currently powers laundry, lighting and boilers
  - ii) Existing breakers are reportedly damaged and/or malfunctioning
  - iii) Remove and dispose of existing panel
  - iv) Install new panel with properly labeled circuits, secure terminations, and grounding
  - v) Include surge protection if recommended for shared utility system
  
- c) Old Harbor
  - i) Addresses
    - (1) Lot 12 Block 1A
    - (2) Lot 3A Block 5
    - (3) Lot 10 Block 1A
  - ii) Replace the main electrical panel for each unit
  - iii) Ensure proper labeling of all circuits
  - iv) Verify grounding and bonding meet code
  - v) Correct any improper or hazardous wiring practices
  - vi) Coordinate with KIHA to minimize resident disruption during outage
  
- d) Akhiok Homestart Lot 6A Block 2
  - i) Replace the main electrical panel and correct the following noted deficiencies
    - (1) Panel #62: install missing 'dead front' protective cover
    - (2) Subpanel #64: correct improperly terminated wiring
    - (3) Subpanel #65: Secure loose cable entry using an approved connector
  - ii) Ensure final configuration passes inspection and is fully code compliant

## 2) PROPOSAL REQUIREMENTS

All proposals must include the following to be considered responsive:

- a) Completed Quote Form
  - i) Lump sum or itemized pricing, broken down by site
  - ii) Include labor, materials, travel, and applicable equipment
- b) Contractor information
  - i) Company name, contact person, phone, email
  - ii) Years in business and basic description of services offered
- c) Proof of Insurance
  - i) General Liability and Workers' Compensation coverage
- d) Alaska Business License
  - i) Must match the submitting entity name
- e) Copy of Electrical Contractor License
  - i) Active and valid in the State of Alaska
- f) Native Preference Documentation
  - i) Section 7(b) form provided
- g) Project Availability
  - i) Brief timeline or confirmation of availability to begin work upon award
- h) Relevant Experience
  - i) 1-2 recent projects of a similar scope.

## 3) EVALUATION CRITERIA

Proposals will be evaluated based on the following weighted criteria:

- a) Total price – 70 pts
  - b) Project availability and timeline – 10pts
  - c) Relevant Experience – 5pts
  - d) Native Preference – 15pts
- Total Possible Points – 100

## 4) QUESTIONS AND CLARIFICATIONS

- a) Questions are encouraged and must be sent in writing to the Procurement Department at [Procurement@KIHA.org](mailto:Procurement@KIHA.org). by Friday, August 15th. Responses will be provided to all known interested parties.

## 5) TIMELINE

- a) RFP/RFQ Issued: July 29, 2025
- b) Deadline for Questions: August 15, 2025
- c) Final Answers Posted: August 19, 2025
- d) Proposal Submission Deadline: August 20, 2025, by 4:30PM AKDT
- e) Anticipated Notice of Award: August 26, 2025

## 6) SUBMISSION INSTRUCTIONS

Proposals must be submitted by the deadline in one of the following ways:

a) Hardcopy:

Kodiak Island Housing Authority

Attn: Procurement Department

3137 Mill Bay Road

Kodiak, AK 99615

Clearly mark envelope: "RFQ 25-03 Electrical Upgrades"

b) Email:

Send to: [procurement@kiha.org](mailto:procurement@kiha.org)

Subject Line: "RFQ 25-03 Electrical Upgrades"

\*\* It is the bidder's responsibility to confirm submission and receipt. \*\*

\*\* KIHA will not reimburse for any costs associated with preparing a response. \*\*

## 7) NATIVE PREFERENCE STATEMENT

- a) American Indian/Alaska Native-owned firms and individuals are encouraged to participate. Preference in the award of this contract will be given to Indian-owned economic enterprises and individuals in accordance with Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e(b)). To qualify, proposals must include evidence of 51% Indian ownership and documentation of daily management and control by Indian persons.

## 8) ADDITIONAL COMMENTS

- a) KIHA reserves the right to accept or reject any or all proposals and to waive informalities.
- b) No proposal may be withdrawn within 90 days after the submission deadline without written consent.
- c) This solicitation does not constitute a contract, and no work shall begin until a written agreement is executed.
- d) This project is federally funded and is subject to the provisions of the Davis-Bacon Act (40 U.S.C. §§ 3141–3148). The selected contractor must comply with all applicable federal labor standards, including payment of prevailing wages to all mechanics and laborers. The applicable wage determination for Kodiak Island Borough will be included as an attachment to the final contract. Certified payrolls will be required.