

**July 24, 2018**

**Request for Proposal:** Electric installation for Café/Kitchen

The Lehigh Valley Charter High School for the Arts (Charter Arts) is accepting bids for electric installation services at the school building located at 321 E. 3rd St, Bethlehem, PA 18015.

Sealed paper or electronic bids are due to the Lehigh Valley Charter High School for the Arts by August 10, 2018 at 2 PM.

The following is the schedule of dates for the bid process:

1. Proposals and bids due August 10, 2018
2. Interviews with selected firms August 13, 2018
3. Facility Management Services awarded by August 17, 2018
4. Effective date of services TBD at time of interview.

Facility Management Services for this request are to include the following:

1. See diagrams

Please include in your proposal the following information:

1. Brief history and management structure of your firm.
2. Roles, responsibilities, and physical location of your Account Executive and each of your account/support team members.
3. Your fee structure.
4. A reference list of five clients and contact information of each.
5. Any known or perceived, actual or potential conflicts of interest with Charter Arts, its employees, faculty, staff, or Board of Directors.

Requirements are:

1. A full outline and costs of services and materials proposed.
2. Certificate of Insurance

Please direct any questions to Brian Filchner, Director of Facilities, 6108682971 x3134, [bfilchner@charterarts.org](mailto:bfilchner@charterarts.org).