

THE CITY OF



OWATONNA

540 West Hills Circle
Owatonna, MN 55060-4794
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DATE: December 21, 2020
TO: Mayor and City Council, City Administrator
FROM: Aaron Fitzloff, Facility Manager
SUBJECT: Contract agreement for electrical work

Purpose:

Enter into a new contract for electrical services city wide for 3 more years with Four Seasons Electric.

Background:

Four Seasons Electric is our current electrical contractor. We signed a one-year agreement with them that is set to expire at the end of the year. They were the lowest bid when we took bids this year. They have done a good job for us this past year. They have been very responsive and timely when called upon. They have been learning our buildings/operation and have a good handle on our needs. They are willing to keep the same rates from the original bid for another 3 years.

Budget Impact:

Year to date we have spent \$31,000 and that is within our budgeted amount for operating expenses.

Staff Recommendation:

Staff recommends approval of this contract for electrical services with Four Season Electric for an additional 3 years.



3127 S County Road 45 Owatonna, MN 55060

December 11, 2020

Service Contract

The City of Owatonna agrees to contract Four Seasons Electric as its electrical contractor for the duration of three years from the date of signing. At the end of the contract term, the contract will automatically renew with the same terms unless either party notifies the other in writing of new rates or the desire not to renew said contract.

During the term of the contract, Four Seasons Electric agrees to the following:

- Act as the Responsible Master Electrician for maintenance work only for the City of Owatonna. There will be no fee for this service.
- Perform quality electrical work in a timely manner and according to current electrical codes and standards. This work will be billed on a labor time and material basis.
- Labor will be charged at a discount of 15% below Four Seasons Electrical normal charge for a licensed electrician.
 - Regular time rate will be \$65 per hour for a Licensed Electrician.
 - Regular time rate will be \$50 per hour for unlicensed Electrician.
 - Overtime will be calculated after 5:00 pm week days at time and a half.
 - Time and a half for Saturday calls.
 - Double time for Sunday or emergency calls.
- Boom truck rates are \$25 per hour.

During the term of this contract, the City of Owatonna agrees to the following:

- Use Four Seasons Electric, as its only electrical contractor.
- Pay invoices in a timely manner, not to exceed 30 days.

Ryan Spindler
Four Seasons Electric

Date

City of Owatonna

Date