

REQUEST FOR PROPOSAL – DRL ELECTRICAL LAB ALTERATIONS

Butler Technology and Career Development Schools is requesting proposals for the DRL Electrical Lab Alterations Project.

If you are interested in being considered, please submit a written proposal to **David Plotts** by **10 a.m. EST on Wednesday, April 8, 2026**. Proposals may be submitted in person to 3603 Hamilton-Middletown Road, Fairfield Township, OH 45011. Please provide 1 original and 3 copies of your proposal in a sealed envelope marked “Butler Tech - “DRL Electrical Lab Alterations”.

Prices and services included in any submittal must be maintained by the submitting company for sixty (60) days. By submitting a proposal, the respondent is acknowledging that it has reviewed the proposal specifications provided by Butler Tech, if any, and that the proposal contains the labor, materials, equipment, and incidentals necessary to complete the work specified in accordance with the specifications, other documents and any addenda as may be issued by Butler Tech.

Proposals will be evaluated based on cost of equipment and services provided in accordance with the attached specifications, and your responses to the questions listed below as well as any other factor determined by Butler Tech. Butler Tech reserves the right to waive any irregularities, defects or omissions and to accept or reject any part of or the entirety of any proposal for any reason deemed valid and reasonable by Butler Tech. The respondent whose proposal is accepted shall enter into negotiations for the contract for equipment and/or services contemplated herein.

Please provide answers to the following questions on a separate typed sheet. Responses should be concise and to the point, but will include the information necessary to communicate the information you desire.

1. Name of Company:
Address:
Telephone No.
Fax No.
Business Structure:
Contact Person:
2. How many years has the company been doing business? Provide a brief one-page history of the company related to providing services and/or equipment to primary and secondary (K-12) schools.
3. Provide 3 references from primary and secondary (K-12) schools or other similar projects in scope and size. Include the project name, location, scope and size. Also include a school district contact name and phone number for each project

4. What is your previous experience working with the Butler Technology and Career Development Schools, if any?
5. What sets your firm apart from other companies who have provided Electrical Repair and Installation Services to public schools?
6. Does your organization have any open litigation pending against it at this time? If so, please provide the party names, the nature of the litigation and the status of the litigation? Additionally, has your company had litigation instituted against it by any of its customers in the past five years?
7. A bid bond is required for this Project.

Schedule Of Activities: Complete Schedule

March 19, 2026: *Issue Request for Proposal* RFP and all attachments will be available at www.butlertech.org/bids.

March 25, 2026 at 10:00 a.m., location is the D. Russel Lee office located at 3603 Hamilton Middletown Road, Fairfield Twp., OH 45011: *Pre-Proposal Walkthrough*
All contractors/vendors that wish to be considered are required to attend the site visit for each campus to ensure the scope of services being requested by Butler Tech is fully understood.

March 30, 2026, 3:00 p.m. EST: *Deadline for Questions*

Any further questions must be submitted in writing via email to David Plotts until 3:00 p.m. EST on this date. (plottsd@butlertech.org)

April 2, 2026, 3:00 p.m. EST: *Answers Posted*

Answers to all inquiries from all entities participating in the RFP process will be sent via email by David Plotts.

April 8, 2026, 10:00 a.m. EST: *Proposal submittal deadline*

Proposal opening will occur on April 8 at 10:00 a.m. EST. It is the responsibility of the vendor/contractors to ensure that their proposals are received prior to the deadline. Proposals received after the above date and time will not be considered.

Company must provide 1 original and 3 copies of the proposal, in a sealed envelope labeled "Butler Tech - "DRL Electrical Lab Alterations"

April 21, 2026, 5:30 p.m. EST: *Board Agenda 1st Read*

May 1, 2026: *Vendor contract begins*

Additional Documents

Attachment 1: DRL-B100-G1.0-03192026 – Cover Sheet and Drawings Index

Attachment 2: DRL-B100-A1.0-03192026 – Architectural Drawings

Attachment 3: DRL-B100-E1.0-03192026 – Electrical Drawings

Attachment 4: Butler Tech RFP – DRL Electrical Lab Alterations – Request for Proposal Schedule and Questions. Please complete and include with each copy of the Proposal.

Attachment 5: Bid Form – Please complete the attached Bid Form and include with each copy of the Proposal.