



REQUEST FOR PROPOSALS

SHOP ELECTRICAL PROJECT RUSSELL JUNIOR-SENIOR HIGH SCHOOL

Russell County USD 407 is seeking proposals from qualified, licensed electrical contractors for electrical improvements to a shop facility at Russell Junior-Senior High School.

PROJECT DESCRIPTION:

The project involves electrical upgrades to an approximately 2,500 square-foot shop, along with associated side rooms. The completed facility is intended to support a three-bay mechanic shop setup and should provide appropriate lighting, power, outlets, and electrical capacity for this intended use.

SCOPE OF WORK:

The anticipated scope of work includes, but is not necessarily limited to, the following:

1. Main Shop Lighting

- Provide and install new lighting throughout the approximately 2,500 square-foot main shop.
- Lighting should provide adequate illumination for a three-bay mechanic shop environment.
- Include all necessary fixtures, wiring, controls, switches, mounting hardware, and related materials.

2. Side Room Lighting

- Provide and install appropriate new lighting in all side rooms associated with the shop.
- Include necessary switches, wiring, fixtures, and associated electrical components.

3. Main Circuit Breaker

- Provide and install a new main circuit breaker for the main shop electrical system.
- Evaluate the existing electrical service and panel configuration to determine appropriate capacity and equipment requirements.
- Coordinate any necessary modifications to accommodate the proposed electrical improvements.

4. New Electrical Circuits and Outlets

- Provide and install new 120/140-volt circuits and outlets as appropriate for the intended use of the facility.
- Provide outlets in locations necessary to support a three-bay mechanic shop setup.
- Include all necessary wiring, conduit, boxes, breakers, receptacles, and related components.
- Contractor shall evaluate the proposed layout during the site visit and provide recommendations regarding outlet placement and circuit distribution.

5. Switches and Controls

- Provide and install new switches and controls for lighting and other electrical components as necessary.
- Switch locations should be coordinated with the intended use and layout of the shop.

6. General Electrical Work

- Provide all labor, materials, equipment, permits, and incidental work necessary to complete the electrical project.



RUSSELL COUNTY USD 407

400 N. Elm Street, P.O. Box 393, Russell, Kansas 67665 · P: (785) 483-2173 · F: (785) 483-2175 · www.usd407.org

- Remove or modify existing electrical components as necessary to accommodate the new installation.
- Properly secure, label, and organize new electrical equipment and circuits.
- Complete all work in accordance with applicable electrical codes, manufacturer specifications, and industry standards.

THREE-BAY MECHANIC SHOP CONSIDERATIONS:

The intended use of the space is a three-bay mechanic shop. Contractors should consider the electrical demands associated with this type of facility when developing their proposal, including appropriate lighting levels, outlet placement, circuit capacity, and future usability. Contractors are encouraged to discuss the proposed layout and electrical needs with the district during the site visit.

SITE VISIT:

Contractors are strongly encouraged to view the project prior to submitting a proposal. The site visit will provide contractors with an opportunity to evaluate existing electrical infrastructure, panel capacity, room layouts, ceiling heights, existing wiring, access, and other site conditions that may affect the project.

To schedule a site visit or obtain additional project information, please contact:

Kevin Flegler, Project Manager

kflegler@usd407.org

PROPOSAL REQUIREMENTS:

Proposals should include:

1. Total project cost, including labor, materials, equipment, permits, and applicable fees.
2. A description of the proposed electrical work and equipment.
3. Proposed lighting fixtures and specifications.
4. Proposed circuit and outlet configuration.
5. Information regarding the proposed main circuit breaker and any required panel modifications.
6. Anticipated project timeline and estimated duration.
7. Warranty information for materials and workmanship.
8. Identification of any exclusions or additional costs.
9. Contractor's license information, contact information, and relevant experience with similar projects.

CONTRACTOR RESPONSIBILITIES:

- The selected contractor will be responsible for verifying all existing conditions and dimensions prior to beginning work.
- The contractor shall provide all labor, materials, equipment, tools, permits, and services necessary to complete the project.
- All electrical work shall be completed in accordance with applicable federal, state, and local codes and regulations, including applicable electrical and life-safety requirements.
- The contractor shall coordinate work with Russell County USD 407 to minimize disruption to school operations.

Simpson Elementary School
(Grades PreK - 1)
1323 N. Main St.
Russell, KS 67665
P: (785) 483-6180
F: (785) 483-5459

Bickerdyke Elementary School
(Grades 2 - 6)
348 N. Maple St.
Russell, KS 67665
P: (785) 483-6066
F: (785) 483-5982

Russell Junior-Senior High School
(Grades 7 - 12)
565 State St.
Russell, KS 67665
P: (785) 483-5631
F: (785) 483-5636



RUSSELL COUNTY USD 407

400 N. Elm Street, P.O. Box 393, Russell, Kansas 67665 · P: (785) 483-2173 · F: (785) 483-2175 · www.usd407.org

- Upon completion, the contractor shall test the installed electrical systems and ensure that all circuits, outlets, switches, lighting, breakers, and other installed equipment are functioning properly.

BID SCHEDULE AND SUBMISSION DETAILS:

- Bids are due and will be opened on **November 4, 2026 @ 1:00 PM** at the District Administration Office.
- Bids received after the deadline will be returned to the bidder unopened.
- Electronic bid submissions will not be accepted.
- All bids must be submitted in a sealed envelope with “**RJSHS SHOP ELECTRICAL PROJECT**” clearly indicated on the outside of the envelope.
- Submit the sealed bids to:
Russell County USD 407
ATTN: Jane Cline, Board Clerk
400 N. Elm St.
P.O. Box 393
Russell, KS 67665
- The Board of Education will accept or reject bids at the November 9, 2026, regular board meeting.
- Job completion as soon as possible.
- A waiver of lien from subcontractors and equipment suppliers will be required prior to any contract payments.
- Completion and submission of the enclosed bid sheet by the deadline.

MISCELLANEOUS:

- Contractor must be licensed, bonded, and insured.
- Russell County USD 407 is tax exempt, and it shall be the responsibility of the contractor to obtain project tax exemptions or coordinate with the school to insure this tax exemption.
- Progress or partial payments will not be considered on this project.
- Russell County USD 407 reserves the right to reject any or all bids or to waive any informalities in the bidding.

Russell County USD 407 appreciates your interest in providing services to our school district.



RUSSELL COUNTY USD 407

400 N. Elm Street, P.O. Box 393, Russell, Kansas 67665 · P: (785) 483-2173 · F: (785) 483-2175 · www.usd407.org

BID SHEET

CONTRACTOR:

ADDRESS:

CITY, ST ZIP:

PHONE:

EMAIL:

Total project cost, including labor, materials, equipment, permits, and applicable fees.

PROJECT COST:

Please provide additional information for these items:

1. A description of the proposed electrical work and equipment.
2. Proposed lighting fixtures and specifications.
3. Proposed circuit and outlet configuration.
4. Information regarding the proposed main circuit breaker and any required panel modifications.
5. Anticipated project timeline and estimated duration.
6. Warranty information for materials and workmanship.
7. Identification of any exclusions or additional costs.
8. Contractor's license information, contact information, and relevant experience with similar projects.

Simpson Elementary School

(Grades PreK - 1)
1323 N. Main St.
Russell, KS 67665
P: (785) 483-6180
F: (785) 483-5459

Bickerdyke Elementary School

(Grades 2 – 6)
348 N. Maple St.
Russell, KS 67665
P: (785) 483-6066
F: (785) 483-5982

Russell Junior-Senior High School

(Grades 7– 12)
565 State St.
Russell, KS 67665
P: (785) 483-5631
F: (785) 483-5636