
TRADESMAN ELECTRIC

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Request for Proposals — Community-Wide Electrical Panel Replacement

Template for HOA boards soliciting qualified contractors

Instructions: Complete all fields in brackets before distributing. Send to a minimum of three qualified contractors. Require written responses to every section. Evaluate proposals on capability first, price second.

Community Information

Community Name:	[Community Name]	Total Units:	[Number]
Property Address:	[Address]	Construction Year:	[Year]
Contact Name:	[Board President or PM]	Phone:	[Number]
Email:	[Email]	Response Deadline:	[Date]

Section 1: Project Overview

Background

[Community Name] is a [N]-unit [condominium / townhome] community located in [City], California, built in [Year]. The community has identified electrical panels requiring replacement throughout [some / all] units and common areas. [Optional: Our insurance carrier has notified the board that panel replacement is required as a condition of coverage renewal by [Date].] The board is soliciting proposals from qualified contractors experienced in community-wide HOA electrical panel replacement. We are evaluating contractors on project management capability, HOA-specific experience, communication systems, and ability to meet our timeline requirements.

Scope of Work

The selected contractor will be responsible for:

- Replacing electrical panels in approximately [N] units and [N] common area locations
- Obtaining all required permits from [City/Jurisdiction] Building Department

- Coordinating meter spot requests with Southern California Edison
- Managing all homeowner and tenant scheduling and communication
- Providing complete photo documentation for each address, logged into a project management system
- Delivering city inspection sign-offs for every address
- Providing a complete carrier compliance documentation package at project close

Timeline Requirements

Preferred project start date: **[Date]**

Required completion date: **[Date — if carrier deadline applies]**

Panel brands to be replaced: **[List all brands identified in inspection]**

Section 2: Required Contractor Qualifications

Minimum Qualifications — Proposals not meeting these will not be evaluated

- Active California C-10 Electrical Contractor License (provide license number)
- Minimum \$1,000,000 per occurrence general liability insurance
- Workers' compensation coverage for all employees
- Minimum 50 completed HOA community-wide panel replacement projects
- Dedicated full-time project coordinator (not a field supervisor doing double duty)
- Warehouse or storage facility for material pre-procurement
- Written workmanship warranty minimum 10 years

Section 3: Required Proposal Responses

3.1 Company Background

- Company name, license number, years in operation
- Number of HOA community-wide panel replacement projects completed in the last 3 years
- Largest community project completed (number of units)
- Three references from comparable HOA projects (community name, property manager contact, project size, year)

3.2 Project Management Capability

- Name and background of the dedicated project coordinator assigned to this project
- Project management software used and description of board reporting process
- Frequency and format of board status reports
- How homeowner scheduling is managed across 50–500 units

- Process for handling rescheduled appointments and access complications

3.3 Crew and Materials

- Total crew size dedicated to HOA projects
- Subcontracting policy — what work, if any, is subcontracted and to whom
- Warehouse or storage facility address and capacity
- Material pre-procurement process — describe how materials are ordered and stored before installation begins
- Panel brand and model proposed for installation (include spec sheet)

3.4 Documentation and Photo Records

- Describe how each panel is documented before work begins — photos, condition notes, location data
- What project management system is used to log and track per-address records?
- How is photo documentation delivered to the board and insurance carrier?

3.5 Permitting and Utility Coordination

- Permit application process — who handles submissions and inspections
- Relationship with local Building Department — estimated permit timeline
- SCE meter spot request process — when initiated and typical lead time
- Experience with gas utility coordination where applicable

3.6 Insurance Compliance Documentation

- Describe the carrier documentation package delivered at project completion
- Provide a sample compliance letter or documentation index from a prior HOA project

3.7 Pricing

Provide per-unit pricing for:

- Standard panel replacement (like-for-like, no access complications)
- Panel replacement with access box modification
- Common area panel replacement
- Any additional per-unit charges (stucco repair, paint matching, etc.)

Note: All pricing must be inclusive of permits, inspections, materials, and labor. No additional charges will be accepted after proposal submission without prior written board approval.

3.8 Warranty

- Written warranty terms (duration, what is covered, claim process)
- Attach or include the full warranty document with your proposal

Section 4: Proposal Submission

Submission Requirements

Proposals must be submitted in writing by [Date] to:

[Contact Name]

[Email Address]

[Phone Number]

Proposals submitted after the deadline will not be evaluated. The board reserves the right to reject any or all proposals and to award the contract based on factors other than price alone. Questions prior to submission should be directed to [Contact] by [Date — at least 5 days before deadline].

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