REQUEST FOR PROPOSAL (RFP)

EMERGENCY POWER RESTORATION – BACKUP CREWS

Middle Tennessee Electric

TITLE:	OPS – EMERGENCY POWER RESTORATION – BACKUP CREWS
OPEN DATE:	November 9, 2026
CLOSE DATE:	November 23, 2026
CLOSE TIME:	Close of Business Day
CONTACT:	Construction Services Manager Jim Rains | Email: JimRains@mte.com, and Operations Administrative Assistant Brianna King | BriannaKing@mte.com

INTRODUCTION

Middle Tennessee Electric Membership Corporation ("MTE") is an electric distribution company providing electric service to residential and commercial/industrial members primarily in the service territory of Rutherford, Williamson, Wilson, and Cannon counties. MTE is a 501(c)(12) nonprofit, member-owned cooperative whose mission is to provide affordable, reliable, safe electricity and outstanding member service.

A. SCOPE OF SERVICES REQUIRED

MTE is requesting proposals from qualified contractors to provide **backup crews** to assist with **emergency power restoration** following a major disaster, as defined in the Scope of Work, in the attached Exhibit A. The work will be performed within the designated MTE service territories. Your proposal should reflect both technical capability and emergency management readiness.

Backup crews are not the primary response team but are activated to assist with restoration tasks when needed.

B. CONTRACT TERMS

The selected vendor will provide the services on a non-exclusive basis and will enter a Master Service Agreement with MTE pursuant to MTE's Standard Terms and Conditions, which may be found at TC. The anticipated contract term will be three (3) calendar years, with an option for a one (1) year extension. FEMA financial assistance may be used to fund all or a portion of the agreement. Therefore, the selected vendor must agree to comply with all applicable federal procurement requirements and contract provisions under **2 C.F.R. Part 200, including 2 C.F.R. §§ 200.317–200.327, as applicable.** The selected vendor shall not subcontract any work or assign the agreement to any other party without MTE's prior express written permission. Contractor shall not include any cost-plus-percentage-of-cost pricing in its proposal.

C. RATES AND EXPENSES

Submitted bids and contract terms must be in compliance with the requirements as set forth in the attached Exhibit B.

D. RESERVATIONS

MTE reserves the right to:

1. Reject any proposal that is not received by the response deadline or is otherwise nonresponsive to the RFP.
2. Reject any or all proposals submitted in response to the RFP.
3. Withdraw the RFP at any time and for any reason.
4. Make multiple or partial bid awards.
5. Use the contractor on an as-needed, where-needed basis.

E. EVALUATION & BIDS AND AWARD OF CONTRACT

1. MTE reserves the right to reject any or all Proposals, including without limitations, nonconforming, nonresponsive, or conditional Proposals. MTE will reject the Proposal that (MTE) finds, after reasonable inquiry and evaluation, to not be responsive.
2. If MTE awards the contract for the work, such award shall be based on a qualitative evaluation process. MTE will award the contract to the responsible bidder whose proposal is most advantageous to MTE with price and other factors considered, such as experience and safety record. MTE, in its sole discretion, will accept the proposal that best serves its interest.

   Each proposal will be evaluated by the Evaluation Committee to determine the minimum criterion is met and the degree to which the proposal is responsive to the requirements. The MTE Evaluation Committee will consist of the Vice President of Operations, the Construction Service Manager, and other MTE designees.

F. INSURANCE

Contractor shall be responsible for workers' compensation, property damage, and public liability insurance to insure its activities for the entire period when any work is being performed under this agreement pursuant to the terms and minimum limits as set forth below. MTE shall be named as an additional insured on all appropriate policies, and Contractor shall provide a waiver of subrogation on appropriate policies. Certificate of said insurance showing Contractor has retained coverage shall be provided to MTE in writing.

Limits

General Public Liability – Bodily Injury and Property Damage	$5,000,000
Automobile - Bodily Injury and Property Damage	$5,000,000
Workmen's Compensation	statutory limits
Employers' Liability	$1,000,000

G. INQUIRIES, SUBMISSION INSTRUCTIONS AND DEADLINE

a. All inquiries regarding the meaning or the intent of the RFP are to be submitted in writing via email to:
   Construction Services Manager Jim Rains, | Email: JimRains@mte.com, and
   Operations Administrative Assistant Brianna King | BriannaKing@mte.com

b. To submit a proposal, complete the information requested in **Schedules 1, 2, and 3** by clicking on the links below.

   Schedule 1 – Qualification
   Schedule 2 – Rates (complete both worksheets)
   Schedule 3 – Safety Experience

c. The deadline to submit a proposal is **November 23, 2026.**

*****Proposals received after the date and time prescribed for the delivery will be rejected.***

Exhibit A

Scope of Work

General

If you are a qualified contractor, please prepare a proposal that shows your ability to mobilize **backup crews** quickly, your relevant emergency restoration experience, and your capacity to support MTE's operational needs during critical restoration periods following a major disaster.

Contractor shall aid in the process by providing **backup crews** to assist in **restoring electric services following a major disaster** in MTE's service territory. The backup crew will assist by providing logistics, labor, materials, equipment, and services to complete necessary repairs and power restoration of MTE's electrical distribution or transmission system. All work performed will be in strict accordance with MTE plans and specifications.

Contractor must possess and maintain all necessary licenses, certifications, permits, and other compliance requisites for working on all types of high-voltage transmission electrical circuits and distribution electrical circuits. In addition, Contractor's employees will have the appropriate power line experience and certifications.

Contractor will comply with all applicable federal, state, and local electrical safety codes, rules, regulations, and/or ordinances, including National Electrical Safety Code (NESC), the American National Standards Institute (ANSI), the Occupational Safety and Health Administration (OSHA), and state and local electrical safety codes.

Contractor will comply with MTE's safety and security rules and procedures where restoration is to be performed.

Mobilization

Contractor shall proactively have in place a communication and deployment plan prior to any declared inclement weather and/or disaster. The contractor should assume it will be fully operational and on-site within 48 hours of receipt of notification and/or request from MTE. Contractor must have the ability to respond with **backup crews** necessary to restore power quickly and safely in the event of any emergency, including storms, tornadoes, man-made disasters, etc.

Backup Crews

Contractor shall provide adequate identification for its personnel so the public can easily identify them. Each **backup** crew will have at least one person on the crew who speaks and reads English to act as an interpreter between contractor's non-English speaking crew members and MTE's employees.

Emergency Power Restoration Scope of Service

The scope of services includes a wide variety of electrical power line work to accommodate the electrical needs of MTE's electrical distribution or transmission system. Services include troubleshooting, fuse resetting, system rebuilds, pole change-outs, transformer replacement, and other miscellaneous services if needed.

The work includes the utilization of off-road, all-terrain equipment and bucket/lift trucks necessary. All motor vehicles and tool equipment, to be provided by the contractor, shall be in excellent condition and suitable for the work to be performed.

The work performed shall include but not limited to:

a. Damage assessment of distribution and/or transmission circuits, including poles/structures, conductor, connecting hardware, guying systems, transformers, and associated hardware.

b. Restoration of damaged distribution and/or transmission facilities. Duties include but are not limited to transportation of material to work sites, installation of poles/structures/conductors, conductor repair, and installation of miscellaneous line hardware.
c. Damage assessment and restoration of power to substations and switching stations.
d. Clean-up of restoration site as directed by MTE; removal of damaged facilities (broken poles, damaged conductors, damaged hardware, etc.).
e. Contractor should immediately report transformer oil spills or other environmental concerns to MTE.
f. Right-of-Way Line clearance support.
g. Logistic support (e.g., communication, trailer, dining etc.)

Documentation
Contractor must maintain all records pertaining to work performed pursuant to this RFP and the resulting MSA. The service area, work completed, and associated costs shall be properly documented and associated with the applicable MTE Work Order number(s). Supporting documentation shall include, but not be limited to, rosters, equipment records, mileage records, lodging receipts, **fuel receipts or WEX reports supporting reimbursable fuel costs**, and documentation supporting applicable meal per diem charges. All documentation shall be provided to MTE upon request.

Reporting
Contractor shall submit written reports to MTE documenting the progress of power restoration. These reports may include, but are not limited to:

Onboarding
1. Contractor shall be prepared to provide all onboarding and crew details prior to work commencement.
    a) Contractor's Name
    b) Emergency contacts (name and telephone numbers, email addresses)
    c) MTE issued equipment, including AVL
    d) Report Date
    e) Roster
        a. Names & Positions
        b. Equipment #s & Assignments
    f) Truck and equipment descriptions

2. Progress Reports – Contractor shall provide reports on the progress of power restoration operations. Such reports shall include:
    a) Location of completed work, including GPS coordinates utilizing MTE's mapping and technology applications for each work item completed;
    b) A description of areas where services were performed, and a general overview of the work completed (including a breakdown of value by unit or time/materials/equipment, as applicable);
    c) The number of trucks, other equipment, and personnel utilized that day; and
    d) Other operational and compliance tracking information as requested by MTE.

Invoicing
If awarded the contract, services will be compensated on a time-and-equipment basis per the **Schedule 2 - Labor and Equipment Pricing worksheets** submitted with this request for proposal. All hourly rate charges must be supported by adequate backup documentation, including, but not limited to, timesheets and equipment sheets. All invoices must be submitted within 30 days of the completion of work.

Exhibit B

RATES AND EXPENSES

1. Labor and Equipment

Labor

All hours worked by contractor's employees will be compensated at the applicable labor rates set forth in Schedule 2. Contractor must maintain signed timesheets for all labor provided within a given invoice period. Timesheets will then be signed by MTE designee, verifying the work performed and hours worked. Contractor will retain the original billing copy of all timesheets. A separate timesheet must be used for each task identified by MTE.

Equipment

Any equipment costs, including equipment necessary to mobilize and/or demobilize equipment Contractor's workforce, not listed in Schedule 2 will **not** be accepted unless previously approved in writing by the MTE's Vice President of Operations or designee. Contractor may charge MTE for the use of the equipment only while the equipment is in operation. Equipment rates will not be paid for idle equipment during mobilization and demobilization.

CPI Adjustment.

Labor and equipment rates will be subject to an annual Consumer Price Index ("CPI") adjustment on each anniversary of the agreement's effective date. The adjustment will be based on the CPI-U All Items Index, as published one (1) month prior to the applicable anniversary date, and any annual increase shall not exceed three percent (3%). If the applicable CPI reflects a negative change, no downward adjustment will be made, and pricing will remain at the then-current rate.

2. Lodging and Meals

Lodging

Contractor will be responsible for providing lodging for its employees and subcontractors if lodging is not provided by MTE. Lodging costs will be reimbursed at actual invoice cost, subject to MTE approval. Contractor shall provide receipts or other supporting documentation for all lodging costs, with each receipt clearly identifying the employee using the accommodation and the associated hotel room number. Contractor is expected to obtain the most cost-effective rates reasonably available.

Meal Per Diem

Meals will be reimbursed at the per-person, per-day meal per diem rate agreed upon by MTE and Contractor, as reflected in Schedule 2. No markup, overhead, profit, or other additional charge may be added to the agreed-upon meal per diem rate.

No markup, overhead, profit, or other additional charge may be added to lodging or meal costs. To the extent lodging or meal costs are submitted for reimbursement under FEMA or other federally funded award, such costs must be reasonable, necessary, adequately documented, and otherwise allowable under the applicable federal award requirements, including 2 C.F.R. Part 200. Contractor shall provide such additional documentation as MTE may reasonably require to support reimbursement.

3. Fuel and Other Expenses

Fuel

Fuel shall not be included in the rates submitted in Schedule 2. Eligible fuel costs will be reimbursed at actual cost based on receipts or WEX reports, without markup, overhead, profit, or surcharge. Duplicate recovery of fuel costs is prohibited.

Other Reimbursable Expenses

No other expenses will be reimbursed unless approved by MTE in writing before the expense is incurred. No markup, overhead, profit, or other additional charge may be added to reimbursable expenses. Except for the agreed-upon meal per diem, all reimbursable expenses shall be invoiced at actual documented cost.