

**Petoskey District Library**  
**500 East Mitchell Street, Petoskey, MI 49770**  
**4/2/18**

**REQUEST FOR PROPOSAL for**  
**Lighting Conversion to LED**

**Reference No.: 4-18 Title: LED Project**

**Due Date/Time: April 23rd 2018 @ 12:00pm**

**I. INTRODUCTION:**

- A. The Petoskey District Library (hereunto referred to as “the library”) is requesting proposals from contractors interested in providing lighting conversion services described herein.
  
- B. Proposals must be received by the above Due Date/Time at:  

**Petoskey District Library**  
**500 East Mitchell Street**  
**Petoskey, MI 49770**
  
- C. Proposals must be marked on the outside “**LED Lighting Proposal**”.
  
- D. Inquiries regarding this solicitation may be obtained by contacting: Neil Ahrens, Facilities Manager at (231)881-6607, [nahrens@petoskeylibrary.org](mailto:nahrens@petoskeylibrary.org)
  
- E. Issuance of this RFP and receipt of proposals does not commit the library to award a contract. The library reserves the right to postpone the opening date and accept or reject any or all proposals received in response to this RFP.

**II. SCOPE:**

- A. We require you to schedule a site visit and do a visual inspection prior to the submission of your bid.
  
- B. The agreement is intended to be entered into with only one contractor, with the option to split-out the labor.
  
- C. Proposal evaluation and award: The library intends to contract with the qualified firm or person(s) whose proposal is deemed to be most advantageous to the library. No contract shall be awarded solely on the basis of price. Only those proposals determined to meet all of the requirements of this Request for Proposal will be given consideration. Evaluation of proposals may be made by a committee.
  
- D. Criteria for Award of Proposal  
Factors to be taken into consideration (listed in their relative order of importance) in awarding this proposal shall include, but not be limited to, the following:

1. **PRICE AND CONFORMITY TO SPECIFICATIONS:** While cost is a significant factor in considering the placement of the award, it is not the only factor and the award will not be based solely upon the lowest fees submitted. Rebates and applicable energy credits should be included.
2. **CHEMICAL PRODUCTS:** All products must be UL, EPA, USDA rated, and OSHA approved, where applicable. Contractor should furnish applicable test data and descriptive literature for all products.
3. **PRIOR PERFORMANCE:** Contractor will provide a minimum of two (2) references for facilities with which the contractor has conducted business and at least one of those performed similar services as outlined in this RFP.
4. **EVIDENCE OF QUALIFICATIONS:** A qualified Contractor shall mean: one who can show evidence that he is financially responsible, holds all required licenses and certifications, has a record of responding promptly, and has a qualified staff. Bidding Contractors should submit evidence of qualifications. Failure to include evidence of qualifications may render a Contractor disqualified for consideration at the discretion of the library.
5. **TIMELINE:** Provide an estimate on completing the project without major disruption of library operations.

E. Award of Contract: If the contract is awarded, it will be to the firm whose proposal is deemed to be the best proposal and meets the requirements of the RFP, cost and other factors considered. It is anticipated that the award of contract will be made at the April 26, 2018 Library Board of Trustees meeting, 5:00 pm in the Library Classroom.

### **III. REQUIRED PROPOSAL SUBMITTALS:**

A. Please submit 2 copies of the proposal that include the following sections, tabbed for efficient review.

**TAB 1. COMPANY PROFILE:** This includes but is not limited to location of the Distribution center that will be servicing this agreement, years in business, etc.

**TAB 2. APPROACH:** A detailed description of the plan of work which includes factors 1-5 listed in Criteria for Award of Proposal (Section D under II Scope).

**TAB 3. KEY PERSONNEL:** Personnel that will provide support services.

**TAB 4. Documents:** This Anti-Collusion Affidavit, template included in Appendix B as well as insurance statements.

**TAB 5. Return on Investment** information

**TAB 6: Emergency Lighting Conversion:** Include a plan and cost for converting emergency lighting and exits.

B. Proposals must be marked on the outside "**LED Lighting Proposal**".

C. Responses to this RFP must follow the format described. Firms are encouraged to submit concise responses that fully provide the information requested.

- D. Once the review process is complete and a decision is made, all contractors will be notified of the outcome.
- E. The library reserves the right to reject any or all proposals.

#### **IV. OTHER INFORMATION**

- A. The firm shall not assign or transfer any or all of the firm's rights, burdens, duties, with regard to this agreement, without prior written consent from the library.
- B. The contractor is to provide proof of liability insurance in the amount of \$2,000,000.00, naming the Petoskey District Library as additional insured party. The contractor will also have Worker's Compensation Insurance for all employees. Both of these policies will remain in force for the duration of this contract.
- C. The Contractor agrees to indemnify and hold harmless the Library from claims of bodily injury and/or property damage of all persons arising out of the use or occupancy of the premises by the Contractor, its agents, employees or invitees.
- D. The contract will remain in effect until work is completed.
- E. The contractor agrees that the contractor, and the contractor's employees will not, in any form or manner, read, disclose, or communicate to any information of any kind or nature, or description concerning any matters affecting or relating to the Petoskey District Library.
- F. All equipment must be UL approved.
- G. The contractor will include a Return on Investment report (ROI) with the bid. Average running time of lights is 70 hours per week.
- H. The awarded contractor will assist in the processing of all applicable rebates and energy credits.
- I. The library may terminate the agreement at any time without penalties by providing the firm with 30 days written notification.

**Criteria Agreement  
Petoskey District Library  
500 East Mitchell Street  
Petoskey, MI 49770**

Name of Contractor Submitting Proposal:

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Mailing Address:

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City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Person Submitting Proposal:

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Title of Person Submitting Proposal:

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Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Website: \_\_\_\_\_

Per the Criteria for Award of Proposal contained in RFP #4-18: LED Lighting Contract, my company and I agree to all of the following criteria that were outlined:

1. Conform to specifications as listed.
2. Technical service and support
3. Provide prior performance references as listed.

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Signature & Title

**APPENDIX A**  
**SPECIFICATION SHEET**  
**Lighting Specifications**

The intent of these specifications is to facilitate a pleasant, healthy working environment for the Library staff, and to present an efficient, attractive facility to the public. Planned work will be scheduled to minimize disruption of public uses of the building. Public use of the building includes the hours of Monday through Thursday, 10:00AM – 7:00PM, Friday & Saturday 10:00AM – 5:00PM and Sunday 12:00PM – 5:00PM.

**Bulb count:**

**# 334            INSET Rectangle boxes with Lenses (lower and main)**

**F32T8 SPP41ECO Hg E 32w 4100K (want 5000K)**

**# 72            Bowl Sconces (main and second floors)**

**Sylvania Dulux- DE 13w CF 13 DFD/E/830 ECO2a8 Hg**

**# 8            Large Bowl Sconces (grand stairs)**

**Sylvania Dulux mdS 13w/20331/827**

**# 20           Tall Sconces (Children's and main)**

**Sylvania Dulux L 24 W FT24DL/835 ECO**

**#16           All Bathroom above sink lights**

**Phillips Alto PL-C 26w/841/4pin H5 193N-4**

**# 160          Can Lights (all over)**

**Sylvania Dulux D 26W 2 pin CF 26DD/835 Hg 1498**

**# 126          Square insets (main and second floors)**

**21.5" T-5**

**# 352          Hanging Moderns (Main, Children's, and second floors)**

**45" T- 5 Sylvania Pentron 5000K 54W**

**FP54/850/HO/ECO**

**# 18           EXIT Green Sign Lights**

**#16           Bathroom Sconces (in all four bathrooms)**

**Phillips Alto PL-C 26w/841/4pin H5 193N-4**

**Cupola and grand stairs inset cornice lighting -complete replace**

Desire LED tape lights with color management/changing system

Globe Light / Grand Stairs - quote "Big Ass Fan" replacement with light

**CAN LIGHT, SCONCE LIGHT, or other FIXTURE CONVERSION**

The can light fixtures must be quoted with "bulb replacement" conversion as well as quoted with LED down-light conversion kits. Any sconces or other fixtures if not LED kit convertible or with a simple bulb replacement should be quoted with three different whole new LED replacement fixtures. A visit to the library for inspection of all lighting fixtures is required.

***The Facilities Manager will escort you to make sure you see all lamps.***

**APPENDIX B**  
**ANTI-COLLUSION AFFIDAVIT**  
Petoskey District Library

1. I, \_\_\_\_\_, representing \_\_\_\_\_  
(*company*) am fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal.
2. Proposal is genuine and is not collusive or sham.
3. Neither the said contractor nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other contractor, firm or person to submit collusive or sham proposal in connection with the contract for which the attached proposal has been submitted or to refrain from submitting a proposal in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other contractor, firm or person to fix the price or prices in the attached proposal or of any other contractor, or, to fix any overhead, profit, or cost element of the quote of any other contractor to secure through collusion, conspiracy, connivance or unlawful agreement any advantage against the Petoskey District Library, or any person interested in the proposed contract.
4. The price or prices quoted in the attached proposal are fair and proper and are not contained by any collusion, conspiracy, connivance or unlawful agreement on the part of the contractor or any of its agents, representatives, owners, employees, or parties, in interest, including this affidavit.

\_\_\_\_\_  
*Signature of owner or authorized representative*

\_\_\_\_\_  
*Date*