Request for Proposal
LED Lighting Retrofit for Eldon School District

RFP Close Date:
Proposals are due July 10, 2017 10:00 a.m.

Return Proposals To:
Matt Davis, Superintendent of Schools
112 South Pine Street
Eldon, MO 65026

Respondent’s Certification
The undersigned, having carefully examined all the document pertaining to the project, including the project specifications, agreement, and Terms and Conditions, hereby propose to furnish all required labor, materials, equipment, tools, and insurance to complete the work described in the proposal document in strict accordance with the project documents for the price set forth herein.

Company Name ________________________________
Address ________________________________
City __________________ State ______ Zip ______
Telephone Number ______________ Fax Number ______________
Contact Name ________________________________
By (Authorized Signature) ________________________________
Email Address ________________________________
Section 1

Administrative Information

1.1 Issuing Office

This request for proposal is issued by the Eldon School District. All contact regarding this RFP is to be directed to:

Matt Davis, Superintendent of Schools 112 S. Pine Street Eldon, MO 65026 (573) 392-8000

1.2 Purpose

The purpose of this request for proposal (RFP) is to obtain competitive bid proposals from qualified individuals and firms interested in providing LED retrofit lighting for the Eldon School District.

1.3 Schedule of Activities


Proposal Submission

All proposals must be received at the Superintendent’s Office, 112 S. Pine St. Eldon, MO 65026 no later than July 10, 2017 at 10 a.m. It is the responsibility of the proposer to ensure that their proposal is received in the Superintendent’s Office prior to the deadline. Proposals arriving after the above date and time will not be considered.

Proposals must be clearly identified as a proposal for the “LED Lighting Retrofit” and shall show such information on the outside of the proposal packet. All proposals need to be sealed.

1.4 Inquiries

Prospective proposers may make written or email inquiries concerning this RFP to obtain clarification of requirements. No inquiries will be accepted one week prior to bid due date.

Matt Davis, Superintendent of Schools 112 S. Pine St. Eldon, MO 65026
Matt.Davis@EldonMustangs.org; or call at 573-392-8000

1.5 Amendments to RFP

In the event it should become necessary to revise any portion of this RFP, addenda will be provided to all proposers who have received the original RFP.
1.6 Response Material Ownership

All proposals become the property of the Eldon School District upon receipt and will only be returned to the proposer at the District’s discretion. Selection or rejection will not affect this right. The District shall have the right to use all ideas or adaptations of the ideas contained in any proposal received in response to this RFP, subject to limitations outlined in the section entitled “Proprietary Information”. Disqualification of a proposal does not eliminate this right.

1.7 Proprietary Information

All materials submitted in response to this RFP will become public record and will be subject to inspection after an “Intent to Award” notice is issued. Any material requested to be treated as proprietary or confidential must be clearly identified and easily separable from the rest of the proposal. Such a request must include justification for the request. The request will be reviewed and either approved or denied by the Superintendent of Schools. If denied, the proposer will have the opportunity to withdraw its entire proposal, or to remove the proprietary restrictions. Neither cost nor pricing information nor a total proposal will be considered proprietary.

1.8 Rejection of Proposals

The District reserves the right to reject any or all proposals received in response to this RFP if it is in the best interest of the District to do so. Failure to furnish all information or to follow the proposal format requested in this RFP may disqualify the proposal. Any exceptions to the “Scope of Work” must be identified in the proposal are also subject to disqualification.

1.9 Incurring Costs

The District shall not be obligated or be liable for any cost incurred by proposers prior to issuance of a contract. All costs to prepare and submit a response to this solicitation shall be borne by the proposer.

1.10 Evaluation Criteria

All proposals that meet the specifications set forth in the RFP will be evaluated by the Eldon School District Board of Education. The specifics of the Board’s evaluation are detailed in Section 3 – Evaluation Criteria.

1.11 Acceptance of Proposal Content

The contents of the proposal of the successful bidder will become a contractual obligation if acquisition action ensues. Failure of the successful proposer to accept these obligations in a contract may result in cancellation of the award and such vendor may be removed from future solicitations.

1.12 Provision for Required Insurance

Award of a contract will be contingent upon successful proposer submitting certificates of Insurance and District verification of continuing insurance.

1.14 Invitation for Bid

The “Request for Proposal” form, which serves as the cover page for this RFP, must be signed in ink by a person authorized to bind the proposer, and returned with the proposal.
1.15 Taxes

The Eldon School District as purchaser, is exempt from all Federal, State, and Local taxes. The Exemption Certificate of Registry Number and documentation will be furnished when requested.

1.16 School and State Regulations

The proposer awarded the bid (and all subsequent contractors) must meet all school and state regulations including but not limited to; *prevailing wage requirements*, and background checks on all workers involved in the project.

1.17 Statement of Work

A. Provide all labor, materials, equipment, and incidental items necessary for the following.

<table>
<thead>
<tr>
<th>Qty</th>
<th>Existing</th>
<th>Qty</th>
<th>Specified LED Replacement</th>
<th>Campus</th>
</tr>
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<tbody>
<tr>
<td>11</td>
<td>65 wt inc BR30</td>
<td>11</td>
<td>LED BR30 &lt; 15 watts (Energy Star Rated)</td>
<td>Elementary</td>
</tr>
<tr>
<td>789</td>
<td>T8 F44 2x4</td>
<td>789</td>
<td>2 Type C LED Tubes-22 watts (80,000 hour rated life)</td>
<td>Elementary</td>
</tr>
<tr>
<td>904</td>
<td>T8 F42 2x4</td>
<td>904</td>
<td>2 Type C LED Tubes-15 watts (80,000 hour rated life)</td>
<td>Elementary</td>
</tr>
<tr>
<td>26</td>
<td>T8 F46 Highbay</td>
<td>26</td>
<td>4 Type C LED Tubes-22 watts (80,000 hour rated life)</td>
<td>Elementary</td>
</tr>
<tr>
<td>27</td>
<td>T12 F82HO Strip</td>
<td>27</td>
<td>2 Type C LED Tubes-36 watts (80,000 hour rated life)</td>
<td>Elementary</td>
</tr>
<tr>
<td>13</td>
<td>T8 FU2 2x2</td>
<td>13</td>
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<td>Elementary</td>
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<tr>
<td>54</td>
<td>T5 F46HO Highbay</td>
<td>54</td>
<td>Fixture Replacement with &gt; 24,000 lumens</td>
<td>Elementary</td>
</tr>
<tr>
<td>2</td>
<td>T8 F41 strip</td>
<td>2</td>
<td>1 Type C LED Tubes-15 watts (80,000 hour rated life)</td>
<td>Middle School</td>
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<tr>
<td>82</td>
<td>T8 F42 2x4</td>
<td>82</td>
<td>2 Type C LED Tubes-15 watts (80,000 hour rated life)</td>
<td>Middle School</td>
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<tr>
<td>474</td>
<td>T8 F44 2x4</td>
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<td>Middle School</td>
</tr>
<tr>
<td>2</td>
<td>T8 F46 Highbay</td>
<td>2</td>
<td>4 Type C LED Tubes-22 watts (80,000 hour rated life)</td>
<td>Middle School</td>
</tr>
<tr>
<td>22</td>
<td>T8 F82 Strip</td>
<td>22</td>
<td>2 Type C LED Tubes-30 watts (80,000 hour rated life)</td>
<td>Middle School</td>
</tr>
<tr>
<td>12</td>
<td>T12 F82HO Strip</td>
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<td>Middle School</td>
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<td>30</td>
<td>6 Type C LED Tubes-22 watts (80,000 hour rated life)</td>
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<td>660</td>
<td>T8 F42 2x4</td>
<td>660</td>
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<td>High School</td>
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<tr>
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<td>885</td>
<td>2 Type C LED Tubes-22 watts (80,000 hour rated life)</td>
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</tr>
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<td>37</td>
<td>T8 F82 Strip</td>
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<td>High School</td>
</tr>
<tr>
<td>16</td>
<td>T8 F22 2x2</td>
<td>16</td>
<td>2 Type C LED Tubes-10 watts (80,000 hour rated life)</td>
<td>High School</td>
</tr>
<tr>
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<td>-----------------------------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>23</td>
<td>T8 F46 Highbay</td>
<td>23</td>
<td>4 Type C LED Tubes-22 watts (80,000 hour rated life)</td>
<td>High School</td>
</tr>
<tr>
<td>60</td>
<td>T5 F46HO Highbay</td>
<td>60</td>
<td>Fixture Replacement with &gt; 24,000 lumens</td>
<td>High School</td>
</tr>
<tr>
<td>22</td>
<td>T5 F44HO Highbay</td>
<td>22</td>
<td>Fixture Replacement with &gt; 16,000 lumens</td>
<td>High School</td>
</tr>
<tr>
<td>8</td>
<td>100 watt inc ser a</td>
<td>8</td>
<td>LED Series A 7-20 watts (Energy Star Rated)</td>
<td>High School</td>
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<tr>
<td>22</td>
<td>T8 F42 2x4</td>
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<td>2 Type C LED Tubes-15 watts (80,000 hour rated life)</td>
<td>Bus Barn</td>
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<tr>
<td>18</td>
<td>T8 F44 2x4</td>
<td>18</td>
<td>2 Type C LED Tubes-22 watts (80,000 hour rated life)</td>
<td>Bus Barn</td>
</tr>
<tr>
<td>26</td>
<td>T8 F46 Highbay</td>
<td>26</td>
<td>4 Type C LED Tubes-22 watts (80,000 hour rated life)</td>
<td>Bus barn</td>
</tr>
</tbody>
</table>

*All Type C LED tubes must come with a full replacement warranty of 10 years*

*All LED Highbays must come with a full replacement warranty of 10 years*

*All LED screw in bulbs must come with a full replacement warranty of 5 years*

**B. Codes and Regulations**

Contractor shall conform to all codes and regulations applicable at the project site, including fulfillment of mandatory employee background checks and prevailing wage payment.

**C. Fees, Permits**

Contractor is to obtain and pay for all required permits and fees.

**D. Quality Assurance**

Contractor shall perform all work in accordance with good trade practice and in such a manner as to satisfy the District and its representatives.

**E. Ameren Rebates**

Contractor shall provide a full audit based on the provided scope of work with applicable Ameren rebate options. Bid must include projected amount of rebate, simple payback in years, and return on investment projections based on an average KWh rate of $0.092 and average annual operating hours of 3300 for interior lighting. Contractor is responsible for submitting all necessary paperwork to obtain applicable Ameren rebates on behalf of the Eldon School District.

**Section 2**

Information Required from Proposer's
Offer or Response Format

2.1 Approach to Project
Submitted proposals must detail the proposer’s understanding of and approach to the project. All work to be performed by subcontractors must be identified.

2.2 Work Experience
List at least three relevant project experiences with Missouri schools that may serve as a reference related to the proposed project.

2.3 Cost Proposal
Provide a firm fixed price for the entire project outlining cost, rebate and net cost to the district.

2.4 Schedule
All proposals shall include a schedule and time frame for completing the project based on district awarding contract on (insert date)

2.5 Independent Contractor Clause
The contractor shall perform its duties hereunder as an independent contractor and not as an employee. Neither the contractor nor any agent or employee of the contractor shall be or shall be deemed to be an agent or employee of the District. Contractor shall pay, when due, all required taxes and income tax. Contractor acknowledges that the contractor and its employees are not entitled to unemployment insurance benefits unless the contractor or a third party provides such coverage. Contractor shall have no authorization, express or implied, to bind the District to any agreements, liability, or understanding except as expressly set forth herein. Contractor shall provide and keep in force worker’s compensation insurance in the amount required by law and shall be solely responsible for the acts of the contractor, its employees and agents.

2.6 Indemnification
To the extent authorized by law, the contractor shall indemnify, save, and hold harmless, the District, its employees and agents, against any and all claims, damages, liability, and court awards including costs, expenses, and attorney fees incurred as a result of any act or omission by the contractor or its employees, agents, subcontractors, or assignees pursuant to the terms of the contract resulting from this RFP.

Section 3
Evaluation Criteria
3.1 Award of Bid
This section will outline the evaluation criteria to be used by the Board of Education in the selection of the submitted proposals. After evaluation of the written proposals, the District may request oral presentations from one or multiple contractors. The contract will be awarded to that bidder whose proposal, conforming to the RFP, will be the most advantageous to the District, price and other factors considered.

3.2 Evaluation Process

The Eldon Board of Education will judge the merit of the proposals received in accordance with the evaluation factors defined in the RFP. Failure of the proposer to provide any information requested in the RFP may result in disqualification of the proposal and shall be the responsibility of the proposer. The sole objective of the Board of Education will be to approve the proposal which is most responsive to the District’s needs and most closely aligns with the District’s available resources. The specifications within the RFP represent the minimum performance necessary for response.

3.3 Specific Evaluation Factors

Administrative Capability

Administrative experience and management efficiency as demonstrated in past performance on projects of similar scope and size, including application for energy conservation rebates.

Project Implementation Capability

Description of overall operation of project and technical content of proposal.

Project Goals and Time Lines

Goals and time objectives are clear and manageable.

Feasibility and Completeness

Adequacy and completeness of proposal. Proposal inspires confidence in production and quality of project.

Costs

Realistic cost, fully explained in the narrative. Total cost with budgetary constraints related to the project. Estimated proposal prices will not be accepted.