

# Invitation to Bid

## Southeast Missouri Regional Planning Commission

### **Bid Information –**

Bid Number: EECBG 2010-1  
Bid Name: Lighting Replacement Program  
Issue Date: June 15, 2010  
Due Date & Time: June 30, 2010  
Received no later than 5:00 p.m.

### **Contact information –**

Name: David Grimes  
Title: Deputy Director  
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The Southeast Missouri Regional Planning Commission invites potential suppliers to bid on the provision of goods and services in support of a program to replace existing lighting throughout the southeast Missouri region with new, energy efficient lighting. The project will involve the provision of lighting and room occupancy detectors to 21 local governments and school districts located throughout seven counties. The program was funded effective March 15, 2010 and must be complete by August 31, 2012.

Procurement questions can be e-mailed to David Grimes, Deputy Director. The bid number must be identified within the subject line of the e-mail message.

A pre-bid conference is not scheduled for this solicitation.

Sealed bids will be received until 5:00 p.m., June 30, 2010. Bids should be clearly marked on the outside of the package. A public bid opening will be held on July 1, 2010. The Regional Planning Commission reserves the right to call the apparent top three bidders in for a pre-award meeting should questions remain.

Bids will be evaluated based on how well they address the Technical Specifications. The regional planning commission reserves the right to reject any or all proposals and to waive informalities. Price alone may not be the sole determining factor in award of the bid.

## **Introduction**

This Invitation to Bid is extended as part of a project to upgrade lighting and controls in several local government, quasi-government and school buildings within the seven-county service area of the Southeast Missouri Regional Planning Commission. The project includes buildings located in the counties of Bollinger, Cape Girardeau, Iron, Madison, Perry, St. Francois and Ste. Genevieve. In general, this project has been developed to improve the energy efficiency of public facilities lighting. As such, energy efficiency is central to the specifications presented later in this Invitation to Bid.

The underlying concept for this program is to make lighting upgrades affordable through joint purchasing. The participants include a variety of entities, however, and therefore it is likely that a single purchase will not be possible. The ideal proposal will provide a bid price on the specific items identified below, with the bid price to be considered good for 18 months from the date of award. The project has an absolute closing date of August 31, 2012 and, therefore, an 18 month bid price would cover all contingencies.

The quantities presented in the Technical Specifications section should be considered as minimums. It is anticipated that there may be additional entities desiring to purchase at the negotiated prices.

Bidders are encouraged to prepare alternative bids. The Technical Specifications are minimums. Higher cost options with additional desirable features (longer lamp life, better warranty, etc.) may be considered if funding levels allow.

## **Instructions and Conditions**

1. **PRICES AND NOTATIONS.** Prices and notations must be typed or written in ink. No erasures are permitted. Mistakes may be crossed out and correction entered and initialed in ink by the person signing the quotation.
2. **UNIT PRICES.** Unit prices shall be stated based on units specified. Quote on each item separately and indicate brand name or make. Extend and total the bid.
3. **DELIVERY CONDITIONS.** Delivery conditions are a part of the consideration and must be stated in definite terms and must be met. If conditions vary on different items, the bidder shall so state. Preference will be given to bidders who have a flexible delivery schedule to accommodate the requirements of a variety of clients.
4. **QUOTATIONS.** Quotations must be signed by a responsible officer or employee. Obligations assumed by signature are binding upon the firm.
5. **EXTRA CHARGES.** No charges for packing, drayage, or for any other purpose will be allowed over the price quoted hereon.
6. **TAXES.** The purchasing entities are exempt from federal excise tax and state sales taxes and such taxes shall not be included in bid prices. Tax exemption certificates will be furnished with purchase order if so requested on bid.
7. **DELIVERY TERMS.** Unless otherwise stated, bids shall be quoted F.O.B. delivered with all transportation charges prepaid. F.O.B. delivered means delivered to the locations as identified on the item description.

8. **DEFAULT.** Default is defined as the failure of the bidder to fulfill the obligations of his quotations, including but not limited to, failure to deliver on time or the unauthorized substitutions of articles other than those quoted and specified on the purchase order. In case of default of the contractor, the regional planning commission may cancel the contract or purchase order and procure the articles from other sources and hold the contractor responsible for any excess costs occasioned.
9. **SPECIFICATIONS.** Specifications which refer to brand names are given for references. Bidders may quote on approved equivalent articles, provided brand name, catalog, number and any deviations are noted on bid and complete descriptive literature is furnished. Exceptions will state "do not substitute".
10. **AWARD.** The right is reserved by the regional planning commission to award by item, group of items, or total bid; to reject any and all bids in whole or in part; and to waive any informalities or technical defects if, in their judgment, the best interests of the project will be so served. In determination of awards, the responsibility of the lowest qualified bidder, the quality of articles to be supplied, their conformity with the specifications, their suitability to the requirements of the respective agencies, and the delivery terms will be considered. Acceptance or rejection of alternative bids will be determined solely by the regional planning commission. Other factors than cost may be considered in awarding the bid. Such factors as past performance, proximity to the area and maintenance ability may be considered in the award process.
11. **RECEIPT OF BIDS.** Bids must be received in the SEMO RPC offices prior to date and time as specified on the face of this bid. Late bids cannot be accepted. The responsibility of getting bids to the SEMO RPC offices rests entirely with the bidder, notwithstanding delays resulting from postal handling or any other reason.
12. **INSPECTION.** All articles are subject to inspection and test. In case any articles are defective in material or workmanship or otherwise fail to meet the requirements of this bid, the respective agencies shall have the right to reject or retain and correct such articles. Seller shall reimburse the respective agencies for expenses incurred in correcting defects. Rejected articles will be held or returned to seller at seller's expense for handling, packing and transportation.
13. **PURCHASE AVAILABILITY:** Any government body within the seven-county Southeast Missouri Regional Planning Commission service area shall have an opportunity to purchase the equipment at the bid price.
14. **BUY AMERICAN:** The project is funded by the American Recovery and Reinvestment Act of 2009 and, as such, is subject to the Buy American provisions of that law.
15. **DAVIS-BACON ACT:** Proposers are notified labor undertaken utilizing this funding is subject to the prevailing wage, certified weekly payroll, and all other requirements of the Davis-Bacon Act.

## Technical Specifications

### **Fluorescent Lamps:**

T8 Lamps meeting the following technical specifications

800 series rated lamps

25 or 32 Watt rating

Color temperature options of 3,500, 4,100 and 5,000 Kelvin

Minimum Initial Lumens      Minimum Mean Lumens

25w T8 - 2400                      2200

32w T8 - 2900                      2800

Rated Average Life minimums (3hr/Start 30,000) (12/hr/Start 36,000)

NOTE: Longer term warranties may substitute for 30,000 hour rating.

Quantity:

48" lamps: approximately 37,000+

96" lamps: approximately 650+

"U" shaped lamps: approximately 300+

### **Ballasts:**

Ballasts meeting the following technical specifications

2 , 3 or 4 lamp ballasts

120-277 input volts rated

Instant Start and Rapid Start

0.87 ballast factor minimum

Lamp operation from 17W T8 to 40W T8

Warranty (3 year minimum 5 year preferred)

Quantity:

2 lamp ballasts: approximately 7,000 +

3 lamp ballasts: quantity unknown – would replace some 4 lamp ballasts

4 lamp ballasts: approximately 6,500+

### **Complete Fixtures:**

2' X 4' Drop-in Troffer fixtures featuring lamps and ballasts to the above specifications.

4-lamp and 3-lamp surface mount fixtures featuring lamps and ballasts to the above specifications.

4-lamp and 3-lamp pricing on both surface mount and drop in fixtures.

Quantity: approximately 1,250+ including both drop in and surface mount fixtures

4' – 2-lamp surface mount fixtures featuring lamps and ballasts to the above specifications.

Quantity: approximately 1,600+

8' – 4 lamp tandem fixture to replace existing 8' - 2 T12 lamp fixtures, new fixtures featuring lamps and ballasts to above specifications.

Quantity: Unknown at this time.

### **Gym Lights:**

Day-Brite FGL 654HO-UNV-MC-3/2-EB-WG-OSI-QTP2X54T5HO/UNV PSN **or equivalent**

4' 6-Lamp Hi-Bay Fluorescent Fixture with Contoured Aluminum Reflector and White Wire Guard and appropriate lens or lamp protector pendant mount at existing fixture locations.

NOTE: An equivalent fixture using T8 lamps would be acceptable with equivalency documented in a supporting narrative.

Quantity: Approximately 700

Day-Brite FGL454HO-UNV-MC-2/2-EB-WG-OSI-QTP2X54T5HO/UNV PSN **or equivalent**

4' 4-Lamp Hi-Bay Fluorescent Fixture with Contoured Aluminum Reflector and White Wire Guard and appropriate lens or lamp protector pendant mount at existing fixture locations.

NOTE: An equivalent fixture using T8 lamps would be acceptable with Equivalency documented in a supporting narrative.

Quantity: Approximately 35

Pricing for similar fixtures with 8-Lamps.

Pricing for fixtures meeting the above specifications in a drop-in troffer configuration.

### **Room Occupancy Detectors:**

Receptacle mount for small rooms and ceiling mount for larger rooms or rooms broken up with walls or partitions.

Receptacle Mount – standard receptacle mount Room Occupancy Detector

Ceiling Mount:

Wireless

360° lens

Dual technology to include Passive Infrared and Ultrasonic Detection.

NOTE: A wired equivalent unit may be included as an alternate.

Quantity:

“Switch Mounted” for small rooms: approximately 1,000+

“Ceiling Mounted” for large rooms: approximately 700+

**Disposal:**

Ecologically sound disposal of fluorescent tubes, complete lighting fixtures, and ballasts, some of which may contain PCBs. Bids presented on a “flat rate” basis must show a “per unit” cost on which the “flat rate” was based.

**Options:**

The following are not required, but are desired options.

Flexibility of delivery.

Technical assistance availability.

Vendor cooperation in developing a “check off” order form.